

Cabinet Minutes
West Richland
November 1, 2023

2:00 p.m.

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

Not Participating: Paul Bruinsma

Guests: None

Welcome from the Chancellor: Dr. Gower opened the meeting and welcomed participants and provided a summary of the Strategic Engagement Planning Council (SEPC) meeting that proceeded Cabinet. He reminded leadership that the four divisions should begin their own unique leadership team meetings with the goal to formally dissolve Cabinet during the Spring 2024 term.

Reports:

- **Vice-Chancellors** - The President and Vice Chancellors provided updates on work that is progressing in each of their respective areas.
- **Faculty**- Jessica McDonald reported that she received a suggestion from faculty to allow students more time for the Thanksgiving holiday. It was suggested that options be reviewed when working on the upcoming academic calendar. She inquired about timing and process related to the possible expansion and improvement of athletic facilities at Olney Central College.

New Business

Consent Agenda:

- **October Minutes (Gower)**- The minutes were approved with no revisions.
- **Grant Update (Gower)**- Dr. Gower provided a grant update for review.
- **Policy 100.4 Student Board Member (Gower)**- Dr. Gower provided a copy of the revised policy. The item was moved to Approval Items for more discussion.
- **Policy 100.28 Concealed Firearms (Gower)**- The item was tabled awaiting final review from legal counsel.

- **Policy 100.5 District Calendar (Gower)**- Dr. Gower provided a copy of the revised policy. Approval was given and the policy will now be presented to the Board on November 21, 2023.
- **Policy 600.2 Public Relations (Gower)**- Dr. Gower provided a copy of the newly developed policy. Approval was given and the policy will now be presented for a first reading to the Board on November 21, 2023.
- **Affiliation Agreements (Gower)**- Dr. Gower informed of agreements being presented to the Board on November 21, 2023.
 - Standard Clinical- Clay Co. Rehabilitation Center, Edwards Co. Health Office
 - Standard Non-Clinical- IECC System Office
 - Negotiated Clinical- SIHF Healthcare
- **Deletion of Procedure 600.2 Public Relations (Gower)**- Dr. Gower provided a copy of the deleted procedure. The procedure is no longer pertinent following the development of Policy 600.2. Approval was given.
- **Revised Procedure 300.3 Athletic Events (Hawkins)**- Mr. Hawkins provided a copy of the revised procedure. The item was moved to Approval Items for discussion.
- **2024 Cabinet Meeting Schedule (Gower)**- Dr. Gower provided a copy of the meeting schedule. Approval was given.
- **2024 IECC Board of Trustees Schedule (Gower)**- Dr. Gower provided a copy of the meeting schedule for review. The schedule will now be presented to the Board on November 21, 2023.

The consent agenda was approved.

November Approval Items:

- **Policy 100.4 Student Board Member (Gower)**- Dean Boyce asked for the development of a corresponding procedure. HR will work on developing the procedure. Approval was given for the policy, and it will now be presented to the Board on November 21, 2023.
- **Revised Procedure 300.3 Athletic Events (Hawkins)**- Dr. Edgren asked for clarification regarding the responsible party for concessions at sporting events. Feedback was given. Approval was given for the procedure as presented.
- **Change in Reporting SSS Records Staff (Malone/McDowell)**- Amber Malone and Andrea McDowell presented the Cabinet with a change in the reporting structure for SSS staff. The adjustment is practical and efficient for the department. Approval was given.

- **International- LTC FT Liaison (Fowler)-** Dr. Fowler requested approval for the part-time position to become a full-time position for the LTC International department. There is more of a demand for a full-time person following the increase in international enrollment, paired with the recent shift in the Director of International Students position. Approval was given.
- **Open Call for Items (all)-**

November Informational/Discussion Items:

- **Movement on Organizational Charts (McDowell)-** Andrea McDowell presented the Cabinet with additional rollouts for ongoing organizational changes. Approval was given.
- **LSC/ASC Name Change (Fowler)-** Dr. Fowler reported that the current LSC/ASC would like to change the name of the department to the Learning Commons. Leadership within the Learning Resource Centers felt that the title change better represents the function of the facilities.
- **DISS Positions Title Change (Fowler)-** Dr. Fowler recommended that the Director of Instructional Support Services positions be renamed as the Director of the Learning Commons.
- **Mental Health Specialist 90 Day Deliverables (Fowler)-** Dr. Fowler provided the Cabinet with an outline of goals for the newly hired position. The expectation is that these goals will be reached within the first 90 days of employment. Dr. Fowler reminded the Cabinet that the position was created to place more focus on the development of policy and procedure for those experiencing a mental health crisis.
- **Open Call (All)-**
 - Andrea McDowell announced the routing of payroll questions following the retirement of Lona Peavler. Those changes are going into effect immediately.
 - Dr. Fowler reported on the Sexual Misconduct Report and the protocol for maintaining compliance with statewide mandates.
 - Robert Conn reported on the ECE program, and the progression of the goals set forth by the ICCB. The Early Childhood program is exceeding the target and the outcomes for the upcoming grant appear favorable based on the data.
 - Dr. Edgren reminded that 4/8/24 is Eclipse Day. He recommended that it be an online learning day across the District. An online learning day would promote safety and prepare for the expected jump in visitors to the community.

- Dean Boyce requested that the VCIO and VCAA organize a meeting with the Directors of Instructional Services to discuss division of duties.
- Dean Boyce informed the Cabinet that she had been made aware of a concern that Summer 2024 courses would not be offered. Dr. Gower and Dr. Edgren indicate that there has been no discussion about this at a leadership level and that there is no intention of changing summer school offerings.

Meeting adjourned: 3:36 p.m.