

Cabinet Minutes **August 4, 2021**

West Richland Center/Zoom
9:00 a.m.

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

Not Participating: Matt Fowler, Mike Thomas

Guests: Tona Ambrose, Amy Dulaney, Cassandra Goldman, Alyssa Maglone, and Libby McVicker

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 July 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. Upgrade PT Office Clerk position @ FCC to a FT position (Edgren)-**
Approval was given to move the position from part-time to full-time.
- 3. Change in Status Business Office Assistant (Edgren)-** Approval was given for the change in status and it will now be presented to the Board on August 17, 2021.
- 4. Human Resources Coordinator to Generalist (McDowell)-** Approval was given for restructure of the position title and job description.
- 5. Change in Status HR Coordinator (McDowell)-** Approval was given for the change in status and it will now be presented to the Board on August 17, 2021.
- 6. Program Review Final Draft & Executive Summary (Maglone)-** Approval was given for the Program Review and Executive Summary. The Program Review will now be presented to the Board on August 17, 2021.
- 7. Violence Prevention Plans (Maglone)-** Approval was given for the Violence Prevention Plans and they will now be presented to the Board on August 17, 2021.
- 8. Policy 100.25 Threat Assessment and Violence Prevention update (Maglone)-** Approval was given for Policy 100.25 and it will now be presented to the Board on August 17, 2021.

- 9. Emergency Response Plans (Maglone)**- Approval was given for the Emergency Response Plans and they will now be presented to the Board on August 17, 2021.

New Business/Approval Items:

- 10. Adjunct Pay Rate (Gower)**- Dr. Gower recommended an increase in the adjunct pay rate from \$485 to \$535 and the retiree rate from \$600 to \$650. Dr. Gower introduced a concept for professional development and structured pay increases for adjunct faculty. This model will be discussed with the Faculty Advisory Committee and Administration during AY22.
- 11. Fall Covid Guidelines (Gower)**- Dr. Gower provided a draft version of the IECC guidelines regarding COVID-19 for the Fall 2021 term. Cabinet approved the draft with minor modifications, and it will now be presented to the Board for acceptance on August 17, 2021.

August Informational Items:

- Course Fee Request Form- Dr. Bruinsma shared a draft of the updated course fee guidelines and application. The document will be revisited in the September Cabinet meeting.
- Expanding Rural Apprenticeships Round 2 Grant- Amy Dulaney and Libby McVicker shared information about the grant and the benefits of applying to have the region 7 Navigator with IECC. Dr. Edgren, Dr. Atallah, and Dean Kakac will work with Alyssa Maglone and her team to develop a grant submission.
- Radiography JRCERT Accreditation Update- Rodney Raney gave an update on the progress made towards accreditation for the program. Informed the group that the next visit will be in Spring 2029.
- Program Review 2022 Workshop Agenda- Alyssa Maglone shared the agenda and the dates scheduled for the workshop.
- Faculty Professional Development Day Workshop- Alyssa Maglone shared the agenda and the dates scheduled for the workshop.
- Dr. Gower mentioned the request from the BOT to revisit the existing policy on alcohol use on campuses.
- Dr. Gower gave Cabinet a brief overview of the topics he addressed with the Board during the 7/27 retreat.
- Enterprise Lease Program- Ryan Hawkins discussed the program and will bring future updates if he can determine if the effort would save the colleges money.

- ENGIE Opportunity Assessment- Ryan Hawkins shared the assessment and discussed potential opportunities.
- Student Handbooks- Dr. Gower gave input and asked for feedback regarding citing policy in student handbooks.

Other Business / Committee Reports

- Dr. Conn gave an update on the progress being made with Symbiosis and online instruction. A meeting to kick off the project has been scheduled with participating faculty.
- Faculty Advisory Committee- Linda Monge gave an update on the progress being made by the committee. She shared with the group the names of those serving on the committee and possible agenda items for the upcoming school year.
- Business & Industry Updates- Dr. Edgren gave an update on B&I and the future direction of the program.
- Admissions & Records Updates- Amber Malone gave an update for the department including progress and plans for an online graduation app.
- Enrollment Management Updates- Amber Malone gave an update for the department. Progress is being made in the implementation of the CRM. It should be ready for data entry in the Spring 2022 term.
- CETL Updates- Tona Ambrose gave an update on the development of the Center for Excellence in Teaching and Learning and the partnership opportunities within the district as new areas grow and develop.
- International Program- Cassandra Goldman gave an update on the program, including renovations to the offices at WVC. International students will be placed on each campus in the Fall 2021. TOEFL testing is in progress to ensure a positive outcome for students.

Open Call for Items:

- Rodney Ranes informed the group that many facilities are requiring Covid vaccines for students in Allied Health who plan to be on site for clinicals. He stated that the department is in the progress of informing students prior to the start of Fall 2021.
- Rodney Ranes gave an update regarding the screening of those applying for department head position within Allied Health.
- Alex Cline recommended adding a data systems position within the District.

Meeting adjourned: 11:59a.m.