

Cabinet Minutes
West Richland Center
January 12, 2022

Teams 9:00 a.m.

Participants: Ryan Gower, Zahi Atallah, Paul Bruinsma, Sheryl Childers, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Ryan Hawkins, Amber Malone, Andrea McDowell, Linda Monge, Rodney Ranes, Brent Todd.

Not Participating:

Guests: Tona Ambrose, Cassandra Goldman, Sharmila Kakac, Andrea Loll, Alyssa Maglone, Brandon Weger

Welcome: Dr. Gower welcomed the group and opened the meeting. The guests were introduced.

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

Consent Agenda:

Cabinet approval was given for the consent agenda.

1. **Grant Update (Gower)**- Cabinet was provided a monthly grant update.
2. **CETL Instructional Designer Job Description (Gower/Ambrose)**- The item was pulled from the Consent Agenda for further discussion.
3. **OCC Industrial Maintenance Program (M. Conn)**- Cabinet reviewed a plan for improving the Industrial Maintenance Program, while making it more accessible for Dual Credit and Bridge Program students. Approval was given.
4. **Policy & Procedure 400.25 Electronic Device Usage (McDowell)**- Approval was given for Policy and Procedure 400.25 and the policy will now be presented to the Board on January 18, 2022.
5. **Adjunct Faculty PD/Graduated Pay Scale (Gower)**- Cabinet reviewed a tiered plan for Adjunct Faculty that supports growth and professional development. Approval was given and a policy will be presented to the Board in February.

New Business

January Approval Items:

- 6. Credit for Prior Learning/Procedure 500.5.1, 500.5.4, 500.5.5, 500.26, 500.35 (Maglone)-** Alyssa Maglone addressed changes in procedure regarding Credit for Prior learning, this would grant students' academic credit for prior learning experiences. Approval was given for changes to these procedures.
- 7. Policy 500.5 Credit for Prior Learning (Maglone)-** Approval was given for Policy 500.5 and it will now be presented to the Board on January 18, 2022.
- 8. Policy 500.26 Credit Equivalency Policy (Maglone)-** Approval was given for Policy 500.26 and it will now be presented to the Board on January 18, 2022.
- 9. WVC Office Administration Position (Fowler/Conn)-** Robert Conn proposed a new position to support the PTA program and other CTE programs. This position will consolidate 2 existing part-time positions into one full-time position, while allowing focus on wrap around student support, program review, and accreditation efforts of these programs.
- 10. CETL Instructional Designer Job Description (Gower/Ambrose)-** This item was moved from the consent agenda to New Business for further discussion. A suggestion was made to ease the specified the minimum qualifications to allow the district to cast a wide net in the search process. With this modification, Cabinet approved the job description, and an open search for this position will begin.
- 11. Open Call for Items (all)-**
 - **Temporary Covid Sick Leave Policy-** Andrea McDowell proposed a plan for employees who test positive for COVID-19. The policy would not replace the current sick-leave policy and would be allowed to expire in May 2022. The Policy will now be presented to the Board for consideration in their January 18 meeting.

January Informational/Discussion Items:

