

Cabinet Minutes **February 2, 2021**

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

Participants: Ryan Gower, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, Roger Eddy, Jay Edgren, Matt Fowler, Ryan Hawkins, Andrea McDowell, Linda Monge, Rodney Ranes, Brent Todd. Recorder: Sheryl Childers

Not Participating: Mike Thomas

Welcome: Dr. Gower addressed the group and opened the meeting. He welcomed Linda Monge (Assistant Professor – FCC) as the newest member of the IECC Cabinet. He asked if the group had any comments regarding the January minutes.

Consent Agenda:

Cabinet approval was given for the consent agenda.

Minor modifications were made to several policies to bring them into alignment with the new structure and position titles of the Office of Admissions and Records. These policies included:

- 1. Policy 100.31 Revision/Preventing Sexual Misconduct** - Cabinet approval was given for Policy 100.31 Revision/Preventing Sexual Misconduct and will now be presented to the Board of Trustees on February 16, 2021.
- 2. Policy 100.24 Revision/Emergency Response Plan** - Cabinet approval was given for Policy 100.24 Revision/Emergency Response Plan and will now be presented to the Board of Trustees on February 16, 2021.
- 3. Procedure 100.31 Revision/Preventing Sexual Misconduct** - Cabinet approval was given for Procedure 100.31 Revision/Prevention Sexual Misconduct and will now be presented to the Board of Trustees on February 16, 2021.
- 4. Policy 500.17 Revision/Campus Safety and Security** - Cabinet approval was given for Policy 500.17 Revision/Campus Safety and Security and will now be presented to the Board of Trustees on February 16, 2021.

5. **Policy 500.27 Revision/Substance Abuse Testing Athletes** - Cabinet approval was given for Policy 500.27 Revision/Substance Abuse Testing Athletes and will now be presented to the Board of Trustees on February 16, 2021.

Cabinet recognized the need to have distinct policies and procedures for student complaints and student grade appeals.

6. Cabinet approval was given for revisions to **Policy 100.16 (Policy to Address a Complaint)** to make it clear that this policy does not apply to grade appeals.
7. **Policy 500.35 (Grades and Grading System)** was approved to establish both the responsibility and basis for awarding of grades at Illinois Eastern Community Colleges.
8. **Cabinet approval was given for a new Procedure (500.35 - Grades and Grading System)** which adopted language already present in the IECC Course Catalog. To this language, the following additions were made:
 - a. A "grade forgiveness procedure" that had previously been addressed in policy 500.16. **Cabinet approved the elimination of policy 500.16.**
 - b. Criteria and process to be used for a student **grade appeal.**

Cabinet approval was given for several other consent agenda items:

9. **Policy 400.22 Revision/Salary Basis Policy (Gower)**- Cabinet approval was given for Policy 400.22 Revision/Salary Basis Policy and will now be presented to the Board of Trustees on February 16, 2021.
10. **Student Satisfaction Survey (Gower)**- Cabinet approval was given for the Student Satisfaction Survey.
11. **Carle Clinical Affiliation Agreement (Ranes)**- Cabinet approval was given for the Carle Clinical Affiliation Agreement and will now be presented to the Board of Trustees on February 16, 2021.
12. **403(b) Semi-Annual Report (Hawkins)**- Cabinet approval was given for the 403(b) Semi-Annual Report and will now be presented to the Board of Trustees on February 16, 2021.

13. MOU Professional Development (Gower)- Cabinet approval was given for a MOU with faculty for Professional Development and, pending adoption by the union, will be presented to the Board Trustees on February 16, 2021.

