

Illinois Eastern Community Colleges
Strategic Engagement Planning Council (SEPC) Minutes

August 6, 2024

2:00 p.m. – 4:30 p.m.

The SEPC held a strategic meeting on August 6, 2024.

Participants: Ryan Gower, Tona Ambrose, Alex Cline, Jay Edgren, Matt Fowler, Ryan Hawkins, Amber Malone, Jessica McDonald, Andrea McDowell, Chris Simpson, Brandon Weger

Not Participating: Sheryl Childers

Invited Guests: None

Call to Order & Welcome: Dr. Gower called the meeting to order and welcomed the Council to the meeting. He expressed excitement and optimism for the start of the new school year and provided an overview of the agenda and goals for the day.

Recognition of Visitors & Guests:

Reports:

Guests-None

Chancellor-Dr. Gower spoke about the IECCEA address at the Board of Trustees meeting at Lincoln Trail College. He believed the communication was helpful to improve our understanding of areas of concern for the faculty. He will speak to some of these concerns at the next Board meeting. Dr. Gower also requested that all members of SEPC work to communicate with each other about issues and circumstances locally that may impact division decisions.

Presidents & Divisions-

SALT – Dr. Fowler gave an update on Student Affairs and was glad to have the opportunity to bring his entire division together for the first time in a year. He gave a brief update on the newly forming Student Advisory Board and the Orientation plans for August 13, 2024.

AALT – Dr. Edgren shared the outstanding pass rates IECC saw in graduates from Nursing and Radiography this year. He provided information about the JTED grant and plans to provide advising for nursing students across the District. He also announced that Sharmia Kakac had recently earned her doctorate degree.

BOLT – President Simpson shared information about possible partners to work with IECC in the operation of our four bookstores with the goal of improving access, reducing costs to students, and streamlining IECC operations. He also shared that the food service partner at WVC had backed out of meal provision for the upcoming school year at the last minute. Alternative plans are underway, but there may be a limited period of time in which food service is not available at WVC until those plans are up and running.

IOLT – President Ambrose gave an update on upcoming Dual Credit orientations, and progress being made on CRM Recruit to assist in Enrollment Management activities. With the loss of IECC's Director of Enrollment Management and two vacancies in recruiter positions, the Division is rethinking how this important function can be addressed working within budget limitations. Two of the four Foundations have expressed a desire to begin developing alumni databases for the purposes of developing relationships, strengthening ties to the local community, establishing opportunities for students and fundraising. President Ambrose will work with Dr. Gower and Ryan Hawkins about ways IECC and the Foundation might partner to cover the cost of this software.

Staff Updates – Brandon Weger shared a brief update on the CCCSE data that IECC received. The data revealed that IECC has a solid foundation on which to build in our guided pathways transformation. More information about CCCSE data will be released in the IECC Newsletter.

Amber Malone gave a progress report on getting our Meta Majors into CRM Recruit, and the importance of disclosing AI used in the generation of marketing materials.

Faculty-Jessica McDonald expressed the need for administration to speak into uncertainty and to address “FAQs” using several communication channels. She expressed the importance of SEPC communicating with their team and encouraging their teams to subsequently share information across and within the organization.

Consent

- 1. July SEPC Meeting Minutes (Gower)**- Minutes from the July 2024 meeting were reviewed and approved as presented.
- 2. Divisional Meeting Minutes (Vice Chancellors)**- Minutes from the most recent AALT, SALT, IOLT, and BOLT were reviewed and approved as presented.
- 3. Deletion of Policy and Procedure 100.27 Ethics (Gower)**-The ongoing effort to restructure and better organize IECC's Policy and Procedure manuals is resulting in materials previously contained in Policy 100.27 (A Board Policy) being relocated to a “Human Resources” policy. This recommendation will now be presented to the Board on August 20, 2024.
- 4. Policy 400.32 Code of Ethics for Employees (Gower)**- This new policy is the new iteration of the existing Policy 100.27. This proposed policy will now be presented to the Board on August 20, 2024.

5. **Procedure 400.32 Code of Ethics for Employees (Gower)**- This procedure operationalizes the implementation of the proposed Policy 400.32.
6. **Policy 100.7 Prevailing Wage Law (Gower)**- As a part of the ongoing review of the IECC policy manual revisions were made to the policy that reflect IECC's compliance with all aspects of the Illinois Prevailing Wage Act. The policy was approved and will now be presented to the Board on August 20, 2024.
7. **Policy 400.4 Holiday, Leave, and Benefit (Gower)**- Revisions have been made to the policy that reflect recent updates to bereavement leave for employees. The policy was approved and will now be presented to the Board on August 20, 2024.
8. **Model Partnership Agreement/ Mission III Academy (Ambrose)**- President Ambrose presented a new MPA agreement between IECC and Mission III Academy – a private school in IECC.
9. **Affiliation Agreements (Gower)**- None.
10. **Grant Update (Gower)**- Dr. Gower presented a copy of the grant update for review. Approval was given.

The Consent Agenda was Approved.

