



*Executive Council Minutes
March 25, 2026, 10:00 am, Founders & via Zoom*

Meeting Facilitators: Sheryl Ribbing, Co-Chair and Ginger Harner, Chair

Roll Call:

<input checked="" type="checkbox"/>	Dr. Melanie Pecord (via Zoom)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Chris Clark	<input type="checkbox"/>	Co-Chairs - As invited
<input type="checkbox"/>	Lorena Hines	<input type="checkbox"/>	
<input type="checkbox"/>	Dr. Nicolaides	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Becky Hawes	<input type="checkbox"/>	Rachael Trotter (AA)
<input checked="" type="checkbox"/>	Dwayne Fehrenbacher	<input type="checkbox"/>	Christina Wright (AS)
<input checked="" type="checkbox"/>	Rhiannon Martin	<input type="checkbox"/>	Kayla Sauerbrunn (HR)
<input type="checkbox"/>	Erin King	<input type="checkbox"/>	Dorie Wilburn, (SA)
<input checked="" type="checkbox"/>	Jeff McGoy	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Dr. Robinson Karunanithy	<input type="checkbox"/>	Ad Hoc - As invited
<input type="checkbox"/>	Sheryl Ribbing, Co-Chair	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ginger Harner, Chair	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Tina Dudley	<input checked="" type="checkbox"/>	Dr. Kristin Shelby
<input checked="" type="checkbox"/>	Dr. Tim Taylor, Advisory	<input type="checkbox"/>	Kevin Hunsperger
			Felicia Rouse

I. Call to Order

Ginger called the meeting to order at 10:01 am.

II. Approve Minutes of February 26, 2026

Becky made a motion to approve the February 26, 2026 minutes as written with a second by Jeff. All members voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the agenda.

IV. Council/Team Updates (Provided via Blurb upon Call Out)

Councils	Chair/Co-Chair
Academic Affairs Council	Dr. Ian Nicolaides/Rachael Trotter
Academic Leadership Team	Dr. Melanie Pecord
Student Academic Assessment Team	Sheryl Ribbing
Curriculum & Instruction Team	Dr. Kristin Shelby
Student Affairs Council	Chair/CoChair is Pending
Student Affairs Leadership Team	Jeff McGoy
Recruitment & Enrollment Team	Kevin Hunsperger
Student Experience Team	Erin King
Human Resources Council	Kayla Sauerbrunn/Rhiannon Martin
Employee Relations Team	Dr. April Dollins/Karen McGoy
Administrative Services Council	Dwayne Fehrenbacher/Christina Wright
Administrative Services Leadership Team	Chris Clark
Business & Finance Team	Brandy Woods
Facilities Management Team	Dwayne Fehrenbacher/Tim Cornwell

IV. Dr. Pecord reported the following updates for **Academic Affairs**

- Curriculum & Instruction
No Report
- Academic Affairs Leadership Team
No meeting due to Spring Break. The A8000.30 Email OS was distributed for review; however, no feedback was received.
- SAAT
No Report
- Academic Affairs Council
Focused on prioritizing updates to key Operating Standards (OS), particularly identifying gaps in Curriculum Management policies. Review of the FY29 Academic Calendars, discussing ongoing strategic planning efforts. Feedback was received related to A8000.30 Email OS.

IV. Jeff provided the following updates for **Student Affairs:**

- Recruitment & Enrollment
No Report
- Student Experience
Tried to meet on March 12, several were absent due to Spring Break
- Student Affairs Council
Discussing the following Operating Standards:
 - A3100.80 Academic Classifications & Course Load
 - A2200.15 Grading (Incompletes)
 - A3100.05 General Admission Requirements,
 - A3100.20 FERPA
- Student Affairs Leadership Team
No Report

IV. Rhiannon provided the following updates for **Human Resources:**

- HR Council
No meeting in March due to Spring Break; however, the Accommodations OS was sent via email for review and feedback.
- Employee Relations Team
 - Shawnee Super Saint for the month of April is Kristy Stephenson;
 - Discussed Employee Appreciation Event, March 25, 2026;
 - Strategic Plan Updates were shared;
 - Reviewed A8000.30 Email OS;
 - Rhiannon attended a conference, identifying potential speakers; and
 - Briefly discussed revising Staff Performance Evaluations, asking members to submit any examples.

IV. Dwayne provided the following updates for **Administrative Services:**

- Administrative Leadership Team
 - Meetings on: March 3, 10, 24 and detailed minutes can be viewed on the website.
 - Reviewing weekly projects and day to day activity, functionality, office and event needs and continuous infrastructure needs.

- Facility Team met on March 18
 - Working with Allied Health/Nursing with Computer Lab/Furniture, etc. (grant purchase)
 - Evaluating Bid results on two Semi-Trucks (grant purchase)
 - Gearing up for Campus-Wide Clean-up Days prior to Commencement
 - Partridge Landscaping will be on-site to remove old landscaping and replace with rocks/shrubs requiring much less maintenance.
 - Reviewed project updates, and two office moves were completed.
- Business & Finance met on March 17
 - Developed a Capitalization Policy
 - Developed an ACH Fraud OS
- Administrative Services Council met on March 16
 - Reviewed the 4 HR OS one additional time;
 - Reviewed A8000.31 Email OS, with feedback compiled and given to VP Clark;
 - Developing a Culture of Safety and Security Policy.

V. Administrative Services Council

There were no policies or OS submitted for review

VI. Academic Affairs Council

There were no policies or OS submitted for review.

VII. Student Affairs Council

A. A3000.15 Adding, Dropping, Withdrawal from Courses OS

Jeff presented the OS for a first read. Chairs and Team Leads are asked to present this OS to their Teams/Councils and collect feedback. All feedback should be communicated to the sponsoring VP, Jeff.

B. Removal of A3100.110; A3100.115 and A3100.120

Jeff made a motion with a second by Becky, to remove these numbered items since these have been included in other Operating Standards.

VIII. Human Resource Council

There were no policies or OS submitted for review.

IX. Executive Council

Tina shared the updated composition document located on the shared Policies and Operating Standards drive.

Dr. Taylor encouraged Vice Presidents (VPs) and Council Chairs to begin evaluating the Shared Governance Manual/Process over the next 3-4 months. With the rollout of the new Strategic Plan, there may be changes to the governance process.

X. Adjournment

Jeff made a motion to adjourn at 10:11 am, with a second by Dr. Pecord. All members voted in favor and the motion carried.

Next meeting is April 23, 2026 @10:00am in the Founders Room and via Zoom.

Agenda may include the following second reads

- A4000.10 Respectful Workplace
- A4100.60 Performance Review
- A4100.65 Performance Improvement Plan
- A4100.70 Corrective Action
- A8000.30 Email Usage