

Shared Governance Committee Meeting Minutes Template

Committee: Admin & IT

Date: November 13, 2025

Time: 2:30pm

Location / Modality: STEM 508

Recorder: Doug Leisher

Attendance

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

Members Absent: Jennifer Szczesniak

Guests: Alison Preston

Call to Order

Meeting started at 2:35pm by Doug Leisher

Approval of Minutes

- Motion to approve minutes from October 9, 2025.
- Action: Approved

Old Business

Item 1: Policies for five-year review

- Updates on five-year policy reviews:
 - 6035 - Cash Receipts Policy. Purpose: to standardize and control the receipt, deposit, and recording of cash receipts. David Bittorf indicated no changes are necessary to this policy.
 - 6040 – Investment Policy. Purpose: to establish guidelines that will govern HCC when investing public funds. David Bittorf indicated no changes are necessary to this policy.

- 8075 – IT Hardware and Software Standards. Purpose: will establish and update as needed campus-wide hardware standards for desktop computers, laptops and printers. Tom and Craig are working on this policy.
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Item 2: Educational Records Policy Request

- We discussed creating an educational records retention policy. It was suggested to make this policy general, something like: Keep records as long as required by state, federal law or GASB or grants. Should electronic and paper copies be treated differently.
- Action/Decision:
 - Tom and Craig will continue work on Policy 8075.
 - Doug will contact Jamie Cannon to determine if there are any differences between digital and paper copy. When can we get rid of stuff for legal reasons.
 - Doug will contact David Bittorf to get his thoughts as to how this relates to GASB.

New Business

None

Committee Reports / Updates (*if applicable*)

None

Announcements

None

Action Items Summary & Next Steps

Action Item: Policy 8075 Resolution

Responsible: Tom & Craig

Due: 2/12/26

Next Meeting

- Date: February 12, 2026
- Time/Location: STEM 508

Adjournment

Meeting adjourned at 3:35pm