Policy & Procedure First Reading (and Possible Approval)

1. **Policy 500.14 Tuition Waivers (Hawkins)**-Mr. Hawkins presented a policy that better outlines IECC's current and aspirational practices related to the use of tuition waivers. SEPC approval was given and the Policy will now be presented to the Board on August 20, 2024.
2. **Procedure 500.14.1 Tuition Waivers Employees (Hawkins)**- Tabled pending further revisions.
3. **Procedure 500.14.2 Tuition Waivers Discretionary (Hawkins)**- Tabled pending further revisions.
4. **Procedure 500.30 Withdrawal (Edgren)**- Dr. Edgren presented proposed modifications to Procedure 500.30. Implications for financial aid, student transcripts, and process improvements this change would bring for faculty were discussed. Dr. Gower tabled the item and organized a subcommittee consisting of Dr. Edgren, Dr. Bruinsma, Dr. Fowler, Mr. Hawkins and Amber Malone to discuss this item further. This procedure will come back to SEPC in September or October.

Staff Recommendations for Approval

1. **IECC Housing Contract (Fowler)**- Dr. Fowler asked SEPC to review this contract and to provide feedback to him. Once received, he will bring the contract back for Council Approval.
2. **NIU/IECC Agreement (Edgren)**- Dr. Edgren presented the agreement which allows IECC to teach "train the trainer" OSHA courses in collaboration with NIU. This agreement will now be presented to the Board on August 20, 2024.

3. New Employee Training (Hawkins/McDowell)- Mrs. McDowell brought discussion related to new hire trainings pertaining to safety.

4. Other-

Capital Projects-

1. Dr. Gower and Mr. Hawkins provided an update on capital projects happening across the District including the Solar Array at Olney Central College, the 3rd floor STEM classroom renovations at Olney Central College, the construction of the Applied Technology Center at Olney Central College, the completion of the Athletic Conditioning Facility at Lincoln Trail College, and the planned construction of athletic facilities at Wabash Valley and Frontier.

District Finance- Mr. Hawkins reported that accounts receivable were flat against this same time period last year which is a concern given IECC's recent tuition increase. IOLT reported on activities in which they are engaging to help close the enrollment gap. On a fiscal basis, IECC appears to be down about 6.5% over this same time present, and waivers are on track to end about 10% over budget. Work on addressing waivers is important for IECC.

Approval of Personnel Items-

1. **Enrollment Management (Ambrose)-** TABLED
2. **JTED Grant Project Manager (Edgren)-** Dr. Edgren received permission to hire in this 100% grant funded position.
3. **Driver's Education Program & Related Hires (Hawkins/McDowell)-** Permission to search to fill vacancies to meet this community need was given.
4. **Change in Status/ Financial Aid SSS Position (Hawkins)- See below.**
5. **Change in Status/ Financial Aid Coordinator Position (Hawkins)-**
As student enrollment patterns continue to change, and given recent resignations at Lincoln Trail College, Mr. Hawkins shared information about restructuring happening within the Financial Aid division that would allow critical work to happen with fewer employees. This change requires an adjustment of duties and responsibilities for the Financial Aid SSS staff and the Financial Aid Coordinator positions. These changes were approved by SEPC, and a change in status for impacted personnel will be brought to the Board for consideration. A search will open for a Financial Aid SSS position at Lincoln Trail College.
6. **Change in Status/ TRIO: "Counselors" to "Academic Counselors" (Ambrose) –** President Ambrose communicated that the job title for TRIO Counselors often creates confusion among students as they affiliate "counseling" with "mental health". The recommended job title will make the role of the employee more

evident to the intended user of their service. SEPC approval was given and a change in status will be presented to the Board of Trustees for consideration.

7. **Permission to Search/ TRIO Upward Bound Assistant Director (Ambrose)** -TRIO Upward Bound has had a long-standing vacancy in the Assistant Director role and many of these duties are being absorbed by the Director and other TRIO staff. SEPC gave permission to search for an Assistant Director for this grant-funded position.
8. **Other-** Dr. Edgren informed SEPC that the "Promoting Health Science Pathways" Title III grant FCC received in 2019 is coming to a close this year. IECC expressed a willingness to institutionalize the Health Science Specialist for the Medical Lab Technician (MLT) program if the program proved to meet the needs of students and industry. Julie Dehart has done outstanding work in this position, and enrollment and placement rates in the program are all in position. SEPC gave permission to institutionalize this position, and a change in status for Julie Dehart will be presented to the Board of Trustees for consideration.

Other Items

1. **Artificial Intelligence in the Classroom (Edgren)-** Dr. Edgren shared a document that had been created by the Deans and certain members of the faculty that provided guidance for AI in the classroom and recommended language for faculty to use on their syllabus. This information was to be shared with faculty for their consideration and possible adoption in their courses.
2. **2024 Program Review (Edgren)-** Dr. Edgren shared the IECC Program Review document with SEPC. Dr. Gower reminded the group that, like accreditation, program review should be an earnest review of strengths and weaknesses of our programs and operations. The goal is continuous improvement. This Program Review document will be shared with the Board of Trustees in the upcoming meeting.
3. **Other- None.**

Adjournment- The meeting adjourned at 5:10pm

Date of Next SEPC Meeting-

Wednesday, September 4, 2024, at 2 pm @ TLB WRC Training Room