

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

July 3, 2024

9:30 a.m. – 12:00 p.m.

The SEPC held a strategic meeting on July 3, 2024.

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

Not Participating: None

Invited Guests: None

Welcome: Dr. Gower welcomed the Council to the meeting. He provided an overview of the agenda and goals for the day. He discussed unanticipated financial shortfalls for AY25 as IECC will receive \$240,000 less in state grants and a \$680,000 reduction in CPPRT funding. This \$920,000 reduction in funding requires SEPC to adjust the tentative budget to bring a balanced budget to the Board of Trustees in their upcoming meeting. Dr. Gower also did a review of upcoming deadlines and items needed from Presidents and Divisions. It was noted that all deadlines and tasks can be reviewed within the June 2024 SEPC minutes.

Divisional and Faculty Reports: The Presidents held a brief discussion related to athletic courses and different approaches used at each campus. It was decided that each campus would maintain historic practices for AY25 and that a recommendation for AY26 would be brought to SEPC no later than December, 2024. The Presidents also gave an update from each of their respective divisions. Jessica McDonald reported that she and other colleagues from IECC will be attending the upcoming InstructureCon '24 event in Las Vegas.

Approval of Minutes

Consent

1. **June SEPC Meeting Minutes (Gower)**- Minutes from the June 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. **Affiliation Agreements (Gower)**- Dr. Gower provided affiliation agreements with Rehab Focus LLC dba Fyzical Therapy & Balance Centers, and Wabash & Ohio

Valley Special Education District for review, the agreements were approved. The agreements will now be presented to the Board on July 16, 2024.

- 4. Grant Update (Gower)-** Dr. Gower presented a copy of the grant update for review. Approval was given.

The Consent Agenda was Approved.

Approval Items

- 1. Policy 500.40 Housing (Fowler)-** Dr. Fowler provided a copy of the updated policy for approval. Approval was given. The policy will now be presented to the Board for approval on July 16, 2024.
- 2. B&I Testing Fee (Edgren)-** Dr. Edgren presented the proposed fee for review and approval. The proctoring test fee is currently \$15 and will be increased to \$35. Approval was given and the proposed fee will now be presented to the Board on July 16, 2024.
- 3. Position Changes (Fowler/Ambrose)-** Dr. Fowler and Mrs. Ambrose presented a proposed change-in-status for;
 - TRIO Academic Counselors
 - AE Intake Specialist
 - ICAPS Coordinator

SEPC approved the proposals, and a change-in-status for impacted employees will now be presented to the Board on July 16, 2024.
- 4. Reddy Consulting Services (Gower)-** Dr. Gower reviewed a proposed contract with Reddy Consulting services to render support for ongoing Dual Credit and Legislative and Government Relationship activities for District #529. Approval was given for contractual services in the amount of \$48,000, and the item will now be presented to the Board on July 16, 2024.
- 5. Other-** Dr. Fowler reviewed the newly developed position for Program Director of College and Career Services and clarified a prior (June 2024) request for a change in title/status for the current Retention Coordinator at WVC to a College and Career Services Specialist. SEPC reaffirmed approval and the item will now be presented to the Board on July 16, 2024.

Discussion Items

- 1. Title III Changes (Edgren/McDowell)-** Dr. Edgren informed that the grant is scheduled to expire on September 30, 2024. He reviewed positions that would expire upon grant completion as well as positions required to be institutionalized at the conclusion of the grant. Mr. Hawkins recommended IECC request a spend-down adjustment to allow closure of the grant to be covered by remaining dollars. Dr. Edgren will explore this possibility.

2. **Institutional Effectiveness Planning (Weger)**- Brandon Weger reviewed a process diagram for Institutional Effectiveness. The council made recommendations to enhance the diagram to include key activities, dates of completion. The process diagram will be presented at the upcoming District Workshop to help administrators, faculty, and staff understand the importance of certain activities in making data informed decisions.
3. **CETL Excellence Awards (Edgren)**- Dr. Edgren delivered Dr. Conn's request to recognize individuals who are doing an outstanding job of utilizing the CETL and the professional development it offers. SEPC approved delivery of the CTE Excellence Awards at the upcoming District Workshop and expressed a desire to collectively improve service recognition across the District. The President's group will review best practices from their colleagues and work with Human Resources to develop a plan for AY26.
4. **Instructional Designer Job Description (Edgren/McDowell)**- Andrea McDowell presented the updated Job Description for the position housed in CETL. The council reviewed and approved.
5. **Updated Withdrawal Procedure (Edgren/Gower)**- Tabled for a future meeting. Academic Affairs will meet with the Office of Admissions and Records to discuss and bring the item back to SEPC for a future meeting.
6. **Required ALICE Training for Employees (Gower)**- Dr. Gower reminded the leadership team to provide feedback on this item. The item will be returned to SEPC for inclusion in HR Policy.
7. **PATH Budget (Hawkins)**- Mr. Hawkins discussed the steep decrease in state funding for PATH and the adjustments needed to align with this change. It is expected that PATH funding will be available on a competitive basis moving forward.
8. **Service Recognition (Gower/McDowell)**- Tabled based on earlier discussion.
9. **Other**- The divisional meeting minutes template is being developed and will be reviewed at the upcoming President's Council meeting. Andrea McDowell gave an update on the New Title IV regulations and how IECC is working to remain in compliance with the assistance of Robbins Schwartz. Mr. Hawkins reported that the Business Office has established an agreement with Visa for IECC credit cards, the organization is expected to transition away from American Express in September.

The meeting adjourned at 12:06 pm.

Next SEPC Meeting:

Wednesday, August 7, 2024 at 2 pm @ TLB WRC