

# **B&I Divisional Meeting Minutes**

**Date:** May 7, 2026 | 1:00 PM | Teams

**Chair:** Sharmila Kakac

**Present:** Sharmila Kakac, Laurie Taylor, Michelle Brooks, KaRissa Miller, Melanie Wiseman

## **Call to Order**

Sharmila called the meeting to order.

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### **SBDC Update – Michelle Brooks**

Discussion was held regarding the proposed 67% reduction to SBA funding and cuts to entrepreneurial development programs. Michelle Brooks shared that SBDC continues to see strong client activity and is currently at 41% of annual advising goals. Several new clients have recently been added. Michelle also provided updates regarding development of in-home daycare workshops in collaboration with DCFS, Project Child, county health departments, and Early Childhood partners, as well as continued participation in AI-related initiatives and training discussions.

### **Business & Industry Update – KaRissa Miller**

KaRissa Miller provided updates regarding upcoming trainings and workforce initiatives including the policing course scheduled for May 14, WADI and Elastec Leadership sessions, Women in Leadership programming, Co-Pilot AI training, Food Safety & Sanitation trainings, Fire Science summer courses, and the EMT summer course. Discussion also included Adult Mental Health First Aid training through grant support and continued apprenticeship discussions with Early Childhood partners and Wayne County/WADI. Additional outreach opportunities for Food Safety classes through schools and health departments were discussed.

### **MIT Update – Laurel Taylor**

Laurie Taylor shared updates regarding IMI activities, including the move from August to June for 2026 programming. Mine rescue activities will occur inside the pavilion with booths surrounding the event space. IECC will participate with a booth and instructor attendance. Additional discussion included golf outing sponsorships, mining scholarship coordination, St. Genevieve staffing needs, instructor evaluations, and payroll and data sheet processing updates.

### **Operational Planning / KPI Discussion**

The group reviewed operational planning timelines and discussed upcoming Vice-Chancellors meetings with Dr. Gower regarding operational priorities and strategic alignment. Discussion included workforce alignment, stackable credentials, adult learner pathways, operational efficiencies, sustainability, and opportunities for cross-divisional collaboration. Team members will continue reviewing and refining KPI rationale documentation, and an operational planning work session was scheduled for Monday at 2:00 p.m.

### **Online Registration & Payment Processes**

Extensive discussion was held regarding operational challenges associated with non-credit registration and payment systems. The group reviewed current Banner, Nelnet, Clover, and Microsoft Forms processes and discussed barriers impacting enrollment and payment collection. Peer institution processes at John A. Logan and Parkland College were also discussed. Laurie Taylor will contact John A. Logan regarding their online non-credit payment and registration processes.

### **ICCB / State Fair Planning**

Discussion occurred regarding workforce and apprenticeship promotion activities at the Springfield and DuQuoin State Fairs. Potential activities discussed included fire safety demonstrations, smoke truck demonstrations, mining promotion activities, and other interactive workforce engagement opportunities. Additional planning and coordination will continue as further guidance is received from ICCB organizers.

### **Adjournment**

Meeting adjourned following operational planning discussion and scheduling of follow-up planning session.