

**Cabinet Minutes**  
**West Richland Center**  
**March 2, 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, Sharmila Kakac, Andrea Loll, Alyssa Maglone

**Welcome:** Dr. Gower welcomed the group and opened the meeting. The guests were introduced. Dr. Fowler and Dr. Gower offered their congratulations and appreciation to Dean Conn, Prof. Hoipkemier, and Prof. Whitaker for receiving notification of accreditation for the Physical Therapy Assistant program.

The cabinet was asked for comments or corrections regarding the February 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. FT Temporary Truck Driving Instructor (Fowler)-** WVC will add a temporary full-time position. The demand for CDL Class A and Class B training, Hazardous Materials endorsement, and passenger endorsement has increased. The position was approved.
- 3. International Students Transportation Fee (Fowler)-** A transportation fee of \$50 for all international students and continuing the \$300 fee for those students requiring regular transportation to and from campus will now be presented to the Board on March 15, 2022.
- 4. Identity Theft Prevention Plan (Maglone)-** Cabinet was provided a copy of the IECC Identity Theft Prevention Program. Cabinet approved the plan, and it will now be presented to the Board on March 15, 2022.

5. **HLC Quarterly Update (Maglone)**- Cabinet was provided a copy of the HLC Steering Committee Quarterly meeting minutes. The minutes were accepted.
6. **Withdrawal Policy 500.30 (Maglone)**- Cabinet approved revisions to policy 500.30 Withdrawal, and it will now be presented to the Board on March 15, 2022.
7. **Withdrawal Procedure 500.30 (Maglone)**- At the request of Dean Bruinsma, consent agenda item 7 was moved out of the consent agenda for discussion.

Items 1-6 of the Consent Agenda were approved unanimously.

## **New Business**

### **March Approval Items:**

8. **2023-2025 Academic Calendar (Ranes)**- Cabinet approved the 2023-2025 Academic Calendar, and it will now be presented to the Board on March 15, 2022.
9. **Pell Disbursement Date Change (Malone/Hawkins)**- Amber Malone informed that the committee has met and developed a plan for earlier Pell disbursement. Disbursement will happen in week six instead of week nine. A copy of the plan was provided to Cabinet and approval was given. This information will be communicated to the Board on March 15, 2022.
10. **Performing Arts Specialist LTC (Atallah)**- Dean Todd addressed opportunities in the Performing Arts Department at LTC. He would like to add a Music Specialist position to assist the department, consolidation of other positions at LTC will aid in covering salary. Cabinet approval was given.
11. **Stipend for Faculty Advisors (Atallah)**- Dr. Atallah stated that this would be a member of the faculty who would focus more on student support within area high schools. Assisting with adjunct evaluations, and serving as an academic advisor in area high schools assisting students when selecting meta-majors. The item was tabled.
12. **Application Process (McDowell)**- Dr. Gower and Andrea McDowell addressed the current process for seeking and screening applications. IECC needs to become more proactive in recruiting people for open positions. Changes will be made to the application, search committee training and instructions, and additional reports will be given to Cabinet as appropriate.

**13. Withdrawal Procedure 500.30 (Maglone)**- After discussion, Cabinet agreed to remove Item 1 (Administrative drop based on attendance) from procedure 500.30. Responsibility for attendance and adding/dropping courses belong to the student. Irregular attendance should be reported and acted upon by retention staff. Administrative drops for unusual circumstances around attendance or tardiness could still be initiated under “6 – Other” as deemed appropriate by the Dean or President.

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

**15. Navigate 360 Campus Security (Gower)** – Based on a presentation in February and subsequent exploration by Alex Cline, Cabinet approval was given to contract with Navigate 360 to assist in the development of security plans and campus maps & notification.

