

B&I Divisional Meeting Minutes

Date: July 23, 2026 | 10:00 AM | SBDC Office - Noble, IL

Facilitator: Sharmila Kakac

Attendees: Sharmila Kakac, Michelle Brooks, Laurel Taylor, KaRissa Miller, Melanie Wiseman; Absent: Jody White (conflict)

Recorder: Not specified

Meeting Summary

Key Focus Areas

- SBDC operations, accreditation preparation, advising hours, and upcoming events
- Mining & Industrial Training updates, FLAC launch preparation, curriculum, and training activity
- General Workforce Training, workforce and employer engagement, including pre-apprenticeship outcomes and upcoming training

Major Decisions

- No formal approval decisions were documented.

Upcoming Deadlines

- September 2026 - FLAC planned to go live; Sept. 14-18 - Accreditation Week; Sept. 28-Oct. 2 - SBDC National Training Event; Oct. 22 - CEO Summit; Dec. 2026 - JTED Grant extended

SEPC Items

Approval items:

- No SEPC approval items were documented.

Discussion/Information Items:

- District operational planning focused on SOPs, process ownership, and documenting departmental workflows for consistency and accountability.
- IECC Operational Stabilization & Execution Framework (AY 27-AY 28) was provided.

Agenda Items

1. SBDC Updates

Discussion

- Michelle Brooks reported on SBDC operations and upcoming activities. A date is being developed for "How To Start A Day Care."
- Michelle will attend the National Training Event beginning Sept. 28 in Atlanta and an AI class that will provide a \$1,200 cost deduction. The SBDC Center is short on advising hours but has met all other requirements.
- Upcoming events include the July 29 Flora Chamber Workshop, Aug. 16 AI Social Media Workshop, Sept. 14-18 Accreditation Week, Sept. 28-Oct. 2 National Training Event, and Oct. 22 CEO Summit.

Action Items

- Continue SBDC accreditation preparation and SOP development.
- Continue working to address SBDC advising-hour requirements.

2. Mining and Industrial Training

Discussion

- Laurel Taylor reported that FLAC preparation and curriculum updates are progressing well, with FLAC planned to go live in September 2026. Workforce is updating its website, the online mining certificates tab is working well, and a mass mailing is planned.
- Mine Rescue in Marion went well; John Duty provided diesel training at Foresite Mine. Collaboration discussions are planned, and Wes Taylor is attempting to teach an online 8th Edition Advanced CPR class from AAOS; Tim Janello will also teach.

Action Items

- FLAC preparation and training. Continue working on curriculum updates. Contact IAAP to discuss aggregate training certificate program and launch.

Workforce & Employer Engagement Updates

KaRissa Miller reported that the Fairfield Memorial Hospital pre-apprenticeship program concluded July 22 successfully and resulted in 7 students who are pursuing healthcare related education. The Manufacturing Round Table was successful, with significant networking. The group discussed whether QuickBooks should be offered online or face-to-face. EPM will be moving to FLAC with September payroll.

Action Items

- Continue FLAC preparation and syllabus revisions; follow up on scholarship administration options and funding opportunities; explore apprenticeship and workforce funding opportunities; begin identifying and documenting key departmental processes and ownership.

Action Item Tracker

Task	Owner	Deadline	Status
Continue FLAC preparation and syllabus revisions	Laurel Taylor	September 2026	In progress
Continue SBDC accreditation preparation and SOP development	Michelle Brooks	Sept. 14-18, 2026	In progress
Follow up on scholarship administration options and funding opportunities	Laurel Taylor	Not specified	Open
Explore apprenticeship and workforce funding opportunities	KaRissa Miller	Not specified	Open

Identify and document key departmental processes and ownership	Sharmila Kakac / Department leads	AY 27-AY 28 planning	Open
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Additional Announcements

Discussion

- Upcoming workforce events: Aug. 3-4 Teams Training at PGI; Aug. 5 Safe and Sound at OCC; Aug. 10, 31 and Sept. 28 Adult Mental Health First Aid at OCC; Aug. 18 and 25 Food & Safety Sanitation at TLB WRC; Oct. 6 Red Hill Restaurant soft opening; JTED Grant extended through Dec. 2026.

Next Meeting (Date/Time/Location)

TBD

Adjournment

Meeting concluded at: 2:00 p.m.