

**Illinois Eastern Community Colleges**  
**Strategic Engagement Planning Council (SEPC) Minutes**

**May 3, 2024**

**2:00 p.m. – 4:30 p.m.**

The SEPC held a strategic meeting on May 3, 2024.

**Participants:** Ryan Gower, Sheryl Childers, Tona Ambrose, Alex Cline, Jay Edgren, Matt Fowler, Ryan Hawkins, Amber Malone, Jessica McDonald, Andrea McDowell, Chris Simpson, Brandon Weger

**Not Participating:** None.

**Invited Guests:** None

**Welcome:** Dr. Gower welcomed the Council to the meeting. He provided an overview of the agenda and goals for the day.

**Divisional and Faculty Reports:** The Vice Chancellors gave an update from each of their respective divisions. Jessica McDonald gave an update and reported on items brought to her attention by the faculty.

**Approval of Minutes**

**Consent**

1. **SEPC Meeting Minutes (Gower)**- Minutes from the April 2024 meeting were reviewed and approved as presented.
2. **Divisional Meeting Minutes (Vice Chancellors)**- Minutes from the most recent AALT, and BOLT were reviewed and approved as presented. Minutes from SALT and IOLT were unavailable at the time of this meeting.
3. **Contract Renewal (Gower)**- Contracts for the IECC College Presidents and the LTC Welding Specialist were reviewed and approved. The contracts will now be presented to the Board on May 21, 2024.
4. **Policy and Procedure 100.30 Emergency Succession (Gower)**- Dr. Gower presented the revised policy and newly developed procedure that provides general guidelines to follow when there is a sudden absence of personnel serving in critical positions and assigns responsibilities related to selecting an interim individual or management team. Approval was given and the documents will now be presented to the Board on May 21, 2024.
5. **Policy 100.40 Mission, Vision, and Values (Gower)**- Dr. Gower presented the newly developed policy that outlines the mission, vision, and values that form the foundation of the institution and unites the organization in a common quest for excellence in education. Approval was given and the policy will now be presented to the Board on May 21, 2024.

6. **2024 Academic Calendar (Malone)**- Mrs. Malone presented a copy of the revised academic calendar that reflects campus closures for the 2024 Election Day. Approval was given and the calendar will now be presented to the Board on May 21, 2024.
7. **Affiliation Agreements (Gower)**- Dr. Gower presented affiliation agreements for review with Salem Township Hospital, Fast Pace Medical Clinic PLLC, and Crawford Memorial Hospital. Approval was given and the agreements will now be presented to the Board on May 21, 2024.
8. **Grant Update (Gower)**- Dr. Gower presented a copy of the grant update for review. Approval was given.

The Consent Agenda was Approved.

### **Approval Items**

1. **Student Code of Conduct (Fowler)**- Following the April 2024 SEPC meeting, President Fowler presented the revised code of conduct for review and approval. It was noted that a change is anticipated as Academic Affairs continues to work on a policy related to Artificial Intelligence. Approval was given. It will now be presented to the Board for acceptance on May 21, 2024.
2. **TRIO SSS & Upward Bound (Ambrose/Fowler)**- President Ambrose and President Fowler presented recommendations for the timelines and implementation of pay adjustments for TRIO SSS and Upward Bound counselors. Approval was given. Recommended adjustments will be presented to the Board of Trustees during the annual reemployment process.
3. **Directors of Instructional Services/Director of Dual Credit (Ambrose)**- President Ambrose discussed title changes for two employees currently serving as Directors of Instructional Services, as their duties have transitioned with recent enhancements in dual credit. Approval was given and the item will now be presented to the Board on May 21, 2024.
4. **Equity Plan (Gower)**- Dr. Gower provided a draft copy of the plan. He asked the group to review the document and provide all feedback no later than the end of business on Thursday, May 9, 2024. The report is due to the Illinois Community College Board at the end of the month. Once edits have been received, the document will be shared with members of SEPC electronically for a vote prior to presentation to the Board of Trustees on May 21, 2024.
5. **Policy and Procedure 800.9 Online Curriculum Course Development & Review (Edgren)**- President Edgren presented the newly developed policy and procedure that outlines the process for designing and developing quality online programs. Approval was given and the policy will now be presented to the Board on May 21, 2024.
6. **IECC Purposes (Gower)**- Dr. Gower provided a copy of the current IECC purposes listed in the IECC catalog. He proposed replacing the purposes with the strategic pillars in the catalog. He asked the group for input regarding the revision. Approval was given and the item will be reflected in the 2024-2025 IECC Catalog.

## 7. Other- None

### Discussion Items

8. **IECC Hiring Procedures (McDowell)**- Mrs. McDowell has created an Excel document to be shared with the presidents and their assistants. The document will be utilized as a checklist for the process of hiring full-time and part-time employees.
9. **IECC Campus Bookstore Topics (Simpson)**- President Simpson shared ideas and suggestions that could improve operations of bookstores and enhance the student experience.
10. **PTE and Club Courses (Edgren)**- Dr. Edgren pointed out differences in the way the four campuses administer club and athletic courses. Dr. Gower tasked the President's Council with a review of practices at each campus and to bring a recommendation and implementation plan to SEPC in July.
11. **CTE Programs (Gower/Edgren)**- Dr. Edgren advised SEPC of several programs that will be moved to inactive status. All programs have had no enrollment over a period of three or more years. Dr. Gower reminded Academic Affairs and Institutional Outreach to schedule the already planned and established practice of our CTE Lead Instructor to discuss strategies and necessary resources needed to boost enrollment in Career and Technical Education programs across the District.
12. **Campus Building Addresses Update (Ambrose)**- **Tabled.**
13. **Other**- AY25 strategic priorities will return for group discussion in June 2024. District-wide capital projects were discussed with SEPC by Ryan Hawkins. A timeline for architecture & engineering, bid openings and estimated completion dates were presented. Dr. Edgren discussed the commitment of the FCC Foundation for the Bobcat Den project. Mrs. McDowell reminded the group that Summer hours (7:30 – 4:00 with a half-hour lunch) needed to be announced and uniformly followed across the District.

The meeting adjourned at 4:48pm.

Next SEPC Meeting:

Wednesday, June 5, 2024