

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

**March 5, 2025 via TEAMS**

**2:00 p.m. – 4:30 p.m.**

**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:**

**Guests:** Cyndi Boyce, Alani Fredrick, Sharmilla Kakac, Amy Tarr, Robert Conn

**Call to Order & Welcome:** Dr. Gower called the meeting to order and welcomed guests and the Council to the meeting. He provided an overview of the agenda and goals for the day.

**Reports:**

Dean Boyce reported on academic schedule revisions and the feedback received from faculty. Dr. Edgren gave his appreciation for all the work that has gone into building the schedule.

Cassandra Goldman reported on the newly elected student trustee Mireya Rose. Ms. Rose is excited to get started and looks forward to contributing to Board meetings on behalf of the student body.

Sharmila Kakac and President Ambrose reported that the application for the USDA grant for Small Business Development has been submitted. If approved the grant money would be used to create an office space on the North campus of LTC that would serve as a business incubator.

Brandon Weger reported on Institutional Effectiveness. The applications received for AY26 enrollment at IECC are looking promising, and for the first time IECC is able to track applications by pathway interest. The team is focusing on creative ways to help students engage in the pathway that best suits their academic goals. He and Dean Boyce reported on the number of students who have shown an interest in pursuing a pathway in Engineering.

Ryan Hawkins reported on transitioning to electronic billing for students, and housing invoices in student Entrata accounts. He has been working closely with BOLT, and they plan to have the transition in place by August 2025. He reported that the first round of Spring PELL Grant distribution is complete and reflected the 3% decline in funding for students.

Andrea McDowell reported on the Voluntary Separation Incentive Plan. She gave an overview of the deadline for submission and the timeline for implementation.

Alex Cline reported on the expiration of the contract with Signal Vine. IECC does not intend to renew the current contract, however, the IT department will explore ways to assist with the transition.

**Chancellor's Office** – Dr. Gower reported on recent Bargaining Unit negotiations. He recognized the hard work and dedication given by both sides of the negotiation table. He is pleased with the amount of progress made in recent meetings and is hopeful that positive advancements will continue. He shared information about the open searches for the VCAA/FCC President and CIO positions.

### **Presidents & Divisions**

**SALT** – Dr. Fowler gave an update from WVC/Student Affairs. He advised everyone to review the minutes from the most recent SALT meetings for a detailed overview of division happenings.

**AALT** – Dr. Edgren gave an update from FCC/Academic Affairs. He reported on the progression of the new Athletic facility at FCC. He reported that during Spring Break FCC is engaging in community service.

**BOLT**- Chris Simpson gave an update from OCC/Business Operations. He reported on the Allied Health Technology Center and the progress in construction. He gave appreciation for the recent Southeastern Illinois Concert Association production at OCC. He reported on the progress for implementation of eCampus in the IECC bookstores.

**IOLT** – Tona Ambrose gave an update from Institutional Outreach. She reported on a recent visit to Millikin University and the exciting conversations that were had regarding transfer pathways. She thanked the staff who transported and accompanied IECC students on the visit. She reported on the success and outcomes of the recent Health Careers and Cadaver Day at WVC and her appreciation for the partnership between IECC and Wabash General Hospital.

**Faculty**- Jessica McDonald reported on communications regarding schedule changes. She encouraged the continuation of good communication with all those affected by schedule revisions and encouraged continued open communication.

### **Consent**

- 1. February SEPC Meeting Minutes (Gower)**- Minutes from the February 2025 SEPC meeting were reviewed and approved.
- 2. Divisional Meeting Minutes (Gower)**- Minutes from the most recent AALT, SALT, BOLT, and IOLT were reviewed and approved as presented.
- 3. Procedure 500.15 Residency (Fowler)**- A copy of the revised procedure was provided for review. The revisions reflect the addition of special residency

provisions for tuition assessment only, and simplification of provisions for undocumented students. Approval was given.

4. **Procedure 500.14 Tuition Waivers (Hawkins)**- A copy of the revised procedure was provided for review. The revisions reflect the process for waived tuition for employment or onboarding training. Approval was given.
5. **Policy 500.28 Hazing (Fowler)**- A copy of the revised policy was provided for review. The revisions reflect IECC's commitment to promoting a healthy, safe, and balanced lifestyle within the college community. Approval was given and the policy will now be presented to the Board on March 18, 2025.
6. **ISAB Funding Request Form (Fowler)**- A copy of the newly created request form was submitted for review. The request form is to be utilized by student organizations who wish to request funding from the IECC Student Advisory Board. Approval was given.
7. **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. **Procedure 300.3.2 Funding from Student Activity Fees (Fowler)**- A copy of the newly created procedure was provided for review. The procedure outlines the process when requesting funds for student activities, clubs, and organizations, and reflects the use of the ISAB Funding Request Form. Approval was given.

