

Cabinet Minutes
West Richland
December 6, 2023

2:00 p.m.

Participants: Ryan Gower, Tona Ambrose, Cyndi Boyce, Paul Bruinsma, Sheryl Childers, Alex Cline, Robert Conn, Matt Fowler, Cassandra Goldman, Jay Edgren, Ryan Hawkins, Amber Malone, Andrea McDowell, Chris Simpson, Amy Tarr.

Not Participating: Jessica McDonald

Guests: Brandon Weger

Welcome from the Chancellor: Dr. Gower opened the meeting and welcomed participants and provided a summary of the Strategic Engagement Planning Council (SEPC) meeting that proceeded Cabinet.

Reports:

- **Vice-Chancellors** - The President and Vice Chancellors provided updates on work that is progressing in each of their respective areas.

- **Faculty**- None.

New Business

Consent Agenda:

- **November Minutes (Gower)**- The minutes were approved with no revisions.
- **Grant Update (Gower)**- Dr. Gower provided a grant update for review.
- **Policy 100.12 Americans with Disabilities Act (Gower)**- Dr. Gower provided a copy of the revised policy for review. Approval was given and the item will now be presented to the Board on December 12, 2023.
- **Policy 100.28 Concealed Firearms (Gower)**- The item was moved to approval for discussion.
- **Procedure 100.12 Americans with Disabilities Act (Gower)**- Dr. Gower provided a copy of the revised procedure. Approval was given and the item will be presented to the Board on December 12, 2023.
- **Affiliation Agreements (Gower)**- Dr. Gower informed of agreements being presented to the Board on December 12, 2023.

- Standard Clinical- CTF Illinois
- Non-Standard Clinical- Good Samaritan of Vincennes

The consent agenda was approved.

December Approval Items:

- **Policy 100.28 Concealed Firearms (Gower)**- Cabinet discussed the purpose of the policy and the need to develop a corresponding procedure. A suggestion was made and approved to modify the verbiage that address “dangerous knives”. The policy will now be sent to the Board on December 12, 2023.
- **Updated Business Director Job Description (Simpson)**- Chris Simpson provided a copy of the updated job description for review and discussion. He shared with the group the process used and the rationale for the revisions. Approval was given.
- **Updated Adjunct Faculty Job Description (Bruinsma/McDowell)**- Dr. Bruinsma and Andrea McDowell provided a copy of the updated job description for review and discussion. Approval was given.
- **Revised Fee Structure Proposal (Hawkins)**- Ryan Hawkins provided a copy of the proposal for review and discussion. In accordance with the Strategic Plan, Business Operations is working to simplify student billing and to improve internal operations. Approval was given and the revised fee structure will be sent to the Board on December 12, 2023.

- **Open Call for Items (all)**- None.

December Informational/Discussion Items:

- **Open Call (All)**-
 - President Ambrose inquired about the Pathways to Success course. Academic Affairs will bring an update in January.
 - Andrea McDowell gave an update on the “Paid Leave For All” law approved by the State of IL. This new law required revisions to the current Leave Policy. Discussion took place regarding the best practices for meeting these requirements while aligning with what is in the best interest of employees. Policy 400.4 will be revised and presented to the Board for approval on December 12, 2023.
 - Brandon Weger gave an update on the Employee Satisfaction Survey, the Institutional Learning Outcome Survey and the SENSE survey.

- Matt Fowler requested time at the Faculty Workshops for the Mental Health Coordinator to address employees to help them better understand her role and to solicit suggestions and recommendations.
- Paul Bruinsma addressed inactive programs. Following a recent program review, he is raising awareness of the removal of the programs from the catalog.
- Cyndi Boyce reported on a recent IBHE/ICCB webinar. They have requested short-term and long-term goals for Equity Planning. She requested assistance with the data to be provided to the ICCB/IBHE. Brandon Weger and Alex Cline agreed to assist. The Equity Plan will be presented to the Board for approval in May.
- Tona Ambrose discussed the Dual Credit Grant that is available, there is currently a committee working on submission.
- Jay Edgren reminded the Cabinet that the spring workshop at FCC will not be in traditional format. The workshop will be offered through the CETL or faculty may instead elect to utilize the time to prepare for the Spring semester. LTC reported that they will host their workshop on January 4th.

Meeting adjourned: 3:44 :p.m.