

Cabinet Minutes

July 7, 2021

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

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

Not Participating: Michael Conn, Linda Monge, Mike Thomas

Guests: Tona Ambrose, Amy Dulaney, Sharmila Kakac, and Alyssa Maglone

Welcome: Dr. Gower addressed the group and opened the meeting. The special guests were introduced, and Dr. Atallah was welcomed to his first Cabinet meeting. The group was asked for comments or corrections regarding the June 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. **MOU's with CAISA and SAFE (Gower)**- Approval was given for the Memorandums of Understanding and they will now be presented to the Board on July 20, 2021.
3. **2021-2022 IECC Catalog Publication (Maglone)**- Approval was given for the catalog and it will now be presented to the Board on July 20, 2021.
4. **IRB/Human Subject Research Procedure (Maglone)**- The procedure was reviewed and approved by Cabinet.
5. **Policy 200.7 IRB/Human Subject Research (Maglone)**- Approval was given for this new Policy, and it will now be presented to the Board on July 20, 2021.
6. **Banner Systems Administrator (Cline)**- Cabinet approval was given to open a search for this position.

New Business/Approval Items:

7. **2021 Perkins Plans & 2021 Perkins Reserve Grant (Dulaney)**- Amy Dulaney gave an update on the modified approach for enhancing CTE programs across the district. Ms. Dulaney also gave an overview of the new Perkins Reserve Grant that focuses on equity driven purposes. Approval was

given for the plan, and it was noted that every effort should be made to implement the plan (and associated purchases) by December 2021.

8. IECC Master Affiliation Agreement/Correspondence (Maglone)-

Approval was given for the revised version of the agreement and the supporting correspondence.

July Informational Items:

- Alyssa Maglone gave an HLC quarterly update.
- Ryan Gower and Alyssa Maglone informed the group of dates for workshops within the District. Faculty Professional Day 8/11/21 @ OCC & FY'21 Program Review Planning Day 8/13/21 @ The Holiday.
- Dr. Gower informed the group that Juneteenth has now been added to the academic calendar following federal recognition of the holiday. President Ranes will convene a subcommittee (Gower, Todd, Maglone, Malone, McDowell) to review holidays and the academic calendar scheduling process.
- President Ranes discussed the adoption of course fees for transfer level courses – specifically Microbiology. Dr. Gower asked for a process to be developed that will improve the District's ability to allocate program/course fees to the program or course that generated the revenue. President Ranes will work with the Council of Chief Academic Officers to develop guidelines for course fee implementation and review.
- Dr. Gower gave an update regarding use of non-standard affiliation agreements. While we prefer to use the IECC document, we must be willing to accommodate organizations who prefer to use their own contract. Two such affiliation agreements (SSM Health & Crawford Memorial Hospital) will go to the Board for approval this month.
- Amber Malone gave an update regarding the Office of Admissions & Records. The group agreed to provide feedback and direction as OAR continues to organize.
- Dr. Gower gave an RNL Project Update and college leadership reported good participation and positive outcomes.
- Dr. Gower gave an update regarding the Symbiosis project for online courses. IECC has formed a steering committee for the

process that includes Dean M. Conn (chair), Tona Ambrose and Prof. Urfer.

- Dr. Gower introduced Tona Ambrose and shared their vision for the Center for Excellence in Teaching and Learning (CETL). Tona will be making appointments to meet with Presidents, Deans and faculty (in August) to explore needs, wants and establish priorities for the launch of CETL this year.
- Dr. Fowler gave an update on the search for a director of the International program. A name will be advanced for consideration by 7/9.
- Dr. Edgren introduced Sharmila Kakac and shared their vision for how B&I Training could be leveraged to the benefit of all four colleges and area employers.
- Ryan Hawkins gave an update on the project to enhance the LTC, OCC, and WVC theaters abilities to serve as large lecture halls.
- Ryan Hawkins gave an update on the availability of college beautification projects - \$100,000 for special projects at each college.
- Dr. Gower discussed the importance of embracing guided pathways – to aid in marketing and recruitment, as well as possible benefits for advising, scheduling and degree completion. Marketing and recruiting updates to IECC's website could be made soon, but broader conversations that include academic advising, student services, faculty and administration, would need to be had about curriculum planning.
- Dr. Gower discussed the Three-to-Degree/Dual Credit program and asked the colleges to make recommendation for members to serve on a steering committee.
- Dr. Gower and Andrea McDowell discussed the importance of investing in professional development opportunities for IECC employees. Funds have been budgeted, and a district-wide committee will be formed to evaluate funding requests. Colleges were asked to forward recommendations to serve on this committee to Ms. McDowell no later than 7/9.
- Dr. Gower reviewed the Institutional Eligibility Ratios with the group. All ratios for IECC are well within parameters for continued Title IV funding.

Other Business / Committee Reports

1. None.

Open Call for Items:

- **Dr. Edgren** gave an update of the changes taking place following the retirement of Mike Thomas. Dean Kakac will replace Dean Thomas with a charge to expand B&I training beyond workforce education (WED)/mines and minerals. Laurie Thomas will assume responsibility for supervision of WED south, Kim Underwood will continue in his role supervising WED north. Dr. Edgren emphasized that these changes will bring a positive budget variance. A change in status for Laurie Thomas will be presented to the Board on July 20, 2021 in the personnel report.
- **Andera McDowell** informed the group of a resignation in human resources and how best to channel communication in the weeks ahead.
- **Ryan Hawkins** shared with the group that Amber Malone, Andrea Puckett and he will be exploring an increase in the maximum SEOG award from \$800 to \$1000. This award amount has not been adjusted for 5 years. Cabinet will be informed of changes when and if they occur.

Meeting adjourned: 11:30 a.m.