

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

**June 5, 2024**

**2:00 p.m. – 4:30 p.m.**

The SEPC held a strategic meeting on June 5, 2024.

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

**Not Participating:** Alex Cline, Amber Malone

**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 reported on SEP Division strategies and asked the group to respond with their feedback ASAP for inclusion in the updated 2027 Strategic Plan that will be released in August. He addressed the use of a standard template for SEP and Divisional minutes and asked the group to share suggestions. He informed of the upcoming Communications Committee meeting to be held on July 10<sup>th</sup> and gave an overview of the tentative agenda items to be discussed. He discussed the reorganization and gave recommendations related to communication, feedback, leadership, and tangible actions to take that will assist in the transition.

**Divisional and Faculty Reports:** The Vice Chancellors gave an update from each of their respective divisions. Jessica McDonald gave an update and reported on topics discussed at recent meetings she has attended with the IBHE.

**Approval of Minutes**

**Consent**

1. **May SEPC Meeting Minutes (Gower)**- Minutes from the May 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. Dr. Gower asked for an update on the meetings between Institutional Outreach and Academic Affairs related to CTE program enrollment & strategies to support growth.
3. **Annual Review of Affiliation Agreements (Gower)**- Dr. Gower provided several annual affiliation agreements for review, the agreements were reviewed and approved. The agreements will now be presented to the Board on June 18, 2024.

- 4. Grant Update (Gower)**- Dr. Gower presented a copy of the grant update for review. The group discussed timing of purchases, budget adjustments, and use of Perkins dollars to support strategic program enhancement. Approval was given.

The Consent Agenda was Approved.

### **Approval Items**

- 1. Updated 2023 Annual Security Report (Fowler)**- Dr. Fowler provided a copy of the updated 2023 Annual Security Report for approval. This data had been seen previously, but changes in reporting requirements required IECC to break down several incidents into more granular categories. Approval was given. The report will now be presented to the Board for approval on June 18, 2024.
- 2. 2024-2025 Academic Catalog (Gower)**- Dr. Gower provided a copy of the catalog for review and approval. Approval was given and the catalog will now be presented to the Board on June 18, 2024.
- 3. RAMP Project Prioritization (Hawkins)**- Ryan Hawkins provided a copy of the prioritization form, along with his recommendations for projects and improving the process of prioritizing those projects. Approval was given and the item will now be presented to the Board on June 18, 2024.
- 4. AY25 Early Dismissal Schedule (Gower)**- Dr. Gower provided a copy of the District Office early dismissal schedule to be utilized as a guide for all campuses. In addition, he requested that campuses establish consistent graduation and service recognition dismissal times. Approval was given.
- 5. Other**- Dr. Fowler provided a copy of the IECC Affiliated Housing Agreement for review and approval. Discussion took place and suggestions were made and noted. The document will be updated as requested. The group noted that implementation would require flexibility from IECC and housing partners over the first few years. Approval was given for the agreement. President Simpson provided a copy of the MOU with the Richland Co. Public Health Office for review and approval. The agreement grants permission to utilize the OCC gym and parking lot for the dispensing of medications or vaccines in the event of an emergency or disaster. Approval was given and the MOU will now be presented to the Board on June 18, 2024.

### **Discussion Items**

- 6. Change in Status Program Director of College & Career Services (Fowler)**- Dr. Fowler provided a copy of the proposed job description for the position for review and discussion. Dr. Gower had requested the leadership team adopt position offset management wherever possible as we seek to fill gaps in the organization. That approach was considered and ultimately deemed untenable in this instance. SEPC approved the job description for a Program Director of College & Career Services position, and the opening will be posted.

- 7. Online Medical Assistant & Coding Programs (Ambrose)-** This agenda item was covered in the Division Reports and not addressed as a formal agenda item. Academic Affairs is collaborating with Enrollment Management and Marketing to promote these fully online programs to new markets outside District 529.
- 8. Fair Labor Standards Act Changes (McDowell)-** Mrs. McDowell provided the council with information regarding possible upcoming changes mandated by U.S. Department of Labor, effective July 1, 2024. The threshold for "exempt" employees is moving higher which will necessitate changes in employee classifications, overtime, and vacation leave. Human Resources will develop communication pieces to send to all affected employees and their supervisors.
- 9. Deferred Maintenance Priorities (Hawkins)-** Mr. Hawkins provided a list of projects being considered and reviewed the estimated cost and scope of work for each item. It was decided that ADA restroom accommodations are best suited for the allocation of dollars in 2024.
- 10. Synchronous Lecture Halls (Edgren)-** Dr. Edgren provided an outline for the design, scheduling, and faculty training of synchronous learning. The outline will aid in utilizing synchronous learning lecture halls to meet student needs and support faculty. There will be an "open gym" available on August 9<sup>th</sup> to provide an opportunity for those interested in additional training.
- 11. Calendars (Cline)-** Alex Cline has requested feedback for suggested Outlook calendar enhancements. Those suggestions will be submitted to Sheryl Childers and the topic will return in July.
- 12. Management Reorganization Plans (Gower)-** Dr. Gower gave an overview of the upcoming reorganization. Suggested edits of the organization charts are to be submitted to Mrs. McDowell and Chris Forde by June 14, 2024. The finalized organization charts will be published on June 28<sup>th</sup>, 2024. The Chancellor's communication of changes, rationale, and what to expect will be distributed on July 1, 2024. Suggestions and topics for FAQ online should be submitted to Jessica McDonald by June 21, 2024, and the item will be posted on July 1, 2024. Sheryl Childers will monitor the online platform that will allow feedback to the administration regarding opportunities and suggestions, the platform will open on July 1, 2024. Each division will hold quarterly Town Hall meetings on each campus, a schedule of those meetings should be submitted by June 28<sup>th</sup> and will be posted by July 1, 2024. HR will be requesting any college-based personnel documents for staff who will report to a different division. Those items should be submitted to HR by July 31, 2024. HR will provide a template for supervisors to distribute to their direct reports regarding professional background, communication preferences, and requesting leave, these forms should be distributed on July 1, 2024. Any supervisor who has not held a face-to-face meeting with a newly appointed direct report should schedule one for July if possible.
- 13. Fall Workshop (Gower)-** Dr. Gower provided the dates for the workshop August 7<sup>th</sup> and 8<sup>th</sup> and gave an overview of the schedule structure. This year's topic of interest will be "Collaborate IECC".
- 14. Required ALICE Training for Employees (Gower)-** Dr. Gower provided an update on conversations held with Brent Maguire who suggested required

ALICE training for all employees bi-annually and addressed routine training for employees in CPR, Emergency Preparedness, and IECC's Mission/Vision/Values. He asked for feedback from the council. This will return as an approval item in July for possible policy development.

- 15. AY25 Salary Program (Gower)-** The council discussed the banded range salary program (3 year) approved by the Board of Trustees last year.
- 16. Proposed Policy on Additional Employment for Staff (Gower)- Tabled due to time constraints. Will return in July.**
- 17. Other-** Brandon Weger provided an outline for "How to Write a Mission Statement for Your Unit." Divisional leaders will be tasked with developing a mission statement that reflects the identity, direction, and priorities of their respective divisions. As we prepare for future strategic planning activities, as well as assessment and continuous improvement, strategies and goals will flow up from the units into a unified institutional plan.

The meeting adjourned at 4:45 pm.

Next SEPC Meeting:

Wednesday, July 3, 2024, at 9:30 am in the IECC District Office Conference Room.