

Cabinet Minutes
West Richland Center
August 3, 2022

9:00 a.m.

Participants: Ryan Gower, Paul Bruinsma, Cyndi Boyce, Alex Cline, Michael Conn, Robert Conn, Roger Eddy, Jay Edgren, Matt Fowler, Ryan Hawkins, Amber Malone, Andrea McDowell.

Not Participating: Zahi Atallah, Sheryl Childers

Guests: Tona Ambrose, Andrea Loll, Alyssa Maglone, Libby McVicker, Brandon Weger.

Welcome: Dr. Gower opened the meeting and welcomed the guests. The cabinet was asked for comments or corrections regarding the July 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. **2022-2024 Radiography Handbook (M. Conn)-** Mike Conn provided a copy of the 2022-2024 Radiography Handbook. The handbook was approved.
2. **2022-2023 Nursing Handbook (M. Conn)-** Mike Conn provided a copy of the 2022-2023 Nursing Handbook. The handbook was approved.
3. **Violence Prevention Plan (Maglone/Malone)-** Libby McVicker provided a copy of the Violence Prevention Plan. The plan was approved and will now be presented to the Board on September 20, 2022.
4. **Program Review FY 2022 (Maglone)-** Alyssa Maglone provided a copy of the Program Review for FY 2022. Approval was given and the review will now be presented to the Board on August 16, 2022.
5. **Changes to Procedure 300.16 (Hawkins)-** Ryan Hawkins presented modifications to the procedure for travel reimbursement. IECC will establish a maximum per day allowance for each quarter of day. The maximum allowance will be \$30 per day.

6. **Final Budget (Hawkins)**- Ryan Hawkins presented the final budget for FY 2023. The budget was approved and will now be presented to the Board on August 16, 2022.
7. **Grant Update (Maglone)**- Alyssa Maglone provided the Cabinet with a grant update.

The Consent Agenda was approved.

August Approval Items:

8. **PATH Grant (Hawkins)**- Ryan Hawkins presented the PATH implementation plan for FY 2023. Discussion took place regarding the intent and purpose of the PATH grant. Approval was given for the plan.
 9. **Prohibited Consensual Relationships (McDowell)**- Andrea McDowell provided a copy of a policy that addresses Prohibited Consensual Relationships. The policy was approved and will now be presented to the Board on August 16, 2022.
10. **Open Call for Items (All)**- None.

August Informational/Discussion Items:

- **IECC International Student Handbook (Fowler/Goldman)**- Cassandra Goldman provided a copy of the drafted IECC International Student Handbook. The Deans will review, solicit feedback from other campus stakeholders, and give feedback within 2 weeks to ensure each campus has a section unique to their individual community.
- **Emergency Preparedness Plans (McVicker)**- Libby McVicker presented a copy of the drafted Emergency Preparedness Plans. The Presidents will review the plans for each campus and provide feedback for improvements within 2 weeks.
- **Dual Credit Agreement for Private Schools (Bruinsma)**- Paul Bruinsma discussed with the group options for developing dual credit agreements with private schools.
- **Program Director Emergency Preparedness FCC (Edgren)**- Jay Edgren presented a need for a title change from Director EP to Program Director EP. He expressed confidence that this currently vacant position would be filled after the Board of Trustee meeting on August 16, 2022.

- **Technology Project Request Process (Cline)**- Alex Cline presented an improvement to the process for evaluating and tracking new technology project requests. Specifically, to the extent possible, all IT requests should be processed using the Help Desk ticket process.
- **Stipend for Sustainability Education & Economic Development Center (R. Conn)**- Robert Conn presented a grant-funded stipend for the Sustainability Education & Economic Development Center.
- **Orientation Survey (Weger)**- Brandon Weger presented the Orientation Survey for students. The purpose of the survey is to evaluate the effectiveness of orientation in achieving its stated goals.
- **Foreign Language Faculty Search Update (Bruinsma/McDowell)**- Paul Bruinsma updated Cabinet on the search for Foreign Language Faculty and the possibility of 2 new hires for FY 2023.
- **Affiliation Agreements- Lakeland Rehabilitation & Health Care Center (Gower)**- Dr. Gower informed Cabinet of affiliation agreements that will be presented to the Board on August 16, 2022.
- **Open call for items (all)**

Committee/Division Reports-

- **Symbiosis Project Update (M. Conn)**- Mike Conn gave an update on the development of online courses. Ten new courses will be reworked during the Fall 2022 term.
- **Business & Industry Updates (Edgren/Kakac)**- Jay Edgren gave an update on the B&I program.
- **Admissions & Records Updates (Malone)**- Amber Malone gave an update on OAR activities.
- **Enrollment Management Updates (Malone/Loll)**- Andrea Loll gave an update on enrollment management.
- **CETL Updates (Ambrose)**- Tona Ambrose gave an update on the CETL.
- **International Program (Fowler/Goldman)**- Cassandra Goldman gave an update on the International Student program.

Open Call for Items:

Meeting adjourned: 11:07 p.m.