#### **Staff Recommendations for Approval**

1. **Transfer of Land IECC & WVC Foundation (Fowler)**- Dr. Fowler provided a copy of the Special Warranty Deed that reflects the transfer of land from the WVC Foundation to IECC District #529. This action clears up ownership of athletic fields and portions of the main student parking lot. Approval was given and the deed will now be presented to the Board on March 18, 2025.
2. **Replacement Diploma Fee (Simpson)**- President Simpson brought a recommended increase in the fee for students requesting a second diploma. The current \$10 fee does not adequately cover the cost incurred when supplying students with a second copy. Dr. Gower recommended that this be presented to the Board as a cost recovery fee on March 18, 2025.
3. **Transfer Pathways/Engineering (Edgren/Weger)**- Dr. Edgren and Brandon Weger requested the approval of the addition of the Engineering (ENGR T103) pathway for IECC students. Approval was given with the understanding that the Academic Affairs Leadership Team will explore seeking authorization from ICCB for the Associate in Engineering Science (AES) degree.
4. **Other**- Dr. Edgren provided a copy of an affiliation agreement with Confluent Health, LLC. Approval was given and the agreement will now be presented to the Board on March 18, 2025.

### Informational/Discussion Items

1. **March Severe Weather March 10-14 (Ambrose)**- President Ambrose reported on initiatives happening to promote engagement in emergency preparedness.
2. **CMH/LTC Community Health Coaching Program (Fredrick)**- Dr. Fredrick reported on a program, to be developed in partnership with Crawford Memorial Hospital, that will give LTC students an opportunity to enroll in the pilot Health Coaching Program similar to the one offered by Wooster College in Ohio.
3. **Performing Arts Waivers Update (Ambrose)**- President Ambrose brought a revision to the award letters given to students who are in receipt of Performing Arts Tuition Waivers. The revision reflects the percentage of tuition that will be covered per credit hour. Feedback was given.
4. **Equity in Athletics/Sport Classes Update (Fowler/Edgren)**- Dr. Fowler gave an update on the Equity in Athletics plan, he reported that minimum enrollment targets were dramatically missed for AY25. For AY26, budget adjustments (positive and negative) will be made for programs who meet or exceed enrollment minimums. Dr. Edgren reported that Sport Classes for AY26 are being closely assessed. He will provide the Chancellor's office with a detailed report of the findings before bringing final revisions for approval.
5. **Scholarship Update (Ambrose)**- **TABLED**
6. **Other**- **None.**

### Capital Projects-

None.

### District Finance-

None.

### Approval of Personnel Items-

1. **Radiography Positions (McDowell)**- Mrs. McDowell reported on proposed changes to the release times for these positions. Approval was given and the item will be presented to the Board on March 18, 2025.
2. **Release Time for MLT Coordinator (McDowell)**- Mrs. McDowell reported on changes to the release times for Clinical Coordinator and Program Director of Radiography. Approval was given and these items will be presented to the Board on March 18, 2025.
3. **Change in Status Enrollment Management (McDowell/Ambrose)**- Mrs. McDowell and President Ambrose reported on the duties being performed by EM staff after the resignation of the former Director and two additional enrollment management staff. The roles and duties have been reassigned to the two remaining positions, and they are recommending a change in status (job duties, job title, and compensation) commensurate with these changes. Approval was given and the item will be presented to the Board on March 18, 2025.

4. **Change in Status Associate Dean of Instruction (McDowell)**- Following a job audit, Mrs. McDowell sought approval of the change in status for the Associate Dean of Instruction (OCC) to Dean of Instruction (OCC). Approval was given and the item will be presented to the Board on March 18, 2025.
5. **Change in Status FCC Business Office Assistant (McDowell/Simpson)**- President Simpson discussed with the council the changes in duties for one of the Business Office assistants, following staff reduction within the department. He brought attention to the need to adjust the status to align with the responsibilities. Based on input from other Divisions at the table, it was decided that positions that function similarly within the district will be assessed and the item will be revisited more wholistically at an upcoming SEPC meeting.
6. **Other**- The interim LTC Women's basketball coach agreement is set to expire on March 28, 2025. President Ambrose is seeking an extension of the agreement through May 9, 2025. Approval was given and the item will be presented to the Board on March 18, 2025. A search for the full-time coach is in the final stages, and a candidate may be brought to the Board in April or May.

**Other Items-**

**Adjournment-** The meeting adjourned at 4:41 pm.

**Date of Next SEPC Meeting-**

Wednesday, April 2, 2025, at 2 pm @ TLB WRC