



Executive Council Minutes
April 23, 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	<input type="checkbox"/>	
<input type="checkbox"/>	Chris Clark	<input type="checkbox"/>	Co-Chairs - As invited
<input checked="" type="checkbox"/>	Lorena Hines (via Zoom-joined 10:12 am)	<input type="checkbox"/>	
<input type="checkbox"/>	Dr. Nicolaides	<input type="checkbox"/>	Rachael Trotter (AA)
<input checked="" type="checkbox"/>	Becky Hawes	<input checked="" type="checkbox"/>	Christina Wright (AS)
<input type="checkbox"/>	Dwayne Fehrenbacher	<input type="checkbox"/>	Kayla Sauerbrunn (HR)
<input checked="" type="checkbox"/>	Rhiannon Martin	<input type="checkbox"/>	Dorie Wilburn, (SA)
<input checked="" type="checkbox"/>	Erin King (joined 10:25am)	<input type="checkbox"/>	
<input type="checkbox"/>	Jeff McGoy	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Dr. Robinson Karunanithy (via Zoom)	<input type="checkbox"/>	Ad Hoc - As invited
<input checked="" 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 10:05 am.

II. Approve Minutes of March 25, 2026

Dr. Pecord made a motion to approve the March 25, 2026 minutes as written with a second by Rhiannon. 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**
The Team met on April 14 and reviewed/discussed key institutional updates: Strategic Plan and Leadership Searches. Also reviewed monitoring/annual reports, Convocation Topics (AI in the Classroom), Policy Updates (Grading Standards). Discussed Campus Projects, Professional Development and other upcoming events.
- **SAAT**
No Report
- **Academic Affairs Council**
No meeting due to concentration on Vice President of Academic Affairs (VPAA) interviews.

IV. Erin had provided the following updates for Student Affairs:

- **Recruitment & Enrollment**
No Report
- **Student Experience**
No Meeting
- **Student Affairs Council**
No Meeting
- **Student Affairs Leadership Team**
No Report

IV. Rhiannon provided the following updates for Human Resources:

- **HR Council**
Presenting second reads today and also reviewed Employee Work Hours, Gifts, Outside Employment and Nepotism
- **Employee Relations Team**
 - Shawnee Super Saint for May 2026 - Dr. April Dollins
 - Reviewed Operating Standards noted above
 - Reviewed Compensation Stabilization Framework with the Team

IV. Christina provided the following updates for Administrative Services:

- **Administrative Leadership Team**
 - Meetings on: March 31, April 7, April 21, 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 April 15
 - Working with Allied Health/Nursing with Computer Lab/Furniture and preparing for the May 18 HVAC project ensuring staff and student learning needs.
 - Gearing up for Campus-Wide Clean-up Days prior to Commencement
 - Updated the Facility Usage OS to include the use of the Concession Stand.
 - Partridge Landscaping have been on-site to remove old landscaping and replace with rocks/shrubs requiring much less maintenance.
- **Business & Finance** met on April 21
 - Working on end of FY26 Budget communication to send to all staff
- **Administrative Services Council** met on April 20
 - Bringing forth one policy and two OS today

V. Administrative Services Council

A. A5000.15 ACH Fraud Prevention OS

A5000.15 ACH Fraud Prevention OS was presented for approval as a requirement based on our current transaction structure.

Christina made a motion to approve with a second by Sheryl. All members voted in favor and the motion carried. However, Dr. Taylor will review this OS and send back to Brandy and Chris for additional review and language to ensure linkage to future reporting prior to final approval and posting.

B. A5500.25 Capitalization, Valuation, and Depreciation OS

A5500.25 Capitalization, Valuation, and Depreciation OS was presented for approval as a recommendation by our auditors.

This OS is being sent back to Brandy and Chris with further instruction from Dr. Taylor to align our internal policies and link to our annual reporting documents. This OS will be presented for a second read.

C. A7400 Culture of Safety and Security Policy

A7400 Culture of Safety and Security Policy was presented for approval.

Christina made a motion to approve with a second by Ginger. All members voted in favor and the motion carried. All members are asked to take this back to their teams for sharing.

VI. Academic Affairs Council

There were no policies or OS submitted for review.

VII. Student Affairs Council

There were no policies or OS submitted for review.

VIII. Human Resource Council

A. A4000.10 Respectful Workplace OS

A4000.10 Respectful Workplace OS was presented for a second read.

Rhiannon made a motion to approve with a second by Dr. Pecord. All members voted in favor and the motion carried. However, this OS is being sent back to Felicia for further refinement (adding some structural updates, SCCES connection, reducing redundancy, etc.) before final approval and posting.

B. A4100.55 Performance Review OS

A4100.55 Performance Review OS was presented for a second read.

Rhiannon made a motion to approve with a second by Dr. Pecord. All members voted in favor and the motion carried.

C. A4100.60 Performance Improvement Plan OS

A4100.60 Performance Improvement Plan OS was presented for a second read.

Rhiannon made a motion to approve with a second by Dr. Pecord. All members voted in favor and the motion carried.

D. A4100.65 Corrective Action OS

A4100.65 Corrective Action OS was presented for a second read.

Rhiannon made a motion to approve with a second by Becky. All members voted in favor and the motion carried.

E. A4200.25 Leave (Paid & Unpaid) OS

A4200.25 Leave (Paid & Unpaid) OS was presented for a second read.

Rhiannon made a motion to approve with a second by Dr. Pecord. All members voted in favor and the motion carried.

IX. Executive Council

A. A8000.30 Email Usage OS

The A8000.30 Email Usage OS was presented for a second read.

Kevin made a motion to approve the OS, with a second by Erin. All members approved and the motion carried.

Dr. Taylor advised to run the OS through the template and alongside AI for one additional cleanup prior to final posting.

B. Shared Governance Manual Updates(s)

Tina shared the updated composition document located on the shared Policies and Operating Standards drive. Also shared was the latest Shared Governance Manual. Pointing out various areas within the manual: compositions, terms, definitions, function/purpose of Team/Council, etc., these are all areas that can be evaluated.

Dr. Taylor continued to encourage Vice Presidents (VPs) and Council Chairs to evaluate the Shared Governance Manual/Process over the next 3-4 months. With the rolling out of the new Strategic Plan and the identification of key initiatives (and in choosing the top 10-12 strategies) the team assignments and compositions of those teams will become even more valuable and important.

X. Adjournment

Christina made a motion to adjourn at 11:00 am, with a second by Erin. All members voted in favor and the motion carried.

Next meeting is May 28, 2026 @10:00am in the Founders Room and via Zoom.

Agenda Items May Include Second Reads on:

- A3000.15 Adding, Dropping, Withdrawal from Courses OS
- A5500.25 Capitalization, Valuation, and Depreciation OS (June 25 Meeting ?)