- **IECC Fact Book (Weger)**- Brandon Weger provided an overview of an “interactive” IECC Fact Book. He walked the Cabinet through the new tool and asked for feedback from the group prior to the next Cabinet meeting. Dr. Gower reiterated that the Strategic Engagement Plan (SEP) that is being developed must set clear goals that can be measured. The data in the Fact Book should gauge performance and progress toward specified goals. It should not simply be an accounting of numbers.
- **IECC Clinical Standard Affiliation Agreements (negotiated) Aperion Care Bridgeport**- Approval was given for the agreement.
- **Non-standard Clinical/Non-Clinical Affiliation Agreements- Deaconess Women’s Hospital, Newburgh, IN, Terre Haute Regional Hospital (All) –** Approval was given for the agreement.
- **Navigate 360 Presentation Update (Gower)**- Dr. Gower shared with the group that a representative of Navigate 360 would join Cabinet in February to provide an overview of their digital mapping software and emergency planning services.
- **Strategic Engagement Council Meeting follow-up (Gower)**- Dr. Gower delivered a follow-up on the progress being made on the SEP and gave an overview of the work yet to be done prior to the end of the year. Beyond the strategies recommended by the working groups, the creation of a hiring plan, enrollment mix, facilities plan, and models to transition to academic/discipline centered leadership will be essential components of the SEP.
- **IECC Pathways (Gower/Todd)**- Dr. Gower and Dean Todd discussed guided pathways with the group. Emphasis was placed on looking at existing AAS degrees for overlaps or best practices and establishing transfer pathways that data indicate are in high demand by area students.
- **IECC Academic Leadership Structure Update (Gower/Conn)**- Dr. Gower thanked Dr. Conn and the Deans of Instruction for providing a proposed model for academic leadership at IECC. The Presidents will discuss this proposal in their meeting with the Chancellor (1/19/2022) and adaptations of the model will be discussed and acted upon by the Strategic Engagement Planning Council in future months.
- **Review of Classified Pay Scale/Minimum Wage Updates (McDowell)**- Andrea McDowell gave an update of recent changes to the classified employee pay rate and shared with the group that IECC is developing

plans for future changes for both classified and professional non-faculty ranks.

- **Canvas Catalog (Cline)**- Alex Cline provided Cabinet with a link to introduce Cabinet to Canvas Catalog. Dr. Gower asked the group to continue to review the information and asked IT to continue to explore integration between Canvas Catalog and Banner. The program appears to be a good solution for challenges and opportunities identified by the Center for Business and Industry and the Center for Excellence in Teaching and Learning.
- **Faculty Advising Stipend (Todd/Atallah)**- Dr. Atallah and Dean Todd discussed with the group a proposed stipend for faculty advising, to encourage faculty involvement in keeping students on guided pathways. The topic will be revisited at the upcoming President's Council meeting on January 19, 2022.
- **Open searches updates (all)**- Dr. Gower asked for updates on open searches across the District. Rodney Ranes gave an update on the Associate Dean for Allied Health vacancy. Ryan Hawkins gave an update on the Construction Project Manager vacancy. Dean Todd stated that LTC is currently searching for an IS Technician. Alyssa Maglone stated that the Perkins position has been vacated and will need to be adjusted and filled. Amber Malone stated that the search to fill three College Admission Representative positions is underway.
- **Open call for items (all)**- Dean Todd asked about the CNA program and asked for any updates on how the program will be supervised. Rodney Ranes gave an overview of the history of the program. Dr. Gower stated that the new Associate Dean of Allied Health will be responsible for directing the CNA program and will do so collaboratively with academic leadership at the four colleges. Ryan Hawkins stated that HVAC updates are coming to all campuses and are tentatively schedule for installation over Spring Break. Andrea McDowell gave an update on where and when Covid testing is available. She also addressed processes to be used by supervisors for compliance.

Committee/Division Reports

- **Symbiosis Project Update (M. Conn)**- Dr. Conn gave an update on the Symbiosis Project/online courses.
- **Business & Industry Updates (Edgren/Kakac)**- Sharmila Kakac gave an update on the Center for Business and Industry. She updated Cabinet on the continued progress with MotoRad and FRAM/Champion Labs.

- **Admissions & Records (OAR) Updates** (Gower/Malone)- Amber Malone gave an update on OAR. She gave an update on the number of student applications received for future terms.
- **Enrollment Management Updates** (Malone/Loll)- Amber Malone gave an update on the Marketing and Recruiting Plans.
- **CETL Updates** (Gower/Ambrose)- Tona Ambrose gave an update on the Center for Excellence in Teaching & Learning. She stated that the center is focused on getting professional development opportunities for adjuncts and faculty up and running. She is excited about the Canvas Catalog and the role it could play in the CETL.
- **International Program** (Fowler/Goldman)- Cassandra Goldman gave an update on the International Student Program. Students are returning from holiday break, and enrollment is up for the Spring semester.

Open Call for Items:

Meeting adjourned: 11:54 a.m.