

**IECC Cabinet Minutes
West Richland
March 6, 2024**

2:00 p.m.

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

Not Participating:

Guests: Cassandra Goldman

Welcome from the Chancellor: Dr. Gower opened the meeting and welcomed guests and participants. As we transition to Divisional Leadership meetings, Dr. Gower expressed his gratitude to those in attendance for the final IECC Cabinet meeting. He provided a summary of the topics explored by 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**- Jessica McDonald inquired about the placement of a faculty representative within the academic affairs leadership team. Dr. Edgren believes the suggestion has merit, and once the team is up and running will look for the right place to invite faculty participation.

New Business

Consent Agenda:

- **February Minutes (Gower)**- The minutes were approved without revisions.
- **Grant Update (Gower)**- Dr. Gower provided a grant update for review.
- **Procedure 300.1.10 Accounting: Payment of Claims Against IECC (Hawkins)**- Revisions were made to the existing procedure to bring it in line with current practice. Cabinet approval was given.

- **Procedure 300.9.2 Petty Cash Funds (Hawkins)**- Revisions were made to the existing procedure to bring it in line with current practice. Cabinet approval was given.
- **Procedure 300.14.4 Purchasing: Purchase Orders (Hawkins)**- Revisions were made to the existing procedure to bring it in line with current practice. The item was moved from the consent agenda for discussion. Clarification was sought regarding the purchase order portion of the revised procedure Cabinet approval was given.
- **Procedure 300.15 Revolving Fund and Utility Fund (Hawkins)**- Deletion of the procedure was recommended following review of the policy. The deletion of the procedure was approved.
- **Policy 300.20 Operating Cash Reserve (Hawkins)**- Revisions were made to the existing policy. Approval was given and the policy will now be presented to the Board on March 19, 2024.
- **Policy 300.21 Financial Standards for Federal Grant/Award Funds (Hawkins)**- Revisions were made to the existing policy. Approval was given and the policy will now be presented to the Board on March 19, 2024.
- **Procedure 300.21.1 Financial Standards for Federal Grant/Award Funds: Procurement (Hawkins)**- Revisions were made to the existing procedure and Cabinet approval was given.
- **Procedure 300.21.2 Financial Standards for Federal Grant/Aware Funds: Cash Management (Hawkins)**- Revisions were made to the existing procedure and Cabinet approval was given.
- **Procedure 300.21.3 Financial Standards for Federal Grant/Aware Funds: Procurement & Appropriateness of Costs (Hawkins)**- Revisions were made to the existing procedure and Cabinet approval was given.
- **Procedure 300.21.4 Financial Standards for Federal Grant/Aware Funds: Grant Performance & Financial Reporting (Hawkins)**- Revisions were made to the existing procedure and Cabinet approval was given.

- **Policy 500.23 Nursing Student Progression/Remediation Policy (Edgren)-** Revisions were made to the existing policy. Approval was given and the policy will now be presented to the Board on March 19, 2024.
- **Policy 500.24 Financial Aid Master Consortium (Hawkins)-** Revisions were made to the existing policy. The item was tabled and will be revisited at the April SEPC meeting.
- **Procedure 500.24 Financial Aid Maser Consortium (Hawkins)-** Revisions were made to the existing procedure to bring it in line with current practice. The item was tabled and will be revisited in April.
- **Sexual Misconduct Survey Implementation (Fowler)-** Dr. Fowler presented the layout for implementation of the survey. The item was moved from the consent agenda for discussion. Clarification was given regarding the implementation of the survey. The plan was approved by Cabinet.
- **Affiliation Agreement (Gower)-** Dr. Gower provided a copy of the standard clinical agreements with Clay Co. Hospital and Medical Clinics, Fairfield Memorial Hospital, Joyner Therapy Services, R&T Physical Therapy LLC, Renewal Rehab LLC, Wabash General Hospital, and a non-standard affiliation agreement with Health Pro Heritage. Approval was given and the agreements will now be presented to the Board on March 19, 2024.

The consent agenda was approved.

March Approval Items:

- **Policy 500.14 Tuition Waivers (Gower)-** The policy was revisited for a final review. No additional revisions were made. Approval was given and the policy will now be presented to the Board on March 19, 2024.
- **2025-2027 Academic Calendar (Malone)-** Amber Malone presented the academic calendar for review. Cabinet approval was given and the calendar will now be shared with the IECCEA President and subsequently presented to the Board on March 19, 2024.
- **Change in Status LTC Administrative Assistant (Ambrose)-** President Ambrose brought a recommendation for a change in status and job

description revisions for two clerical positions at LTC. It is recommended that the structure for the administrative assistants to the President and Dean be moved to be consistent with the structure employed at the other three campuses. Approval was given and the changes will now be presented to the Board on March 19, 2024.

- **Administrative Guidelines (Hawkins)**- Mr. Hawkins presented minor revisions to the guidelines. The revisions will ensure that the B&I division is utilizing the best practices for onboarding and compensating instructors. Approval was given.
- **Open Call for Items (all)**-

March Informational/Discussion Items:

- Brandon Weger gave an overview of the data obtained in the IECC Fact Book for AY23.
- Brandon Weger gave an update on the results of the SENSE survey. He gave the timeline for the upcoming student engagement surveys. Feedback was given regarding the implementation of student surveys.
- **Open Call (All)**-

Meeting adjourned: 4:30 p.m.