New Business/Approval Items

- 1. IECC Community Perks (McDowell)-** Andrea McDowell explained to the Cabinet her ideas on offering Community Perks, to benefit IECC staff, students and local businesses alike. Discussion amongst the Cabinet leads to the interest in further discussion. The topic will be revisited.
- 2. FCC Student Services supervision (Edgren)-** Dr. Edgren presented a model for the supervision of certain student services staff at FCC. This discussion was tabled, and a sub-committee of cabinet identified to determine an approach might be adoptable district-wide.
- 3. LTC Coordinator of Advisement/Advisor (Todd)-** Cabinet consent was given for LTC to search for an Academic Advisor (formerly Coordinator of Advisement) in lieu of the promotion of Erin Volk.
- 4. LTC Retention Coordinator/Coordinator of Retention & Advising (Todd)-** Dean Todd presented a model for the supervision of certain student services staff at LTC. This discussion was tabled, and a sub-committee of cabinet members was identified to determine an approach that might be adoptable district-wide.
- 5. IECC Clinical/Non-Clinical Affiliation Agreement (Gower)-** Dr. Gower presented to the Cabinet two documents that can be used to establish affiliation agreements between IECC and host agencies eliminating the need for each college/program to establish unique affiliation agreements. These agreements can be renewed annually in a process similar to leases with IECC.

February Informational Items

- Rodney Ranes discussed the radiography **JRCERT accreditation** visit.
- Dr. Gower discussed IECC's involvement in the **EIU "Grow Your Own"** program initiated under former CEO Marilyn Holt.
- Ryan Hawkins discussed **Business Procedure 300.1** regarding the collection of tuition.
- Michael Conn discussed the **Higher Ed Reform Bill and Remedial Ed Progression** informing cabinet that IECC already complies with all three of the new provisions in this legislation.

- Dr. Gower informed the Cabinet that the **Quality Initiative** (QI) had been submitted to the Higher Learning Commission (HLC). Cabinet had previously approved the establishment of a Center for Excellence in Teaching and Learning (CETL) for the QI.
- Dr. Gower provided an update on the **Manufacturing Training Academies** grant that was a joint submission between IECC and Lake Land Community College. If adopted, the grant would provide approximately 1.5 million in teaching technologies & equipment for programs at LTC, OCC, and WVC. Pending grant approval, Dean Robert Conn will work with Lake Land to establish a shared dual credit pathway that would allow students to transfer credits into programs at LTC, OCC, WVC, and LLCC.
- Dr. Gower discussed **Business & Industry Training** with the Cabinet and expressed the need to move words into action. Because of their history of providing educational opportunities to the entire District, Cabinet approval was given to house a Business & Industry center at FCC that would focus on meeting the needs of employers across District 529.
- Dr. Gower discussed the **IECC International Program** with the Cabinet, and Cabinet identified the need for leadership for this program to be housed at the College level. Because of its strong history with International Student programming, Cabinet agreed that WVC would take the lead in developing an International Program that would be delivered at all four colleges.
- Dr. Gower discussed **CRRSAA** funding and the process that would be used in developing a plan for the use of these dollars.
- Dr. Bruinsma discussed **credit recovery** with Cabinet and will be working with the College Deans and area high schools to provide this service.

Other Business / Committee Reports

1. **Program Viability (Fowler)** – None.
2. **Program Sharing (Ranes)**- None.
3. **Mental Health.** Rodney Ranes provided Cabinet with an update on conversations and opportunities for IECC to better serve the mental health needs of IECC students and employees.

Open Call for Items

1. Dr. Gower identified two positions at the District Office that would have enlarged duties & responsibilities to better serve Academic Services and Admissions & Records.
2. Andrea McDowell expressed the need for a 5-day lead on the PT hire start dates for HR to process paperwork before bringing new employees onboard.
3. Andrea McDowell informed Cabinet there will be a different format in the employee report sent after the monthly BOT meeting.
4. Dr. Edgren shared with Cabinet that the FCC Student Senate intends to host two candidate forums – Mayor; Fairfield, & IECC Board of Trustees.
5. Ryan Hawkins discussed the need for supervisors to review timesheets for timely and accurate submission.

Meeting adjourned 11:28am