

Shared Governance Committee Meeting Minutes Template

Committee: Admin & IT

Date: October 9, 2025

Time: 2:30pm

Location / Modality: ATC 140

Recorder: Doug Leisher

Attendance

Members Present: Heike Soeffker-Culicerto (chair), Doug Leisher (co-chair), Tom Childs

Members Absent: Kevin Crawford, Craig Fentress, Jennifer Szczesniak

Guests: None

Call to Order

Meeting started at 2:35pm by Heike Soeffker-Culicerto

Approval of Minutes

- Motion to approve minutes from February 27, 2025.
- Action: Approved

Old Business

None

New Business

Item 1: Policies for five-year review

- Discussion: We were given the following policies to review as they have not been reviewed for five years:
 - 6035 - Cash Receipts Policy. Purpose: to standardize and control the receipt, deposit, and recording of cash receipts.
 - 6040 – Investment Policy. Purpose: to establish guidelines that will govern HCC when investing public funds.

- 8075 – IT Hardware and Software Standards. Purpose: will establish and update as needed campus-wide hardware standards for desktop computers, laptops and printers.
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Item 2: Possibility of creating an educational records retention policy

- We were asked by Alison Preston to look into the possibility of creating a retention policy for education-related data. There is currently not one for educational records.
- Action/Decision:
 - Policies regarding financial information will be forwarded to David Bittorf, Director of Finance.
 - Policy 8075 will be forwarded to Craig Fentress, Director of IT for his thoughts.
 - We will discuss the retention information at our next meeting. We will also get the PIE office involved with this.

Committee Reports / Updates (*if applicable*)

None

Announcements

None

Action Items Summary & Next Steps

Action Item: Forward financial policies to David Bittorf → Responsible: Heike →
Due: October 24, 2025

Action Item: Look at Policy 8075 → Responsible: Craig → Due: Next Meeting

Action Item: Review Retention Request → Responsible: All → Due: Next Meeting

Next Meeting

- Date: November 13, 2025.
- Time/Location: STEM 508

Adjournment

Meeting adjourned at 3:05pm