

Cabinet Minutes
West Richland/Zoom
August 2, 2023

2:00 p.m.

Participants: Ryan Gower, Cyndi Boyce, Paul Bruinsma, Sheryl Childers, Alex Cline, Michael Conn, Robert Conn, Roger Eddy, Jay Edgren, Matt Fowler, Amber Malone, Jessica McDonald, Andrea McDowell.

Not Participating: Ryan Hawkins

Guests: Tona Ambrose, Chris Simpson, Alyssa Maglone

Welcome: Dr. Gower opened the meeting and welcomed participants and guests. He noted that President Eddy recommended Professor Jessica McDonald to serve as the faculty representative (OCC) on Cabinet for AY24 and welcomed Jessica to the group. Dr. Gower advised the group that he anticipated moving to new division-based advisory bodies replacing Cabinet sometime during the current calendar year.

Cabinet was asked for comments or corrections regarding the July minutes. No comments or corrections were recommended, so the group moved into new business.

New Business

Consent Agenda:

- **Grant Update (Gower)**- Dr. Gower provided a grant update for review.
- **Violence Prevention Plan (Gower)**- Dr. Gower provided a copy of the Violence Prevention Plan for review. Updates were given. Approval was given and the plan will now be presented to the Board on August 15, 2023.
- **Emergency Response Plans (Gower)**- Dr. Gower provided a copy of the Emergency Response Plans for review. Approval was given and the plans will now be presented to the Board on August 15, 2023.
- **Policy 100.3 Meetings and Minutes (Gower)**- Revisions to the policy were made to reflect best practices for conducting and recording meetings of the Board. Approval was given and the policy will now be presented to the Board on August 15, 2023.

The consent agenda was approved.

August Approval Items:

- **Program Review FY23 (Maglone)**- Alyssa Maglone provided a copy of the executive summary and final report for FY23. Approval was given.
- **Procedure 300.1 Collection of Overdue Accounts & Defaulted Loans and Procedure 300.1 Collection of Tuition (Gower)**- Dr. Gower provided a copy of revisions to the procedures for the collection of tuition and overdue accounts. Minor revisions were suggested. Approval was given.
- **Faculty Handbook 2023-2024 (Bruinsma)**- Dr. Bruinsma presented Cabinet with the handbook. Approval was given.
- **College & Career Services Coordinator JD (Fowler)**- Dr. Fowler presented a job description for the position responsible for supporting students in developing the skills and knowledge necessary to succeed in college and future careers. This position would be grant funded through PATH and ECACE and efforts limited to Nursing and Early Childhood initially. Approval was given.
- **LTC Student Recreation Fee (Gower/Ambrose)**- Dr. Gower presented the Cabinet with the removal of the LTC Natatorium fee and the addition of a Recreation Center Fee to be applied to full-time LTC students each semester. Approval was given and the fee will now be presented to the Board on August 15, 2023.
- **Private Housing Partner Policy (Gower)**-Dr. Gower presented a policy that would require all full-time, non-resident first-year students to reside in college-affiliated housing unless an exemption applied. Minor revisions were suggested. Approval was given and the policy will now be presented to the Board on August 15, 2023.

- **Open Call for Items (all)**

August Informational/Discussion Items:

- **Tentative Budget (Gower)**- Dr. Gower provided a copy of the tentative budget for FY23. The tentative budget will be presented to the Board on August 15, 2023.
- **Emergency Preparedness (Gower)**- Dr. Gower highlighted the excellent training IECC's Business & Industry provides in emergency preparedness. He asked each President to work with Dean Kakac to schedule dates for training of campus employees in areas such as CPR, Basic First Aid, and AED training. He would like a list of dates from the Presidents prior to the September Cabinet meeting so dates can be published and promoted.
- **College Honors Program (M. Conn)**- Dean Conn again presented Cabinet with the program focused on enhancing the college experience and distinguishing students through highlighted academic and service pursuits. The program is expected to launch in Fall 2024.
- **Intranet Job Descriptions (Fowler)**- Dr. Fowler would like to see the job descriptions that are currently presented on the intranet updated to reflect current practices. Discussion took place for the best pathway to retrieve and update the data.
- **International Program/Study Abroad (Fowler/Malone)**- Dr. Fowler and Ms. Malone shared with Cabinet programs being offered through the IL Consortium for International Studies and Programs that allow students to study abroad in Spain and Costa Rica. Work is in progress for offering opportunities to IECC students. The item will return to Cabinet in the future.
- **Early Dismissal Days (Gower)**- Dr. Gower discussed with Cabinet the procedure for early dismissal days.
- **Academic Affairs Update (Edgren)**- Dr. Edgren gave an update on the AA division. Dr. Edgren congratulated Dean M. Conn on accepting the Director of the Center for Excellence in Teaching and Learning. Dean R. Conn and Dean Boyce will serve as Deans of Instruction, each with oversight of two of IECC's five meta-majors. A search is currently underway for the Dean of Instruction over Health Professions. Dr. Edgren gave an update on the addition of the SBDC. Dr. Gower discussed a necessary adjustment to the academic advising pay structure.
- **Open Call (All)**- Roger Eddy informed the Cabinet that the OCC 60th Celebration will be held at 11 am on September 6th, 2023. Dean Bruinsma gave an update on the development of transfer pathway curriculum development and the timeline for delivering the final outcomes to Cabinet.
- **SEP Project Updates (All)**-

Meeting adjourned: 4:00 p.m.