

**Cabinet Minutes**  
**District Office/Zoom**  
**July 11, 2023**

**2:00 p.m.**

**Participants:** Ryan Gower, Cyndi Boyce, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, Roger Eddy, Jay Edgren, Matt Fowler, Ryan Hawkins, Amie Mayhall, Amber Malone, Andrea McDowell.

**Not Participating:** Sheryl Childers

**Guests:** Jessica McDonald

**Welcome:** Dr. Gower opened the meeting and welcomed participants and guests. The Cabinet was asked for comments or corrections regarding the June 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.
- **Policy 100.14 Board of Trustees Mailing List (Gower)-** The policy was reviewed in the formal monitoring process and deemed no longer necessary following the repeal of the act that mandated it. Approval was given and the recommendation to remove the policy will now be presented to the Board on July 18, 2023.
- **Policy 100.33 Board Member Leadership Training (Gower)-** The policy was reviewed during formal monitoring and revised to reflect responsibility to the Board Secretary. Approval was given and the policy will now be presented to the Board on July 18, 2023.
- **Policy 500.39 Ethical Recruitment and Admission of Students (Gower)-** The policy has been created to be consistent with best practices and addresses IECC's commitment to ethical recruitment and admission of students. Approval was given and the policy will now be presented to the Board on July 18, 2023.

*The consent agenda was approved.*

### July Approval Items:

- **OCC Men's & Women's Soccer (Eddy)**- Roger Eddy requested approval for the addition of Men's and Women's Soccer at OCC. Cabinet reviewed projected costs, anticipated team composition, and projected revenues. Challenges related to transportation and future facility modification/expansion were also addressed. Cabinet approval was given with the understanding that the initiative may or may not launch in Fall 2023 depending on the priorities of the next OCC President.
- **Mental Health Specialist Job Description (Fowler)**- Dr. Fowler presented the JD to Cabinet for review. The position is designed to aid in the support of students experiencing mental health needs. The position would be funded through a supplemental appropriation by the State of Illinois. Feedback was given and Dr. Fowler will work with HR to post and search.
- **Open Call for Items (all)**

### July Informational/Discussion Items:

- **Honor's Program Draft (M. Conn)**- Dean Conn presented a draft of the proposed Honor's Program to the Cabinet for review. Cabinet is to provide feedback to Dr. Conn no later than 7/25/23 so it can be reviewed again by the Council of Deans and brought to Cabinet for consideration for adoption in the Fall 2024.
- **CAISA/SAFE MOU (Gower)**- Dr. Gower informed of the MOU that is being presented to the Board on July 18, 2023.
- **Student Handbook (Gower)**- Dr. Gower confirmed that campus leadership had been given an opportunity to see and contribute to the Student Handbooks. Cabinet confirmed and distribution of the Handbooks will now commence.
- **College & Career Center Specialist Job Description (Fowler)**- Dr. Fowler presented the JD for review. These positions are currently grant funded (ECE and PATH) and dedicated to two programs of study. The District needs to begin to develop a plan for how the positions might be institutionalized once grant funding ends. Dr. Fowler asked for Cabinet feedback and he will bring a final JD for Cabinet approval in the future.
- **Final Cohort Default 3-year Rate 2009-2020 (Gower)**- Dr. Gower shared an update provided by Krystle Riggle in Financial Aid. Cabinet approval was given.

- **2024 Solar Eclipse- April 8, 2024 (Edgren)**- Dr. Edgren asked the Cabinet to begin developing strategies for the event which is expected to bring thousands of visitors to our communities.
- **Position Announcement (Edgren)** – Dr. Edgren informed the Cabinet of a recent retirement in FCC's Title III program and his plans to backfill.
- **DOL Apprenticeship audit/meeting (M. Conn)**- Dean Conn updated Cabinet on a recent audit of IECC's apprenticeship program and informed them of flexibility available and opportunities to grow.
- **Affiliation Agreement- Memorial Health System PTA only (Gower)**- Dr. Gower informed the Cabinet of the agreement that will be presented to the Board on July 18, 2023.
- **Open Call (All)**- Mr. Eddy informed the group of his desire to pay High School teachers who participate in IECC's dual credit program for engaging in onboarding activities. Rationale and challenges were discussed, and the team will review practices of the Regional Offices of Education to see if there is a practical mechanism to allow this to happen.
- **SEP Project Updates (All)**- None.

Meeting adjourned: 4:00 p.m.