

Cabinet Minutes
West Richland Center
November 30, 2022

2:00 p.m.

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

Not Participating: None.

Guests: Alyssa Maglone, Jessica McDonald

Welcome: Dr. Gower opened the meeting and welcomed the participants. The cabinet was asked for comments or corrections regarding the November minutes. No comments or corrections were recommended, so the group moved into new business.

New Business

Consent Agenda:

Items #1-#3 were pulled from the Consent Agenda for further discussion:

4. **PTA Handbook (R. Conn)**- Robert Conn provided a final version of the PTA Handbook. The handbook was approved.
5. **Grant Update (Gower)**- Dr. Gower provided a grant update for review.
The Consent Agenda was approved.

December Approval Items:

1. **Dual Credit Position Action (McDowell)** – Cabinet was provided a final job description for a Program Director of Dual Credit. After review and discussion, Dr. Gower recommended that the position be tabled until the Strategic Engagement Planning Council concludes its work on developing new organizational structures. In the meantime, Cabinet agreed that a subcommittee should be organized with a specific focus on Dual Credit.
2. **Business Procedures 300.1, 300.14, & 300.17 (Hawkins)**- Mr. Hawkins reviewed how approval of expenditures occur and outlined recommended

changes to these business procedures that would improve this process. Cabinet approved the changes to these business procedures.

3. **Business Policies 300.12 & 300.17 (Hawkins)**- Mr. Hawkins provided an update to business policies 300.12 & 300.17 to reflect changes recommended in the November 2022 Board of Trustees meeting. The policies were approved and will now be presented to the Board on December 13, 2022.
4. **International Student Liaison F/T Position (Fowler)- Due to a significant increase in International Student applications and enrollment**, Dr. Fowler recommended the addition of an International Student Liaison position. Cabinet discussed the various additional student services, from housing, to student life, to ESL, that growth in our International Program will require. Dr. Gower appointed a committee (Dr. Edgren, Dr. Fowler, Ryan Hawkins, Dean M. Conn, and Dana Goodwin) to finalize standards and expectations to communicate with our housing partners.
5. **Open Call for Items (all)**-

December Informational/Discussion Items:

- **SEP Project Update (Gower)**- Dr. Gower asked members of the SEPC to provide updates on the projects that were assigned in last month's cabinet. Jessica McDonald will assist in documenting and communicating progress on these projects to members of the IECC community.
- **IECC HyFlex Learning Policy (Boyce)**- Dean Boyce presented a document that outlined the benefits of HyFlex instruction as well as the needs – technological, classroom, and faculty training – that are needed to use this modality of instruction. Cabinet made modest recommendations, but asked Council of Deans and the Distance Delivery Committee to finalize this work and proceed with small pilots among faculty who have an interest.
- **Competency Based Education Timeline (Fowler)**-Dr. Fowler provided a timeline for the development of CBE courses and the projected date for delivery of the courses.
- **Emergency Protocol (Fowler)**- Following a review of a recent incident at Wabash Valley College, Dr. Gower asked the College Presidents to use the Spring Workshop to review emergency procedures with staff.

- **Distance Delivery Committee Meetings (M. Conn)-** Dean Conn gave an update on the distance delivery plan, and the progress being made by the committee.
- **HLC Quarterly Meeting (Maglone)-** Alyssa Maglone provided an update of the recent HLC committee meeting. She reminded Cabinet of the upcoming multi-location visit, and gave an overview and timeline for quality initiative, criterion, and evidence collection.
- **IECC Diversity, Equity, Inclusion definitions (Maglone)-** Alyssa Maglone reviewed a drafted document that would define “diversity, equity, and inclusion” at IECC. Dr. Gower provided feedback regarding the definitions and invites the Cabinet to review the document and send their feedback to Alyssa Maglone prior to the next Cabinet meeting. Alyssa will work with Dean Bruinsma to incorporate suggestions as possible and will bring back a document for approval in January.
- **Affiliation Agreements (Gower)-** Dr. Gower informed Cabinet of upcoming affiliation agreements with Jasper Co. Ambulance, Lawrence Co. Ambulance, United Life Care Ambulance, Edwards Co. Clerk & Recorder, Hamilton Memorial Hospital, Good Samaritan-Vincennes, IN.
- **Open call for items (all)-** Ryan Hawkins encouraged the Cabinet to remind staff of the abbreviated timeline for timesheets in January. Dr. Gower reminded campus administration to have correspondence about inclement weather with their management councils.

Meeting adjourned: 4:29 p.m.