

**Cabinet Minutes**  
**West Richland Center**  
**May 2, 2022**

**9:00 a.m.**

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

**Not Participating:**

**Guests:** Tona Ambrose, Cassandra Goldman, Sharmila Kakac, Andrea Loll, Alyssa Maglone, Brandon Weger.

**Welcome:** Dr. Gower opened the meeting with a welcome and wishes for a strong conclusion to the Spring term. The cabinet was asked for comments or corrections regarding the April minutes. No comments or corrections were recommended, so the group moved into new business.

**New Business**

**Consent Agenda:**

*Cabinet approval was given for the consent agenda.*

1. **Grant Update (Gower)**- Cabinet was provided a monthly grant update.
2. **Policy 400.8 Minimum Faculty Qualifications Requirements (Maglone)**- Dr. Atallah requested the policy be pulled from the consent agenda for discussion. Alyssa Maglone explained the need to update Policy 400.8 to stay in compliance with HLC. Revisions to the policy were approved and will be presented to the Board on May 17, 2022.
3. **Policy 500.32 Open Admission (Malone)**- Dr. Atallah requested the policy be pulled from the consent agenda for discussion. Amber Malone explained the need to simplify language within the policy. There will be revisions to the procedure to ensure that the procedure compliments the policy. Revisions to Policy 500.32 were approved and will be presented to the Board on May 17, 2022.

*The Consent Agenda was approved.*

### **May Approval Items:**

- 4. IECC One Year Follow-up Survey (Malone/Weger)-** Brandon Weger presented a survey designed to assist in monitoring the success of students following graduation, and to help recognize opportunities for growth in the future.
- 5. Science Lab Fees (Todd)-** Cabinet approved a \$10 lab fee (effective Spring 2023) to apply to all physical and life science courses with a lab component, this includes current and future courses. The proposed fee is in line with current IECC practice, however the fee has been assigned inconsistently and considered a “cost recovery” fee. The Deans did not feel this fee qualified as a cost-recovery and brought the fee to Cabinet for appropriate approvals. The fee will now be presented to the Board on May 17, 2022.
- 6. Broadband Fees (Todd)-** Recent adjustments to the Broadband Telecom curriculum required fees to be assigned to new or revised courses. This is a rearrangement of fees and does not represent a new or increased expense to program participants.
- 7. Policy 500.37 International Student Health Insurance (Fowler)-** Cabinet approved a policy pertaining to the federally required health insurance coverage for all international students. The policy states that coverage is mandatory and will be added to the international student's account. Students may be eligible to waive the IECC provided coverage by providing proof of comparable coverage that meets federal requirements. Coverage will be assessed on a per semester basis. The Policy will now be presented to the Board on May 17, 2022.
- 8. Activity Fee Allocation (Hawkins)-** Ryan Hawkins discussed with Cabinet the Activity Fee Allocations. Approval was given and the allocations will be presented to the Board on May 17, 2022.
- 9. Open Call for Items (all)-**
  - **TRIO Upward Bound Assistant Director position-** Alyssa Maglone asked for approval to advertise a grant funded position within Upward Bound. The position is being created to enhance the grant through assessment and data tracking. Cabinet asked for a presentation from TRIO to give an overview of their goals and current progress. Cabinet approval for the position was given.

- **Course Fee Removal (Todd)**- Cabinet approval was given to remove the fees from the Pharmacy Technician program at Lincoln Trail Cost. The fee was intended to cover the cost of lab materials when the class was taught face-to-face. The program has recently moved to be fully online, and the need for the fee no longer exists.
- **Tiered Structure for IT Department (Cline)**- Alex Cline presented to Cabinet a new organizational structure for the IT department. The updated structure is designed to improve the services that the department provides to the district. Cabinet approval was given for the structure.

