

Academic Affairs Leadership Team
June 17, 2024
8am via Zoom

Members present: Dr. Jay Edgren, Dr. Paul Bruinsma, Dr. Michael Conn, Sharmila Kakac, Rodney Raney, and Tara Farleigh (Recorder). **Absent:** Morris Nead

I. Department Updates

A. Rodney reported:

- 1) Confirmation was received from ICCB stating FY25 was funded; the total amount will be distributed at a later date.
- 2) Today is Shani Quarton's, Office Assistant, last day in the office. She has resigned effective June 18.
- 3) Summer B term will begin July 8.

B. Dr. Bruinsma reported:

- 1) The district received documentation from HLC that the Quality Assurance was received with adequate effort and minor suggestions.
Action: Paul will contact Jessica McDonald to add this information for the July IECC District Newsletter.

C. Dr. Conn reported:

- 1) Completing Early Childhood Education curriculum and canvas issues.
- 2) Working to acquire a single user subscription to WIDS – This cost would be covered by the CETL budget.

D. Sharmila reported:

- 1) Summer EMT class has 16 registered.
- 2) SBDC has a 2024 Business Plan competition in place this month with a deadline of July 1, 2024, asking for gold, silver, or bronze sponsorships.
- 3) B&I has training opportunities scheduled with new clients; Fairfield Memorial Hospital, Flying S in Palestine, and Lawrence County Hospital in Lawrenceville.
- 4) Forklift Training (IBT Grant) will be scheduled at FCC for June 22 (public) and June 26 (IECC employees).
- 5) Kim Underwood has added a training at Nokomis Quarry in Montgomery County, Illinois.

E. Dr. Edgren reported:

- 1) Dr. Gower has asked all campuses to be consistent in scheduling service recognition and dismissal times. FCC will be joining the campuses and honoring service award recipients at the Spring workshop held in January of each year.
- 2) Fair Labor Standards Act – This policy details the minimum earnings threshold for non-exempt employees. Changes will be effective July 1, 2024.
- 3) Please forward any questions/concerns that staff may be inquiring about the reorganization effective July 1 by noon Tuesday, June 18.
- 4) Proposed schedule of events for Fall Workshop:
August 7th – The colleges will be closed. Staff/faculty will be meeting in-person, location TBD.
August 8th – During the morning, this will be a campus day for faculty and staff. The afternoon will be designated for faculty to meet as a union.
August 9th – This is scheduled as a preparatory day for faculty on their designated campus. No mandatory activities will be scheduled for this day.
- 5) Quarterly Divisional Townhall meetings will be scheduled on each campus. Dr. Edgren and Dr. Bruinsma will be meeting Academic Affairs staff/faculty at each of these scheduled meetings.

II. Advising Update

A. Discussion

Jamie Carman presented on guided pathways/advising. A second draft is completed waiting for approval. Trio advisors were recently added to the advisor's training group where they have attended summer university tours. The canvas course training module will stay updated.

Currently, the advisors are gearing up for Walk-In Wednesday events this summer and working with Rob Jackman on advisory boards.

B. Decision - None

C. Action

Jamie will attend the July meeting to give a CRM overview to the team.

III. CETL Training Modification Proposal

A. Discussion

Dr. Conn presented a proposal to modify CETL Training Course Structure.

B. Decision - None

C. Action

Dr. Conn will make revisions and submit an updated proposal. He will present the proposal at the next team meeting.

IV. Excellence Awards Proposal

A. Discussion

Dr. Conn presented a proposal for the Excellence in Teaching and Excellence in Staff Awards at IECC. Dr. Conn will formalize verbiage with Andrea McDowell for newly hired full-time faculty.

B. Decision

An item to consider for the selection committee is the award criteria on how each nomination will be reviewed.

C. Action

Dr. Conn will email the revised proposal to the team for approval. Dr. Edgren will submit this item for the July SEPC meeting.

VI. Mental Health Resource Statement

A. Discussion

Dr. Bruinsma presented the Mental Health Resource Statement. This statement is an example that will be added to each master course syllabus.

B. Decision

Dr. Bruinsma proposed eliminating the first and last paragraph of the statement in order to keep the document brief and relevant.

C. Action

Dr. Bruinsma will revise the document with changes and send it to Dr. Edgren to submit to the July SEPC meeting.

VII. SEP initiatives

A. Discussion

Dr. Edgren has updated the document with submitted initiatives from the team with deadlines noted.

B. Decision – None

C. Action – None

Adjourn 8:52 am