

# Cabinet Minutes

## September 1, 2021

Zoom 9:00 a.m.

<https://zoom.us/j/96119488532?pwd=NkVZeJZVQ1VKc2N2RWtnSWdrcEdVUT09>

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

### **Not Participating:**

**Guests:** Tona Ambrose, Amy Dulaney, Cassandra Goldman, Sharmila Kakac

**Welcome:** Dr. Gower addressed the group and opened the meeting. The special guests were introduced. The group was asked for comments or corrections regarding the August 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. Resubmission of Institutional Eligibility Ratios- 2<sup>nd</sup> Submission (Maglone)-** Following review, approval was given for the submission.
- 3. Constitution Day News Release (Maglone)-** Following review, approval was given for the news release.
- 4. Annual Security Report (Maglone)-** Cabinet was provided a copy of the Annual Security Report.

### **New Business/Approval Items:**

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

### **September Informational Items:**

- Cybersecurity Discussion (Cline)- Alex Cline informed the group of the need for more training for IECC employees as the number of cyberattacks has increased in recent months. A variety of District and College based efforts were discussed.

- IECC Program & Course Fee Guidelines Draft (Bruinsma)- Dean Bruinsma presented a proposal for how program & course fees should be approved and used. Members of Cabinet are to send suggested changes to Dean Bruinsma for inclusion in a document to bring to Cabinet for approval in October.
- Course Fee Request Form Draft (Bruinsma)- A template for a course fee request form was presented to Cabinet for editorial purposes. The form will return to Cabinet in October for review and approval.
- Incomplete Grades Contract (Bruinsma)- Dean Bruinsma presented a process through which incomplete grades could be sought and a student/faculty “contract” be entered into that detailed the scope of work to complete, and the timeline for completion.
- Affiliation Agreements- Deaconess Gibson Hospital, Edwards County Ambulance, Oakview Nursing and Rehab, RWR Medical Arts, Wayne County Ambulance (Gower)- Dr. Gower informed the group that IECC had entered into agreements with four agencies. A website that contains all affiliated organizations will soon be available.
- COVID- Executive Order & IECC response (All)- Cabinet had a robust discussion about necessary steps that must be taken to comply with the Governor’s Executive Order mandating vaccination or testing. Members of the Cabinet are to send a list of potential issues/ideas for smooth implementation to Dr. Gower and Sheryl Childers within the next few days. Dean Todd agreed to develop a model for student non-compliance/due process that would align with IECC’s student code.

### **Other Business / Committee Reports**

- Faculty Advisory Committee- Linda Monge gave an update about the most recent FAC meeting and shared suggestion she had received from members of the IECC faculty.
- Business & Industry Updates- Dr. Edgren and Sharmila Kakac gave an update on B&I and potential new partners for training.
- Amy Dulaney gave an update on the Apprenticeship grant application that she, Libby McVicker, Sharmila Kakac, Dr. Edgren and Dr. Atallah are pulling together for IECC.
- Admissions & Records Updates- Amber Malone gave an update on activities and progress being made in the newly established OAR.

- Enrollment Management Updates- Amber Malone and Andrea Loll gave an update on current enrollment, new approaches to tracking and reporting data and the updates from the recent RNL visits.
- CETL Updates- Tona Ambrose gave an update on meetings she has had with college and faculty leadership and the priorities for the next 30, 60 and 90 days.
- International Program- Cassandra Goldman gave an update on her efforts to organize operations and expand IECC's reach for AY22.

**Open Call for Items:**

- Members of the Cabinet thanked Dean Mike Thomas for his years of service to IECC in the Workforce Education Division (WED). Dean Thomas announced his retirement several months ago but has worked hard to make sure that all preparations had been made for continuity of leadership. Dean Sharmila Kakac will lead IECC's new Business & Industry Division and Associate Deans Laurie Taylor and Kim Underwood will continue to provide leadership for WED (mines & minerals). Dean Thomas has a retirement date of September 30, 2021.

Meeting adjourned: 11:38 a.m.