

Cabinet Minutes
West Richland Center
April 6, 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: Andrea Loll

Guests: Tona Ambrose, Cassandra Goldman, Sharmila Kakac, Alyssa Maglone

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

New Business

Consent Agenda:

Cabinet approval was given for the consent agenda.

- 1. Grant Update (Gower)-** Cabinet was provided a monthly grant update.
- 2. Nursing Student Handbook (M. Conn)-** Approval was given for the book with one edit being reported by Dean M. Conn.
- 3. Truck Driving Student Fee (Fowler)-** To offset the rising costs of fuel, Dr. Fowler proposed a change in how the fee for truck driving is calculated. The proposed change will be presented to the Board on April 19, 2022.
- 4. Procedure STU 500.35 Grades and Grading System (Malone)-** Approval was given for the changes to the procedure.
- 5. COVID Pay & Benefit Protection Policy (McDowell)-** Andrea McDowell gave an update regarding the recent bill (HB1167) signed by Governor Pritzker. The IECC Covid Pay and Benefit policy will be adjusted to reflect compliance. The policy will be presented to the Board on April 19, 2022.

The Consent Agenda was approved unanimously.

April Approval Items:

6. **LTC Faculty Stipend for Developing New Pedagogy (Atallah)**- President Atallah sought guidance regarding the development of hybrid and hyflex courses at IECC/LTC. The topic was referred to the Council of Deans for discussion and their recommendation will be brought to the Cabinet in May.
 7. **Policy STU 500.4 Course Repeat (Malone)**- Amber Malone explained the need to simplify the policy for repeating a course. This will also require a revision to the procedure. The policy was approved and will be presented to the Board on April 19, 2022.
 8. **FCC Bookstore Restocking Fees (Edgren)**- Dr. Edgren proposed restocking fees of 10-20% of the original cost to defer students from returning books. Given pending legislation and plans to study all IECC auxiliary activities, this item was tabled.
 9. **Student Professional Liability Fee (Hawkins)**- Ryan Hawkins reviewed with Cabinet the current assessed fees for students enrolled in professional programs/clinical settings that require liability insurance. He asked for programs to be evaluated to ensure unnecessary insurance purchases do not occur and student fees align to a flat rate per year regardless of subject matter. The Deans will provide input to the CFO and the fee will then be presented to the Board on April 19, 2022.
10. **Open Call for Items (all)**-
- **LTC Music Specialist**- Andrea McDowell and Dr. Atallah discussed compensation and classification for the open LTC Music Specialist position. Cabinet approved the position being advertised as professional non-faculty (exempt).

April Informational/Discussion Items:

- **HLC Conference**- Dean Bruinsma and Alyssa Maglone gave an update on the recent HLC Conference.
 - **Workforce Development Presentation**- Tona Ambrose reported on a presentation (Hardware Store Science) about workforce development that several IECC employees attended.
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- **SEPC Update (Gower)**- Dr. Gower provided an update for the Strategic Enrollment Planning Council. The strategies brought forward by the working groups have been prioritized (i.e. year one, year two, year three),

assigned to committee and key performance indicators established. The SEPC is meeting in the next 10 days to review and approve FY23 budget and finalize committee chair recommendations. The final SEP plan will be introduced to the IECC community in June of 2022.

