

**Academic Affairs Leadership Team
December 9, 2024, 9am
Mason Hall Conference Room via Zoom**

Members present: Dr. Jay Edgren, Dr. Michael Conn, Dr. Sharmila Kakac, Rodney Raney and Tara Farleigh (Recorder).

Department Updates

Dr. Conn reported:

- 1) All course design for fall semester is complete. Three courses for spring semester with reviews will be scheduled.
- 2) The January 3 Faculty Workshop schedule is set with several updates and interesting topics available.
- 3) Additional podcasts will be videoed in the spring semester.
- 4) Completing the year end wrap up with faculty and their needs.
- 5) Dr. Edgren asked Dr. Conn to provide an HLC story for Jessica McDonald to include in the IECC Newsletter. The story will be due to Ms. McDonald Friday, December 13.

Dr. Kakac reported:

- 1) Dr. Kakac provided an update of work to the outdoor garage building at TLBWRC for Maverick Fisher and the Welding Department.
- 2) Jody White, JTED Grant Project Manager, began his duties December 2. He is currently completing in-house training along with Amatrol training.
- 3) Sharmila discussed submitting some Fire Science classes to ICCB for approval. They will more than likely be offered Spring Semester 2025 as online classes.
- 4) January 9, 2025, is the next date for an Employment Workshop.

Rodney reported:

- 1) Adult Education is waiting for a response for the IBT grant submission.
- 2) ICCB Digital Literacy Grant was submitted last week. This grant (\$75,000) would be used for technology and miscellaneous needs.
- 3) Rodney has submitted his retirement effective March 1, 2025. He is working with President Ambrose to plan for a IOLT Division replacement.

Dr. Edgren reported:

- 1) IECC Board of Trustee Retreat is scheduled for tomorrow at TLBWRC. The board meeting will be held at OCC at 4:30pm. Dr. Gower will be requesting to increase the levy at the December Board of Trustees meeting.
- 2) There is a possibility the advisors will be moving from the AALT Division to SALT Division. More details will follow when decided.
- 3) Dr. Edgren asked the team to read the policies that were listed in the board book for review. They are Policy 300.23 IECC- issued Credit Card, Policy 400.1 Selection and Employment, and Policy 400.33 Vehicle Usage for Employees.
- 4) Dr. Edgren stated that he was in favor of employing our own staff who are qualified to teach as an adjunct instructor. He will work with HR on a recommendation for SEPC.
- 5) Dr. Edgren gave an update on faculty negotiations.
- 6) Phone calls will be forwarded to the District Office during the Winter Break.
- 7) January Faculty/Staff Workshop – Full-time faculty will be given time to prep the morning of January 2 instead of having an outlined agenda prepared. All staff and faculty will gather in Boyles Hall at 10:30am for division updates and lunch will be provided. An agenda will be available before the winter break.
- 8) Dr. Edgren is looking at ways to include an IECC Dean and a full-time faculty member at the AALT Divisional meetings. More details will follow when decided.

- 9) Truck Driving – Amy Tarr is looking for additional adjunct instructors to teach CDL courses. Sharmila will reach out to Amy and see if she can be of assistance to her.

Approval Items

Policy/Procedure 500.14 Tuition Waivers

- A. Discussion:** Dr. Conn presented the team with a final draft of language modifications to Policy/Procedure 500.14 Tuition Waivers. This policy/procedure has been viewed and approved by various departments.
- B. Decision:** AALT approved the Policy/Procedure 500.14 Tuition Waivers.
- C. Action:** Document will be presented at the January SEPC meeting.

Informational/Discussion Items

Emergency Response Procedure for Evening Faculty

- A. Discussion:** An inquiry was made by Jessica McDonald for an emergency response procedure for evening faculty throughout the district. Dr. Edgren has a meeting scheduled with the campus Presidents/Vice Chancellor Thursday to discuss this topic.
- B. Decision:** Details from the campus President/Vice Chancellor meeting will follow with a procedure in place at the January AALT meeting.
- C. Action:** None

Adjournment 10:10am