

Cabinet Minutes

November 2, 2021

Zoom 9:00 a.m.

<https://zoom.us/j/94718153269>

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 addressed the group and opened the meeting. The special guests were introduced. Dr. Gower reviewed historic and progressive definitions of success at IECC and how those might create barriers in availability and use of data in decision making. Working groups were created and asked to bring back basic data points to aid in our understanding of institutional effectiveness, day-to-day operations, and areas for future study and exploration.

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

Consent Agenda:

Cabinet approval was given for the consent agenda.

- **Grant Update (Gower)-** Cabinet was provided a monthly grant update.
- **MOU Bargaining Unit (Gower)-** Dr. Conn addressed the Cabinet and provided an update within the memorandum for online learning. Approval was given for the MOU and it will now be presented to the Board on November 16, 2021.
- **Coordinator, Registration & Records (Edgren)-** Dr. Gower recommended this be moved to regular approval processes.
- **Cell Phone Stipend-(Gower/Edgren)-** Dr. Gower recommended this be moved to regular approval processes.
- **Policy 400.20 FMLA (McDowell)-** Approval was given for Policy 400.20 and it will now be presented to the Board on November 16, 2021.

- **IECC Holiday Calendar 2022 (McDowell)**- Approval was given for the Holiday Calendar and it will now be presented to the Board on November 16, 2021.
- **One-time Stipend FCC Nursing Dept. (Ranes)**- Approval was given for the stipend and it will now be presented to the Board on November 16, 2021.
- **Business Procedure 300.11 (Hawkins)**- Approval was given for Procedure 300.11.
- **Business Procedure 300.21 (Hawkins)**- Approval was given for Procedure 300.21.
- **Articulation Agreements (Maglone)**- Approval was given for articulation agreements as follows: *AAS IST Cybersecurity Specialist Track to BS Information Tech (Replaces 2014 agreement)*, *AAS IST Network Admin Track to BS Information Tech (Replaces 2014 agreement)*, *AAS Radiography to BS Radiologic Sciences Diagnostic Medical Sonography (new)*, *AAS Accounting to BS Accounting (new)*, *ASA to BS Accounting (new)*, *ASA to BS Accounting (online)*
- **HLC Meeting Minutes (Maglone)**- Approval was given for the HLC meeting minutes.

New Business

November Approval Items:

- **Performing Arts Coordinator Stipend (Atallah)**- Dr. Atallah asked for the stipend previously awarded to Rebecca Carmack be assigned to the new faculty member Dr. Michael Patilla. The stipend will now be presented to the Board on November 16, 2021.
- **Shared Grant Writer with Richland Co. School District (McDowell)**- Dr. Gower recommended this item be moved to informational items for further discussion and future Cabinet action.
- **Project Manager (Gower/McDowell)**- The District has and will have several construction projects, deferred maintenance projects, and ADA compliance projects over the next few years. Cabinet approval was given for the addition of a temporary (3-year) full-time position to oversee project specifications, bidding procedures, and site observation.
- **IECC Program and Course Fee Guidelines/Request Form (Bruinsma)**- Approval was given for the process of establishing, maintaining, reviewing, and distributing program and course fees.
- **Graduation 2022 (Malone)**- Amber Malone asked that the Student Support Specialist on each campus be included as a member of the

graduation committee. She added that they will begin utilizing a new “first destination” survey to gauge student satisfaction and their success in meeting their academic and/or professional goals.

- **ICCB Reporting Requirements (Gower)**- Ryan Hawkins provided a copy of the renewal plan for GEER II spending and allocations. This will be sent to the Board as a part of the monthly Chancellor's Report.
- **Coordinator, Registration & Records (Edgren)**- Dr. Edgren stated that due to recent retirements in the Workforce Education division, there was an opportunity to shave .67 FTE from the organizational chart while still meeting the needs of students and industry. With this understanding, cabinet approval was given for the Coordinator of Registration and Records of WED.
- **Cell Phone Stipend- (Gower/Edgren)**- Dr. Gower tabled this item with the recognition that more concrete guidelines should be established to guide HR and administration as to who might be eligible for these stipends. Dr. Gower, Ryan Hawkins, and Andrea McDowell will bring a proposal to December cabinet.
- **Open Call for Items (all)**-

November Informational/Discussion Items:

- **Healthcare Right of Conscience Act**- Dr. Gower brought attention to the recent changes the legislature has made to this act and possible timelines for these changes to go into effect.
- **COVID-19 Wage and Benefit Protection** – Dr. Gower and Andrea McDowell addressed HB 2778 which addresses COVID pay for schools, universities and colleges. The legislation passed the house and senate and is expected to go to the Governor for consideration soon.
- **International Program Advisement** – Mrs. Goldman and Dr. Fowler stated that advisement has been removed from the job description for the Director of International Student Program and placed with existing college academic advisors. Cassandra Goldman presented an information sheet to be used during advisement of international students to determine needed ESL courses and recommended/required program of study requirements.

- **Budget FY23- Ed. Fund Workbooks** - Ryan Hawkins reviewed the Budget for FY23, with anticipated needs for Strategic Enrollment Planning. This is a tentative plan and suggestions are welcomed.
- **IECC Clinical Standard Affiliation Agreements**- Lavender Ridge, Healthcare Therapy Services (HTS)
- **Non-Standard Clinical Affiliation Agreements**- Carle Foundation
- **Shared Grant Writer with Richland Co. School District** - Andrea McDowell shared that the Richland Co. School District has reached out to IECC to gauge our interest in sharing a Grant Writer. She has provided a drafted Job description for review. Dr. Gower asked the Cabinet to review the description and to explore other options (i.e. contractual arrangements) and return in December with suggested changes and recommendations for moving forward.
- **Adjunct faculty development and compensation** - Dr. Edgren reported that Dr. Gower recently formed a committee tasked with identifying IECCs approach for onboarding, training, and evaluation of IECC faculty. The committee is ahead of schedule and will bring a recommendation to Cabinet in December.

Committee/Division Reports

- **Faculty Advisory Committee Updates** (Monge/Gower)- Linda Monge informed the Cabinet of an upcoming FAC meeting and plans to report back in December.
- **Business & Industry Updates** (Edgren/Kakac)- Sharmila Kakac gave an update on the B&I. Champion Laboratories would like IECC to provide online training for their Ohio plant. Sharmila has asked for assistance with recording the trainings to aid in professional appearance.
- **Admissions & Records Updates** (Gower/Malone)- Amber Malone gave an update on the OAR. Automated emails will go to faculty who have not submitted their final grades by the deadline. A few fraudulent applications have been received recently and IECC employees should be especially vigilant about clicking hyperlinks or opening attachments from people they don't know or from whom they were not expecting to hear from.
- **Enrollment Management Updates** (Malone/Loll)- Andrea Loll gave an update on the Strategic Enrollment Planning committee. Team leads on each campus have presented their MRP and team members for each campus committee are being evaluated.
- **CETL Updates** (Gower/Ambrose)- Tona Ambrose gave an update on the Center for Excellence in Teaching & Learning. CETL is rolling out their first

training, Youth Mental Health First Aide. CETL created a new email address for streamlining informational pieces. CETL will soon be conducting an all-day training with the Adult Ed. Instructors.

- **International Program** (Fowler/Goldman)- Cassandra Goldman gave an update on the International Student Program. Renovations of facilities are coming along well. Fellowship amongst International Students is planned during the holidays.

Open Call for Items:

Meeting adjourned: 11:42 p.m.