

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

September 4, 2024

2:00 p.m. – 4:30 p.m.

The SEPC held a strategic meeting on September 4, 2024.

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

Not Participating: Jay Edgren

Invited Guests: Paul Bruinsma, Cyndi Boyce, Robert Conn, Alani Frederick, Cassandra Goldman, Amy Tarr

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

Recognition of Visitors & Guests: Dr. Gower welcomed the Deans in attendance and encouraged their participation in the meeting.

Reports: Brandon Weger gave an update on feedback received after the District Workshop. A small group is already pulling together to begin planning for next year. He reviewed recent enrollment reporting and discussed IECC's current enrollment and sources for the decline.

Guests-None

Chancellor-Dr. Gower informed SEPC of the upcoming mediated session with the faculty association. He also discussed financial burdens confronting the District and announced that November SEPC would focus on each division bringing strategies and recommendations to address them.

Presidents & Divisions-

SALT – Dr. Fowler gave an update on Student Affairs and reported on student orientation and student engagement activities across the District. He has formed a committee for the assessment of co-curricular activities. He reported that SALT has begun utilizing quarterly goals to promote growth within the division. He thanked AALT and its Academic Advisors for their cooperation in providing training for new TRIO hires.

AALT – Dr. Bruinsma shared a report on Dr. Edgren's behalf. Academic Affairs Townhall meetings are scheduled to begin in September. The ICCB Program Review document was modified after SEPC approval but was still submitted to the ICCB by the deadline. He reported on the development of IECC's HLC Assurance Argument and thanked committee members for their timely contributions. From FCC, he reported that thanks to an Illinois Green Energy Network (IGEN) grant, the campus will purchase their first electrically charged lawn mowers and expects to have them delivered by November.

OAR- Dean Malone reported on Summer graduation rates and when applications would be available for Summer 2025.

BOLT – President Simpson shared an update from Business Operations. He reported that the August meeting had been pushed back to allow more time for the beginning of the academic year operations. The final bookstore presentation will be tomorrow, and he plans to bring a recommendation to the October SEPC. He held his first townhall meeting last week and reported that he received good feedback and had good attendance. The most common theme seemed to be concerns with foodservices on campus and the simplification of student fees. The group discussed the micro-markets that have been placed on campuses to aid in providing meal options – particularly after hours - to students.

IOLT – President Ambrose gave an update on her recent townhall meeting. She reported that the meeting was well attended and productive and she appreciated BOLT allowing her to merge the meetings together to allow for better sharing of information. She reported on a recent trip to Millikin University and the signing of a new MOU that includes transfer pathways and reverse transfer options. She addressed Dual Credit, thanking the work of that office and recognizing the need to make continued process improvements to benefit students and her staff. The Dual Credit Summit takes place on September 17.

Staff Updates –

Faculty-Jessica McDonald reported the school year is off to a good start. The faculty are busy and excited with students returning to campus.

Consent

- 1. August SEPC Meeting Minutes (Gower)**- Minutes from the August 2024 meeting were reviewed and approved as presented.
- 2. Divisional Meeting Minutes (Vice Chancellors)**- Minutes from the most recent AALT, SALT, and IOLT were reviewed and approved as presented. There were no BOLT minutes for approval this month.
- 3. 2024 Annual Security Report (Fowler)**- Dr. Fowler presented the 2024 Annual Security Report for review and approval. Approval was given and the report will now be presented to the Board on September 17, 2024.
- 4. IECC Campus Emergency Response Plans (Fowler)**- Dr. Fowler presented the Emergency Response Plans for review and approval. Approval was given and the plans will now be presented to the Board on September 17, 2024.

5. **IECC District Office/TLB WRC Emergency Guides (Gower)**- Dr. Gower presented the Emergency Guides for review and approval. Approval was given.
6. **2024 IECC Violence Prevention Plan (Fowler)**- Dr. Fowler presented the 2024 Violence prevention plan for review and approval. Approval was given and the plan will now be presented to the Board on September 17, 2024.
7. **Memorandum of Understanding IECC/SAFE (Fowler)**- Dr. Fowler presented a copy of the MOU that complies with the Preventing Sexual Violence in Higher Education Act for review and approval. Approval was given and the MOU will now be presented to the Board on September 17, 2024.
8. **Memorandum of Understanding IECC/Prevail Illinois (Fowler)**- Dr. Fowler presented a copy of the MOU that protects a student's privacy and rights when reporting sexual violence for review and approval. Approval was given and the MOU will now be presented to the Board on September 17, 2024.
9. **Memorandum of Understanding IECC/Wabash General Hospital (Edgren)**- Dr. Edgren presented a copy of the MOU that provides paramedic education program internship and learning experiences for review and approval. Approval was given and the MOU will now be presented to the Board on September 17, 2024.
10. **Constitution Day - September 17, 2024 (Edgren)**- Dr. Edgren provided a copy of the activities planned for each campus in observance of Constitution Day on September 17, 2024.
11. **Affiliation Agreements (Gower)**- Dr. Gower presented several bi-annual renewals of standard clinical, negotiated clinical, non-standard clinical, and non-standard non-clinical affiliation agreements. Approval was given and the agreements will now be presented to the Board on September 17, 2024.
12. **Grant Update (Gower)**- Dr. Gower presented a copy of the grant update for review. Approval was given.

The Consent Agenda was Approved.

