

**Cabinet Minutes**  
**West Richland Center/Zoom**  
**May 4, 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, Ryan Hawkins, Amie Mayhall, Amber Malone, Andrea McDowell.

**Not Participating:**

**Guests:** Tona Ambrose, Alyssa Maglone, Jessica McDonald, Brandon Weger

**Welcome:** Dr. Gower opened the meeting and welcomed participants and guests. The Cabinet was asked for comments or corrections regarding the April minutes. No comments or corrections were recommended, so the group moved into new business.

**New Business**

**Consent Agenda:**

1. **Grant Update (Gower)**- Dr. Gower provided a grant update for review.

*Items 2 & 3 were moved for further discussion.*

*The consent agenda was approved.*

**May Approval Items:**

2. **LTC/OCC Theater Position Job Description (Boyce/Conn)**- Dean Boyce and Dean Mike Conn provided the Cabinet with a copy of the completed job descriptions. Each campus has a need for a full-time position to oversee the general management of the theaters and productions. Feedback was provided and minor adjustments will be made. Approval was given and a change in status, and a new position will be developed.
3. **Procedure 100.9 Substance Abuse (Gower/McDowell)**- Dr. Gower and Andrea McDowell provided a copy of the proposed changes to the

procedure. Feedback was provided and minor adjustments will be made. Cabinet approval was given, and the procedure will now be shared with the Board of Trustees.

4. **Academic Advisor Job Descriptions (Gower/Carmen)**- Dr. Gower and Amber Malone presented the descriptions in Ms. Carmen's absence. The descriptions have been updated to promote consistency across the District. Feedback was given, and adjustments will be made accordingly. Approval was given.
5. **PT to FT/Manager of OCC Food Services (Eddy)**- Roger Eddy presented to the Cabinet a change in status for the current manager of Food Services. The change is viable to meet the department's growing demands. Approval was given.
6. **Dual Credit Handbook (Eddy)**- Roger Eddy provided the Cabinet with a copy of the finalized document. Minor adjustments will be made to the Meta Majors portion of the document, and the document will be presented as a handbook. Approval was given.
7. **Open Call (All)**- Following feedback received from the Cabinet, Dr. Fowler presented the revised Dean of Students JD that was presented last month. The JD has recently been presented to the SEPC as well. A few additional revisions were suggested and noted.

#### **May Informational/Discussion Items:**

- **IECC District Workshops (Gower/Ambrose)**- Dr. Gower addressed Cabinet and asked for feedback regarding the current workshop structure.
- **Exploration of OCC Volleyball and Men's Soccer Program Addition (Eddy)**- Roger Eddy reported on a local interest to bring Women's Volleyball and Men's Soccer programs to OCC. He stated that a demand exists, and that the programs would require minor equipment additions.
- **Nursing Program Update & Summer Success Summit (Eddy)**- Roger Eddy gave an update on the Nursing Program and provided an overview of the summit being hosted this Summer. The summit is designed to support NCLEX success through active learning groups.
- **Getting Started at IECC/Student Online Tutorial (Ambrose)**- Tona Ambrose gave an overview of the tutorial that has been designed to assist incoming students. She reported on marketing strategies that will aid in reaching students with the information. CIS 1104 will no longer be needed following this launch.
- **Simple Syllabus (Ambrose)**- Tona Ambrose gave an update on feedback she received following the April Cabinet meeting regarding the approach to building effective and efficient syllabi. She inquired about creating a pilot group of faculty members to give the platform a try. The Deans

expressed their thoughts, and the feedback was noted. The item will be revisited at a future date.

- **FSI Update (Ambrose)**- Tona shared with the Cabinet the roster of faculty members who plan to attend the upcoming conference. She informed the Cabinet of the vacancies remaining for those who are interested in attending.
- **Open Call (All)**-
- **SEP Project Updates (All)**

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

Meeting adjourned: 4:29 p.m.