

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

November 6, 2024

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: Paul Bruinsma, Cyndi Boyce, Robert Conn, Cassandra Goldman, Amy Tarr

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

Reports: Ryan Hawkins reported on the upcoming adoption of new credit cards for certain administrators within the district. Training for employees on the new system should be in place by January. The new system will bring many benefits to the processing of charges and payments.

Andrea McDowell gave a report on FSLA.

Amber Malone reported on OAR and discussed the work being done within the department and improvements made in making/recording athletic offers.

Chancellor- Dr. Gower provided an update on negotiation mediation sessions.

Presidents & Divisions-

SALT – Dr. Fowler thanked Mrs. Malone for her work on collecting information for letters of intent. He thanked Mrs. Goldman for her work on the College and Career Fair and reported that it was a success. He brought attention to a section within the SALT minutes which contains the ISAB minutes.

AALT – Dr. Edgren gave a report and recognized those who contributed to the HLC assurance argument that has now been finalized.

BOLT- President Simpson gave an update from Business Operations and thanked all who attend the OCC Foundation fundraiser. A Christmas Story will be opening next week in the OCC Theater. He provided a brief overview of challenges at WVC with foodservice.

IOLT – President Ambrose gave an update on the Enrollment Management Summit and reported that it was a very productive day. She is compiling information now and plans

to release a finalized report and action plan by the end of the calendar year. The work is crucial to ensuring a successful enrollment season for Fall 2025.

Faculty-Jessica McDonald reported on suggestions from faculty to lock in a specified protected time across the district that would ensure all faculty can be available to attend meetings.

Consent

- 1. October SEPC Meeting Minutes (Gower)-** Minutes from the October 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 & Procedure 800.1 Educational Curriculum and Course Development (Edgren)-** Tabled.
- 4. 2025 IECC Board of Trustees Schedule (Gower)-** A copy of the 2025 meeting schedule was provided and approved. The meeting schedule will now be presented to the Board on November 19, 2024.
- 5. Facility Usage Agreement- Radiography (Edgren)-** A copy of the IECC facility usage agreement was presented and approved. The agreement will be utilized within the Radiography program. The agreement will now be presented to the Board on November 19, 2024.
- 6. Affiliation Agreements- Amended Agreement Indiana University Health, Inc. & ATI Holdings, LLC Athletic and Therapeutic Institute of Naperville, LLC (Edgren)-** A copy of the affiliation agreements between IECC and these organizations were provided for review. Approval was given and the agreements will now be presented to the Board on November 19, 2024.
- 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)

None

Staff Recommendations for Approval

- 1. Athletic Equity (Vice Chancellors)-** Dr. Fowler reported on meetings between the four Presidents and shared that progress continues to be made in building an equitable and adequate model for funding athletics. He presented a proposal that would build upon minimum roster size and incentivize responsible growth to future athletic rosters. The plan was approved and will be effective in the Fall 2025 term.
- 2. Faculty Handbook (Edgren)-** A copy of the 2024-2025 Faculty Handbook was provided for review. Feedback was given and the document was approved.

- 3. Academic Calendar Change (Fowler)-** A copy of the revision that reflects the addition of New Student Orientation in the Fall of 2025 and 2026 was provided and approved. The calendar will now be presented to the Board on November 19, 2024.
- 4. Procedure 300.4 Budget and Tax Levy (Hawkins)-** Revisions to the procedure, that serves as a guide in developing and seeking approval of the annual budget and tax levy, were provided for review. Approval was given.

Informational/Discussion Items

- 1. Update on Getting Started at IECC (Cline)-** Alex Cline provided an update for the course following last month's meeting. The committee has met and developed a plan for continuing the use of the course, while plans to improve delivery in the future are underway.
- 2. Policy 500.14 Tuition Waivers- Music (Edgren)-** Dr. Edgren addressed concerns about past practices in the disbursement and usage of tuition waivers for music students. Discussion about past practices at each campus revealed many differences. The Deans have developed a strategy to help students and programs while ensuring consistency and thoughtfulness about where waivers are granted.
- 3. HLC Assurance Filing Update (Bruinsma)-** Dr. Bruinsma gave an update on the filing of the HLC Assurance Argument. He recognized several employees who greatly contributed to the submission of the argument. He gave an overview of the schedule of meetings with the HLC visitors. He discussed the accommodation and hospitality that will be available for the visitors.
- 4. Nursing Ranking Date Change (Edgren)-** Dr. Edgren brought a recommendation to move back the ranking date to give nursing students ample time to commit to the school they plan to attend. The date will now be April 15th.
- 5. WVC Foundation/IECC Property Boundaries (Fowler)-** Dr. Gower discussed property at WVC and the boundary lines for separate areas within the property. He will seek approval from the Board to move forward with recording new deeds that transfer some WVC Foundation property to IECC.
- 6. Follow-up Emergency Procedures (Edgren)-** Responsive to an inquiry made by Ms. McDonald, Dr. Edgren provided an update regarding the emergency response procedure for evening faculty. Dr. Gower asked the Deans to work to bring a solution to AALT in December.
- 7. Follow-up Reporting Excused Absences (Cline)-** Alex Cline provided an update for reporting excused absences for students. He reported that the CETL will draft more detailed instructions, and a video related to Canvas attendance. The instructions will be sent to faculty prior to the beginning of each semester.
- 8. Administrative Guidelines (McDowell)-** Mrs. McDowell provided a copy of the revisions to the administrative guidelines for IECC employees (non-bargaining unit faculty) who engage in instruction. Feedback was given and the item will be returned for further discussion.

Capital Projects-

None

District Finance-

None

Approval of Personnel Items-

1. Job Requisition Overview (McDowell)- Mrs. McDowell gave an overview of job requisitions for the LTC Nursing Instructor, Student Services Specialist, Financial Aid Representative, and TRIO Upward Bound Counselor. Open positions can be found online. Approval was given.

2. Other- None

Other Items- Tona Ambrose reported that LTC and OCC will host fire drills on 11/15/24 at 11:15 am and she encouraged all campuses to participate.

Adjournment- The meeting adjourned at 4:30 pm

Date of Next SEPC Meeting-

Wednesday, December 4, 2024, at 2 pm. Location TBD