Policy & Procedure First Reading (and Possible Approval)

1. **Policy 100.20 State Gift Ban Act (Gower)**- Dr. Gower presented revisions to the policy that reflect compliance with the State Officials and Employees Ethics Act for review and approval. Approval was given and the policy will now be presented to the Board on September 17, 2024.
2. **Procedure 100.20 Gift Ban (Gower)**- Dr. Gower presented revisions to the procedure that reflect revisions made within the policy. SEPC approval was given.
3. **Policy 500.22 Background Check Determination (Gower)**- Dr. Gower presented revisions to the policy for review and approval that will route criminal background checks for students through the CAO and Deans offices. Approval was given and the policy will now be presented to the Board on September 17, 2024.
4. **Policy 100.42 Prohibiting Sex Discrimination (Fowler)**- Dr. Fowler presented the new policy for review and approval. The new policy will replace policy 100.31 and comply with all laws and local ordinances regarding unlawful sex-based

discrimination, harassment or other misconduct. Approval was given and the policy will now be presented to the Board on September 17, 2024.

5. **Procedure 100.42 Prohibiting Sex Discrimination (Fowler)**- Dr. Fowler presented a copy of the newly developed procedure for review and approval that reflects the newly created policy. Approval was given.
6. **Deletion of Policy 100.31 Preventing Sexual Misconduct (Fowler)**- Dr. Fowler presented the deletion of the policy that, pending Board approval, will be replaced by Policy 100.42. Approval was given and the deletion of the policy will now be presented to the Board on September 17, 2024.
7. **Procedure 100.31 Preventing Sexual Misconduct (Fowler)**- Dr. Fowler presented a revision to the procedure that reflects the process for addressing complaints of sexual misconduct that occurred prior to August 1, 2024. Approval was given.

Staff Recommendations for Approval

1. **IECC Student Housing Contract (Fowler)**- Dr. Fowler presented the contract for review and approval. The contract will reflect compliance with the guidelines and expectations associated with IECC affiliated housing. The item will be tabled to allow for further revisions and will return to SEPC in October.
2. **Alumni CRM Software (Cline/Ambrose)**- Alex Cline presented a copy of the invoice from Blackbaud software for review and approval. Suggestions were given for how the software will be purchased. President Ambrose will work with the three Foundation to discuss, and the item will return to SEPC in October.

Informational/Discussion Items

1. **Millikin University IECC Articulation Transfer Agreement MOU (Ambrose)**- President Ambrose presented a copy of the articulation transfer agreement with MU for review and approval. Approval was given.
2. **Dress Code Policy (Simpson)**- President Simpson discussed the dress code for employees and expressed concern for disregard to the guidelines laid out within the policy. It is suggested that a copy of the policy be distributed to all employees by the college presidents with a clear understanding of the expectations. HR is working on a draft of correspondence to share.
3. **Campus Security Teams (Gower/Simpson)**- The group discussed the plan moving forward following the recent resignation of the Director of Emergency Management. For the time being, Dr. Gower has asked each President to work diligently to keep their campus-based teams meeting until a new District-wide lead can be identified.
4. **ADA Compliance for Students (Simpson)**- President Simpson solicited advice for accommodations that have been unbudgeted. Feedback was given by the group and reasonable accommodations will be provided.
5. **Facility Name and Room Updates (Cline)**- Alex Cline presented SEPC with the necessity of good communication when rooms or offices are changed, renamed, or added. The council discussed the development of a procedure and checklist to ensure accuracy.

6. **Timesheet Submission Reminder and Update (McDowell)**- Andrea McDowell asked for feedback regarding an adjustment to the deadline for approving timesheets for employees.
7. **FLSA Update (Gower)**- Dr. Gower discussed a recent inquiry received in the Chancellor's office regarding exempt and non-exempt employees and the threshold for earning. He shared concerns and indicated that the District is preparing for another group of employees to be impacted in January. He invited further discussion or dissent to help the leadership team arrive at the best solution.
8. **Leadership Townhall Meetings (Gower)**- Dr. Gower discussed the requests that have been received for Townhall meetings to include the entire leadership team, and for the meetings to run complementary or concurrently with other divisions. Options were discussed and are being explored.
9. **Template for Division Minutes (Gower)**- Dr. Gower presented a copy of the template for review and consideration. The template will aid in a uniform approach to recording minutes of VC Division Meetings.

Capital Projects-

District Finance- Mr. Hawkins reported that the Applied Technology Center at OCC project has been awarded and will be scheduled soon. The Technology Center at LTC is working towards a rebid. The LTC athletic conditioning facility is complete and will soon be occupied. The WVC athletics conditioning facility will soon be under construction. The solar array at OCC will begin in September with an expected completion date of December 2024. The remodel of the third-floor project at OCC (STEM classrooms) is still progressing.

Approval of Personnel Items-

1. **Kelly Payne/Proposed Special Assignment (Gower)**- Dr. Gower reported on a proposal received from Prof. Payne regarding vacant Discipline Facilitators. Academic Affairs will share this proposal with the Bargaining Unit for feedback.
2. **Jamie Carman/Title Change- Director of Academic Advising (Gower)**- Dr. Gower reported that a title change is needed to avoid confusion of responsibilities for the DAA and members of the Office of Admission and Records. The title change will be presented to the Board on September 17, 2024.

Other Items- Dean Boyce reported on and praised the faculty who have stepped up to fill voids in Dual Credit. She also praised data standards for their assistance in identifying sections with high fill rates and recognized that the data is greatly assisting in schedule building. She recognized the efforts of advisors who are assisting in schedule building.

Dr. Gower reviewed a request from the WVC Foundation for permission to allow the sale of alcohol at on-campus community events. This request will be part of his Chancellor's Report to the Board.

Adjournment- The meeting adjourned at 4:50 pm

Date of Next SEPC Meeting-

Wednesday, October 2, 2024, at 2 pm @ District Office Conference Room