**March Informational/Discussion Items:**

- **Update on College Recruiting Positions (Loll/Malone)**- Interviews are currently being conducted for the positions.
- **P-Card and T-Cards at the Colleges (Hawkins)**- Travel and purchase cards are utilized at each campus. Ryan Hawkins walked through the best practices for using these cards. The information will be communicated to faculty and staff by campus leadership following Cabinet.
- **O&M Equipment Need Identification (Presidents)**- A list of items needed at each campus was presented to the CFO. In recent conversations, and during inclement weather attention has been drawn to the need for updating equipment that is broken or obsolete.
- **HVAC Unit Training (Fowler)**- Dr. Fowler informed the group that the new HVAC systems currently being installed will require additional training for our O&M staff to do basic repairs. Mr. Hawkins will work with the manufacturer to identify training opportunities.
- **College/District Service Awards (McDowell/Gower)**- Discussion took place regarding appreciation for our faculty and staff in recognition of outstanding performance. A committee is being formed with representatives from each campus. Andrea McDowell will report back to Cabinet.
- **Student Activity Fee (Gower)**- Dr. Fowler proposed raising the Student Activity fee from \$1.00 as the SEP working groups have identified significant gaps in student services across all four campuses.

- **Meta Majors Update (Maglone/Todd)**- Dean Todd reported on Meta-majors to Cabinet. The development of meta-majors is the first step in the process of developing a structured curriculum to aid students on their path to completion. The draft will be shared with the FAC for feedback. Dr. Gower is meeting with academic advisors to solicit feedback on the project and their preferred place in the process.
- **IECC Standard Affiliation Agreements/ Crawford Co. Health Dept./ Sullivan Co. Community Hospital (Gower)**- Cabinet was informed of affiliation agreements being presented to the Board on March 15, 2022.
- **Open call for items (all)**-

### Committee/Division Reports

- **Symbiosis Project Update (M. Conn)**- Dr. Conn reported on the Symbiosis project noting a renewed emphasis on audio/video and other tactics for student engagement. Dr. Edgren recognized Linda Monge for her exceptional performance. Our Title III grant required the writing of curriculum for online delivery in the MLT program. The curriculum then passed through a rigorous process of Quality Matters review and approval by three QM experts evaluating against 42 criteria. Mrs. Monge created curriculum for a required math class and scored 100 out of 100 possible points.
- **Faculty Advisory Committee Updates (Monge/Gower)**- Linda Monge noted that Dr. Gower had visited all four colleges to visit with faculty and that positive reports were coming from the visits. Work remains in identifying opportunities for additional support and growth.
- **Business & Industry Updates (Edgren/Kakac)**- Sharmila Kakac reported on the opening of the Small Business Development Center in partnership with SIC. B&I has a part-time consultant on staff who is in the process of training. Once trained, she will provide services to the district. The SBDC office is located in the Elizabeth Clemens Cox Center at FCC.
- **Admissions & Records Updates (Malone)**- New application is up and running for students.
- **Enrollment Management Updates (Malone/Loll)**- Andrea Loll reported members of the enrollment management team would be participating in a career day in Mattoon, IL. She is working on developing national "Decision Day" social media campaigns for admitted students and strategies for continuing to promote enrollment. She shared dates of that the 16 District High Schools are holding awards nights, and indicated that

she is working to find IECC representatives to attend. The opportunity will also be made available to the Board of Trustees.

- **CETL Updates (Ambrose)**- Tona Ambrose reported that interviews are being conducted for CETL Instructional Designer vacancy. She is working with the Deans to develop a communication plan for adjuncts that explains the new professional development opportunities.
- **International Program (Fowler/Goldman)**- Dr. Fowler reported on International Students needing part-time employment and encourages all campuses to reach out to International Students when looking to hire PT employees.
- **Distance Learning Rooms**- A committee will be traveling to tour a Distance Learning Room at Lake Land College. Discussion took place regarding the engagement from area high schools, the need to seek IECC faculty input, anticipated room design, and a possible timeline.

**Open Call for Items:** Meeting adjourned: 11:19 a.m.