- **GRAD FEST Update (Malone/Ambrose)**- Tona Ambrose reported that GRAD FEST is planned for early May. The plan is successfully rolling out across the district. OAR and CETL will be utilizing a student survey to gather pertinent data from students.
- **CRM Demonstration- RECRUIT (Malone)**- Following last month's request for a demonstration of the new customer relation management (CRM) tool, Amber Malone gave a presentation to Cabinet demonstrating how the application will work, how communication plans will roll out to prospective students, and what types of data we will now be able to access.
- **IECC Adjunct Email Accounts (Ambrose)**- Tona Ambrose asked the Deans about adjunct faculty use of their IECC e-mail accounts. The Deans indicated that they communicate regularly with adjuncts through this channel as it is how course assignments & data sheets are shared.
- **Affiliation Agreements (Gower)**- Dr. Gower updated the group on recent affiliation agreements reached with Robinson Rehab & Nursing, Horizon Health Community Hospital & all Paris-area agencies under the Horizon Health Umbrella, and Fox River.
- **Withholding College Transcripts (Gower)**- Dr. Gower reported on pending legislation that would limit IECC's ability to withhold a student transcript if they have an outstanding balance. Cabinet was asked to begin thinking about policy and procedure changes that would be required if this legislation moves forward.
- **Knowbe4 Training (Cline)**- Alex Cline reported that some IECC employees have not engaged the Knowbe4 training that was sent out several months ago. Supervisors will be given a list of direct reports that have not completed training and he informed Cabinet that access to IECC accounts would be limited/restricted for those who have not completed the training.
- **Academic Advising (Gower)**- Dr. Gower reported that he is meeting with the Advisor's Council soon to Self-Service, Degree Works, and reporting/support structures for academic advising.
- **WVC Ag Tech Instructor (Fowler)**- Dr. Fowler reported that WVC is searching for a faculty line in agriculture.
- **Coordinator of Admissions and Compliance (Fowler)**- Cassandra Goldman requested a change in title to better reflect the scope of work performed by this employee. A title change was approved.

- **Employee Classifications & Compensation (Gower)**- Dr. Gower reported that he is currently studying base pay rates for three employee classifications.
- **International Athletes Tax (Fowler)**- Cassandra Goldman and Ryan Hawkins spoke regarding the current process for international student tax for non-qualified (housing, meals) expenses for international athletes.
- **IECC Open Positions Updates (All)**- The group reported on open positions at each campus.
- **Open call for items (all)**- None.

Committee/Division Reports

- **Symbiosis Project Update (M. Conn)**- Dr. Conn reported on the Symbiosis project. Courses are progressing, and the process is moving along quicker in the second round of course development. Dr. Gower asked each of the Deans to compose a list in relation to priority, for summer/fall online development. The Deans will provide their top 15 choices to Dr. Conn.
- **Faculty Advisory Committee Updates (Monge/Gower)**- Linda Monge noted that faculty members had recently traveled to Lake Land College to tour their Synchronous Lecture Halls. She expressed her interest and her excitement for the structure of the room. She noted that the FAC had a meeting scheduled for 4/7/2022 and Dr. Gower shared the anticipated FAC agenda with the Cabinet.
- **Business & Industry Updates (Edgren/Kakac)**- Sharmila Kakac reported on training with Ataraxia, Motorad, and Elastec. FCC will host a meet and greet on April 21, 2022 for the SPDC open house. B&I will host a business round table in Flora, IL on May 19, 2022.
- **Admissions & Records Updates (Malone)**- Amber Malone reported PIN numbers are no longer required for students when registering for classes. She reported that new Admission Representatives will be coming onboard soon at 3 of our campuses. Improvements to the process for registering for graduation are rolling out to students.
- **Enrollment Management Updates (Malone/Loll)**- Amber Malone reported for Enrollment Management.
- **CETL Updates (Ambrose)**- Tona Ambrose reported that the Tier 1 and Tier 2 process for professional development for adjuncts rolled out last week with more than 30 adjuncts already signing up. CETL is currently working on faculty orientation and improvements that can be made to the current process. Some interest has been expressed by Community Ed. Instructors to take the training. She reported on the Mental Health training

that was hosted recently by OCC and expressed an interest in hosting the training at WVC and FCC.

- **International Program (Fowler/Goldman)**- Cassandra Goldman reported on International Students, she recently participated in a series of virtual recruitment meetings. Numbers for Fall 22 are looking good with an increase in enrollment from Fall 21.

Open Call for Items: Meeting adjourned: 12:24 p.m.