### May Informational/Discussion Items:

- **Board of Trustees Spring Retreat Update (Gower)**- Dr. Gower discussed the recent Board Retreat with Cabinet.
- **Faculty Professional Development Workshop @ OCC- Friday, August 12, 2022, 8:30am-12:30pm (Maglone)**- Alyssa Maglone notified Cabinet of the upcoming workshop.
- **Program Review Kickoff Workshop-Tuesday, August 16, 2022 \*time and location TBD (Maglone)**- Alyssa Maglone notified Cabinet of the workshop and she will report back as progress is made regarding location and time.
- **Student Veterans of America organization (Malone)**- Amber Malone discussed with Cabinet the Constitution of the Student Veteran Association at IECC. SSS is hoping to create an organization within the district that supports veterans.
- **IECC Open Positions Updates (All)**- Campus leadership gave an update on current open positions.
- **Athletic Training Agreements (Gower)**- The agreement for LTC has been received and will be presented to the Board on May 17, 2022. The other campuses have entered in to continuing agreements that do not require annual renewal. LTC will reach out to Crawford Memorial Hospital to request a continuing agreement.
- **Articulation Agreements Nursing & Medical Lab Tech- Eastern IL University, Franklin University, McKendree University, Southern IL University (Gower)**- Dr. Gower notified the Cabinet of the above articulation agreements.

- **Affiliation Agreements- Newton Care Center, Sarah Bush Lincoln Health Center, Wabash Christian Retirement Center, Cozy Corner, Kiddie Kollege, Wayne Co. Health Department, Deaconess Hospital (Gower)-** Dr. Gower notified the Cabinet of the above affiliation agreements.
- **Open call for items (all)-** Rodney Ranes informed Cabinet that the daycare at OCC continued to have staffing challenges, and a lack of qualified and interested candidates for open positions. Dr. Gower discussed with Cabinet the recent meetings he has engaged in with academic advisors. He plans to have a meeting with district advisors as a whole in the near future, the group will explore ways to better support advising staff. Zahi Atallah informed Cabinet that the DERA plan has been submitted on time. He also discussed ICCB and ICCTA's efforts to lobby for community colleges to offer bachelor's degrees.

### **Committee/Division Reports**

- **Symbiosis Project Update (M. Conn)-** Mike Conn gave an update on the development of online courses, and the development of assessment for those courses. An extension of the MOU with faculty will be sought.
- **Faculty Advisory Committee Updates (Monge/Gower)-** Linda Monge noted that the FAC had met recently at the District Office to discuss concerns that the faculty had expressed. She stated that the group had quality discussion regarding the structure of courses. She informed Cabinet that she has reached the end of her term for representing faculty at Cabinet and that the next representative will be coming to the group in August 2022 from LTC.
- **Business & Industry Updates (Edgren/Kakac)-** Sharmila Kakac reported on B&I. She spoke about the upcoming meeting amongst B&I instructors. LTC Adult Ed. teacher Danyelle Ayres has been selected as the IACEA Teacher of the Year. Sharmila provided an update on all the new businesses with which she is establishing training relationships. CPR training is beginning at many locations.
- **Admissions & Records Updates (Malone)-** Amber Malone reported that GradFest has been a success and thanked everyone who has helped with the event. EIU would like IECC to attend a "lunch and learn" for employees interested in obtaining their bachelor's degree.
- **Enrollment Management Updates (Malone/Loll)-** Andrea Loll informed Cabinet that the recruiter position at OCC has been filled and the

employee begins next week. The remaining campuses will have recruiters on site soon.

- **CETL Updates (Ambrose)**- Tona Ambrose informed Cabinet that 62 adjuncts are currently enrolled in the tiered program being offered through the CETL. She thanked FCC for making their recording studio available to her and IECC faculty as they work to develop new courses. Ken Anderson has started serving in his new role at the CETL Instructional Designer, she is happy to arrange meetings with anyone who would like to meet with Ken.
- **International Program (Fowler/Goldman)**- Cassandra Goldman gave an update on the international program. Students are currently assisting with review of the international student handbook. IECC has 12 international students graduating in Spring 2022. 36 new students have enrolled in the international program for fall 2022. Newly enrolled international students will be coming to all 4 campuses. In June 2022 Cassandra will travel to Vietnam for recruitment opportunities.

**Open Call for Items:**

Meeting adjourned: 11:13 p.m.