

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

December 4, 2024

9:00 a.m. – 12:00 p.m.

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

Not Participating: Jessica McDonald

Guests: None.

Call to Order & Welcome: Dr. Gower called the meeting to order and welcomed the Council to the meeting. He thanked the group for their dedication to the HLC visit and brought recognition for the massive amount of work that has taken place over the past four years within the District. He turned to Dr. Edgren and Dr. Fowler for comments. They reported positive feedback from the HLC visit and suggested beginning the initial planning for the next HLC assurance argument. Dr. Gower provided an overview of the agenda and goals for the day.

Reports:

Chancellor- Dr. Gower provided an update on the upcoming Board retreat. He asked the leadership team for any topics that they would like to see approached by the Board. He gave an overview of the topics he plans to address during the retreat and expressed his optimism for the outcomes of the meeting.

Consent

- 1. November SEPC Meeting Minutes (Gower)-** Minutes from the November 2024 meeting were reviewed and approved as presented.
- 2. Divisional Meeting Minutes (Vice Chancellors)-** Minutes from the most recent AALT, SALT, BOLT and IOLT were reviewed and approved as presented.
- 3. Policy 300.14 Purchasing (Hawkins)-** The policy was revised and reflects IECC's commitment to ensuring all purchases and purchasing activities are conducted in a transparent, ethical, and cost-effective manner. Approval was given and the policy will now be presented to the Board on December 10, 2024.
- 4. Deletion of Procedure 300.14.1 Purchasing (Hawkins)-** The procedure has been deleted as the information will now be reflected in the revised Policy 300.14. Approval was given.
- 5. Deletion of Procedure 300.1.25 Driver's License (McDowell)-** The procedure has been deleted and replaced with Policy and Procedure 400.33. Approval was given.

6. **Marketing Name Change (Ambrose)**- President Ambrose brought a change in title for the Marketing and Public Information staff. The proposed title is Coordinator of Marketing and Communication. Approval was given and the name change will now be presented to the Board on December 10, 2024.
7. **Standard IECC Facility Use Agreement Template (Edgren)**- Dr. Edgren presented a copy of the standardized template to be utilized for healthcare facility usage outside of IECC. These agreements are designed to offer students hands-on learning experiences. Approval was given.
8. **Facility Use Agreement- Lawrence County Memorial Hospital (Edgren)**- Dr. Edgren presented a copy of the agreement for approval. Approval was given and the agreement will now be presented to the Board on December 10, 2024.
9. **Affiliation Agreements- Non-Standard Good Samaritan of Vincennes (Edgren)**- A copy of the affiliation agreement between IECC and the organization was provided for review. Approval was given and the agreements will now be presented to the Board on December 10, 2024.
10. **Grant Update (Gower)**- A copy of the grant agreement was provided for review. Approval was given.

The Consent Agenda was Approved.

Removed from Consent Agenda

None

Policy & Procedure First Reading (and Possible Approval)

1. **Policy 300.23 IECC Issued Credit Cards (Hawkins)**- Mr. Hawkins presented the newly developed policy for employee use of IECC credit cards for review. Approval was given and the policy will now be presented to the Board on December 10, 2024.
2. **Procedure 300.23 IECC Issued Credit Cards (Hawkins)**- Mr. Hawkins provided a copy of the newly developed procedure for review. The procedure provides guidelines for requesting, issuing, and appropriately using credit cards assigned to employees for business-related expenses.
3. **Policy 400.33 IECC Owned and Personal Vehicle Use (McDowell)**- Mrs. McDowell brought a revision that replaces procedure 300.1.25 with Policy 400.33. The policy ensures that employees meet expectations when operating IECC-owned and personal vehicles for IECC related travel and business. Approval was given and the policy will now be presented to the Board on December 10, 2024.
4. **Procedure 400.33 IECC Owned and Personal Vehicle Use (McDowell)**- Mrs. McDowell presented a copy of the newly developed procedure that serves as a guideline for compliance with the policy. Approval was given.
5. **Policy 400.1 Employment of Personnel (McDowell)**- Mrs. McDowell provided a copy of the minor revision that includes criteria for newly hired full-time employees who are required to operate IECC-owned vehicles. In addition to the criminal background check, applicants will submit a motor vehicle report. Approval was given and the policy will now be presented to the Board on December 10, 2024.

- 6. Procedure 400.1.1 Employment of Personnel (McDowell)**- Mrs. McDowell provided a copy of the procedure for review. Minor revisions were made to comply with the revised policy. Approval was given.

Staff Recommendations for Approval

- 1. 2024 Biennial Review Report (Fowler)**- Dr. Fowler presented a copy of the report for review. The report addresses the prevention program and policy for ensuring that IECC remains an alcohol-free and drug-free environment. Approval was given and the report will now be presented to the Board on December 10, 2024.

Informational/Discussion Items

- 1. Administrative Guidelines – November Follow-up (McDowell)**- Mrs. McDowell asked for feedback on the item prior to updating the document for approval. Feedback was given. It was determined that AALT is the appropriate group to continue the work in progress. Dr. Edgren will work with Mrs. McDowell to refine the document, following their final approval the document will be shared with President Ambrose for final input.
- 2. IECC Climate Survey (Weger/Boyce)**- Brandon Weger reported that the equity plan determined a climate survey was needed. He and Dean Boyce worked together to compose a survey that takes a closer look at culture within IECC for students and employees. He asked for approval of the survey and asked for guidance regarding the distribution of the survey. It was decided that Mr. Weger would share a copy of the survey with SEPC following this meeting for review. The item will be returned for discussion in January.
- 3. Other**- Dr. Edgren discussed progression on the review of tuition waivers for music students. Presidents Ambrose and Simpson provided feedback for enhancing the management of these waivers. The implementation of waivers will be looked at more closely and communication amongst leadership and performing arts directors is forthcoming. The item will be returned in January.

Dr. Fowler report on positive feedback from HLC, and his upcoming SALT townhall meeting. He inquired about the Spring workshop and the plans for the event. Service Recognition will take place at the faculty workshop in January.

Capital Projects-

None

District Finance-

None

Approval of Personnel Items-

1. **FCC Business Office Assistant (Simpson)**- Item was tabled.
2. **Other- None**

Other Items-

Adjournment- The meeting adjourned at 10:54 am

Date of Next SEPC Meeting-

Wednesday, January 8, 2025, at 2 pm. Location TBD