

Cabinet Minutes
Via Zoom
October 6, 2022

2:00 p.m.

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

Not Participating: None.

Guests: Alyssa Maglone.

Welcome: Dr. Gower opened the meeting and welcomed the participants. The cabinet was asked for comments or corrections regarding the September 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. **Biennial Drug and Alcohol Review (Gower)-** Dr. Gower provided a copy of the document. Approval was given for the review, and it will now be presented to the Board on October 18, 2022.
2. **Institutional Record of Student Complaints (Gower)-** Dr. Gower provided a copy of the record of student complaints for review. Approval was given and the document will now be presented to the Board on October 18, 2022.
3. **Grant Update (Gower) –** Dr. Gower relayed a grant update to the Cabinet.

The Consent Agenda was approved.

October Approval Items:

4. **Stipend for Basic Nursing Assistant Program Coordinator (Bruinsma)**- Paul Bruinsma requested a stipend for the CAN coordinator position at FCC. Cabinet approved the stipend and will now be presented to the Board of Trustees in the personnel report on October 18, 2022.
5. **Open Call for Items (all)**-

October Informational/Discussion Items:

- **HLC Quarterly Update/Additional Employees HLC Conference (Maglone)**- Alyssa Maglone gave an update on HLC. Site visits have been scheduled on January 10th & 11th, 2023. The Crisp Building (LTC), the West Richland Center, and Flora High School will be visited. At the recent quarterly HLC meeting, the team discussed writing the assurance argument in Summer 2023. Paul Bruinsma and Matt Fowler shared their recent experiences as site visitors at other institutions of Higher Education.
- **ICCB Recognition Visit (Maglone)**- Alyssa Maglone reported on a recent visit with the ICCB at District Office. The Recognition Report has been submitted and the ICCB visitors sought additional information in several key areas. A second visit is likely to be scheduled for January of 2023 or thereafter.
- **Dual Credit Job Duty Assignments (Eddy/Fowler)** – Dr. Gower reported on a recent Dual Credit meeting. The group looked at job duties and functions related to serving the sixteen area high schools better. Roger Eddy gave a detailed description of the review of job descriptions. The group will be sending out a rough draft of the revisions and ask the Cabinet to provide feedback.
- **Employee Satisfaction Survey (Gower)** – Dr. Gower invites Cabinet to submit any suggested edits via email. He plans to meet with Brandon Weger in upcoming days to discuss updating the survey.
- **Email Distribution List Guidelines (Cline)** – Alex Cline reports that student distribution lists are now complete. He reminds that the BCC field should always be used when sending out correspondence to these lists. Presidents will be tasked with sending information out to the appropriate parties about the availability and use of these lists.

- **DERA-Developmental Ed Reform Act (Atallah)-** Dr. Atallah gave an update on the reform act. He shared data that reports on the success rate for IECC students, with a close look at dual credit math courses.
- **Affiliation Agreements- Flora Rehabilitation & Health Care Center, PT Solutions Holdings, LLC (Gower)-** Dr. Gower informed of upcoming affiliation agreements.
- Robert Conn gave an update on job openings at WVC.
- Jay Edgren gave an update on candidates for the athletics department at FCC.
- Dr. Gower gave an update on the development of job descriptions for the Dean of Instruction at LTC and the President of OCC.
- Alex Cline gave updates on new hires within IT.
- Cyndi Boyce gave an update on the new Spanish Instructor at LTC, the Deans have agreed on a shared schedule between all four campuses.
- Dr. Gower and Dr. Fowler briefly addressed recent Title IX allegations at WVC and informed Cabinet of the actions being taken by administration to ensure that the best practices are being implemented.
- The group discussed the feedback they have received following the recent District Workshop at LTC. Cabinet members have received a lot of positive feedback.
- **Open call for items (all)-**

Meeting adjourned: 3:32p.m.