

Cabinet Minutes
West Richland Center
February 1, 2023

2:00 p.m.

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

Not Participating: Michael Conn

Guests: Tona Ambrose, Jessica McDonald

Welcome: Dr. Gower opened the meeting and welcomed participants and guests. He informed Cabinet of IBHE's budget recommendations for higher education. The impact on IECC's budget is not immediately clear, but if the recommendation is approved, IECC will receive more state support in AY24. The cabinet was asked for comments or corrections regarding the January minutes. No comments or corrections were recommended, so the group moved into new business.

New Business

Consent Agenda:

1. **Grant Update (Gower)**- Dr. Gower provided a grant update for review.
2. **Policy 200.1 Administrative Organization (Gower)**- Dr. Gower provided a copy of the updated policy, the revisions reflect minor verbiage adjustments. The policy was approved and will now be presented to the Board on February 21, 2023.
3. **Procedure 200.11 Administrative Organization (Gower)**- Dr. Gower provided a copy of the updated procedure. Adjustments were made to align the verbiage in the procedure with the updated policy. Approval was given.

The Consent Agenda was approved.

February Approval Items:

4. **DEI Definitions (Maglone)**- Dr. Fowler requested that DEI definitions be pulled from the Consent Agenda for further discussion. Dr. Fowler recommended two minor adjustments, and one grammatical error was discovered. Approval was given to the document with the three noted edits. Dean Maglone will establish a DEI committee who will be given a charge by the SEPC.
5. **IECC Meta Majors (Edgren)**- Dr. Edgren presented to the Cabinet the committee authored proposal for structuring Meta-majors. The proposal consists of 5 Meta-majors and 18 departments that will aid in implementing a guided pathways model. Approval was given and the document will now be presented to Board for acceptance on February 21, 2023.
6. **WVC Director of Instructional Support Services (Conn/Fowler)**- Dean Conn presented a copy of the finalized job description for the position. Following Cabinet discussion, the document will be adjusted to reflect that a portion the position will be grant funded. Following a review of the JD by Andy Cougill and the three existing Directors of Instructional Support Services the position will be posted.
7. **2023-2024 Truck Driving Fee (Conn/Fowler)**- Dr. Fowler presented an adjustment to the fee, following recent updates published by the American Transportation Research Institute. The rising costs for operating a semi-truck are creating a demand for increasing the program fee. Dr. Gower requested a review of the truck driving auxiliary balance and a review of how program costs are funded out of the Ed Fund and the auxiliary account. Approval was given and the adjustment will now be presented to the Board on February 21, 2023.
8. **LRC/ASC Reorganization (Gower)**- Dr. Gower shared with Cabinet a proposed reorganization chart for the Learning Resource and Academic Support departments. Approval was given and will be presented to the Board for acceptance on February 21 2023. Cabinet further authorized this new unit to study and move forward with grant-funded mental health staff for all four colleges.
9. **IECC AY24 Tuition Rates (Gower)**- Dr. Gower and Mr. Hawkins presented to Cabinet variables and options for structuring future tuition rates. Approval was given for a \$10 increase effective Fall 2023 and the rates will now be presented to the Board for approval on February 21, 2023.
10. **Open Call for Items (all)-None.**

February Informational/Discussion Items:

- **Spring 10 Day Enrollment (Gower)-** Dr. Gower indicated that enrollment for Spring 2023 is essentially flat year over year. IECC needs to generate an additional 6,000 hours (primarily WED and EP) between now and the end of the term to end in positive territory.
- **DEI Committee Development (Maglone) - Tabled due to illness**
- **CIS 1104 Advisors Meeting (Ambrose)-** Tona Ambrose gave a brief overview of a meeting between the CETL and the advisors.
- **CETL Adjunct Faculty Training (Ambrose)** Tona Ambrose gave an update on the training and reported the numbers for those who have participated. She discussed plans for moving forward with training and initiatives for faculty.
- **IECC Reorganization discussion (Gower)**
 - **LRC/ASC**
 - **HB 0969 FY23 Supplemental Appropriation-** Dr. Gower shared the bill that was signed into law on January 24, 2023 that made funds available for mental health services within community colleges. This was reflected in the previous approval item.
 - **IECC Divisions-** Dr. Gower shared with the Cabinet adjustments he is recommending to the job descriptions of Presidents. These recommendations will be presented to the Board for consideration and future action.
- **Affiliation Agreements- Wayne City Ambulance Service/ Saluki Step Ahead Online Program SIUC (Gower)-** Dr. Gower informed of affiliation agreements to be presented to the Board at the February meeting.
- **SEPC Meeting Update (McDonald)-** Jessica McDonald gave an update following the January SEPC meeting and the outcome of discussion items.
- **SEP Project Updates (All) –** Members of the SEPC provided updates on progress toward completion of SEPC projects. It was noted that four SEPC projects have been completed to date.
- **Cabinet Date Change (Gower)-** Dr. Gower shared that monthly meetings for SEPC are needed. For the sake of travel, the meetings will be held prior to Cabinet each month. This would require a shift from the first Wednesday of each month to the first Thursday of each month. Calendar updates are forthcoming.

Open Call for Items (All)-

ASSIST Program- Roger Eddy reported on the ASSIST program having interest in leasing space at OCC.

Revised Deadline for New Hires- Andrea McDowell gave an update on the timeline for new hires prior to Board. Human Resources will no longer accept any new hire requests following 4pm on the 3rd Monday prior to the Board meeting. This will allow one week for all processes to be completed in HR, before the deadline for Board Book items.

Certified Public Housing- Dr. Fowler asked the cabinet to review the Certified Private Housing standards and forward comments and suggestions to him, Dr. Edgren, or Mr. Hawkins within the week.

Meeting adjourned: 4:44 p.m.