

Academic Affairs Leadership Team
August 12, 2024
9am via Zoom

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

I. Department Updates

A. Rodney reported:

- 1) The hiring committee selected a recommendation for the Coordinator of ICAPS and Instruction position. This position will be presented to the August Board of Trustees for approval.
- 2) Due to funding, the Adult Education Specialist position will be left open until further notice.
- 3) Currently waiting to hear from the state on budget allocations.

B. Dr. Kakac reported:

- 1) Brent Maguire has resigned from his Program Director, Emergency Preparedness position effective August 16.
- 2) First COSMO continuing education class is scheduled this Wednesday with seven registered.
- 3) Three new apprenticeships with North America Lighting (NAL) in Flora will start this fall for industrial training with six registered.
- 4) A meeting is scheduled with Toyota this Tuesday in Lawrenceville including Angel Maguire to offer ESL opportunities.
- 5) Meeting with Flying S later this week for training.
- 6) Lake Land College will no longer be the center designated for LWIA Region 23 effective October 2024. LWIA employees will transition as Lake Land employees when this change takes effect.

C. Morris reported:

- 1) Eleven new MLT students are registered for the first year and nine MLT students returning for the second year.
- 2) Completing documentation for Dr. Dunn for end-of-year grant along with carryovers and spending down the grant.

D. Dr. Conn reported:

- 1) Updating canvas shells with maintenance completed.
- 2) Tiers I & II are moving forward.
- 3) Instructors are currently enrolling in the orientation courses being offered.

E. Dr. Bruinsma reported:

- 1) Currently working on the HLC federal compliance document and multi-location document. Dr. Bruinsma and Dr. Conn are working collaboratively on Criterion 5.
- 2) Enrollment numbers for CTE Programs are: Automotive – 8 (first- and second-year total); EDS Lineman – 21; Phlebotomy – 8; Graphic Arts – 7; and Medical Lab Tech – 20 (11-first year; 9 second year).

F. Dr. Edgren reported:

SEPC Updates

- 1) As of today, all open positions are on hold to hire with an update to be reviewed in a couple of weeks due to budget constraints.
- 2) Policy 400.32 Code of Ethics for Employees and Policy 400.4 Holiday, Leave and Benefit were approved and will be presented at the August Board of Trustees meeting.
- 3) Dr. Edgren gave an update on the Policy 500.14 Tuition Waivers. Tuition waivers will be classified as either institutional or discretionary depending on the purpose for which the waiver is for (ex. recruitment, new initiatives, student hardships, community services).
- 4) IECC Housing Contract – Draft 2 was presented to the SEPC team for review and feedback.

- 5) NIU/IECC Agreement – This agreement allows IECC to teach “train the trainer” OSHA courses in collaboration with NIU. Team approved and will be presented at the August Board of Trustees meeting.
- 6) New Employee Training was tabled.
- 7) JTED Grant Project Manager was approved – 100% grant funded position for two years.
- 8) Position changes for Financial Aid – Updated job descriptions with titles will be submitted to HR due to restructuring in this division.
- 9) Driver’s Education Program – Approval was given to the VCIO to hire the required positions to begin this program.
- 10) Approval was given to the VCIO to search for a TRIO Upward Bound Assistant Director.
- 11) 2024 Program Review – This document will be shared at the August Board of Trustees meeting.
- 12) SEPC gave approval to institutionalize the Health Science Specialist position for the Medical Lab Technician (MLT) program with a change in status for Julie Dehart at the August Board of Trustees meeting.
- 13) Dr. Edgren gave an update on faculty negotiations.

Academic Affairs Mission Statement

A. Discussion

Team members submitted examples for the Academic Affairs Mission Statement.

B. Decision

Tara will send all examples of the mission statement in an email where the team will discuss by email thread.

C. Action

None

Adjourn 9:53 am