

Cabinet Minutes
West Richland
October 4, 2023

2:00 p.m.

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

Not Participating:

Guests: Jamie Carman, Michael Conn, Brandon Weger

Welcome from the Chancellor: Dr. Gower opened the meeting and welcomed participants and guests and provided an update on KPIs and campus security devices.

Reports:

- **VCIO Ambrose-** Tona Ambrose reported that the division is making progress and she is working with IT to assist in tracking outreach effectiveness. She reported that campus visits are underway, and the conversations have been positive.
- **VCAA Edgren-** Dr. Edgren stated that the division is working on adjusting to the recent resignation of the Assistant Dean of Academic Services. They are reviewing the restructuring of responsibilities and discussing the timeline for those adjustments.
- **VCSA Fowler-** Dr. Fowler reported that the “Look & Listen” tour is contributing to division success. He presented a tentative organization chart for how Student Affairs might look next year.
- **VCBO Simpson-** Chris Simpson reported on his “Look & Listen” tour. The group has been working on an outline for the Business Operations division session at the upcoming district workshop.
- **Faculty-** Jessica McDonald reported that questions received from faculty largely pertained to the District Workshop and that the publication of the agenda has provided answers to those questions.

New Business

Consent Agenda:

- **September Minutes (Gower)**- The minutes were approved with no revisions.
- **Grant Update (Gower)**- Dr. Gower provided a grant update for review.
- **Procedure 300.1.3 Replacement of Lost Paychecks (Hawkins)**- Minor changes were made to keep the procedure in line with current practice.
- **Procedure 300.1.4 Canceling Checks (Hawkins)**- Minor changes were made to keep the procedure in line with current practice.
- **Procedure 300.1.5 Employee Benefits (Hawkins)**- Minor changes were made to keep the procedure in line with current practice.
- **Procedure 300.1.8 IECC 403(b) Plan (Hawkins)**- Minor changes were made to keep the procedure in line with current practice.
- **Procedure 300.1.15 Distribution of Checks (Hawkins)** Minor changes were made to keep the procedure in line with current practice.
- **Procedure 300.3 Auxiliary Fund/Athletics (Hawkins)** Minor changes were made to keep the procedure in line with current practice.
- **Procedure 700.1.1 Auxiliary Fund/Resale Accounts (Hawkins)**- Minor changes were made to keep the procedure in line with current practice.
- **Policy 300.3 Auxiliary Enterprises Fund Policy (Hawkins)**- Moved to Approval Items.
- **Policy 300.5 College Treasurer Policy move to 100.39 Board Treasurer (Hawkins)**- Minor revisions were made to update the policy. Approval was given and the policy will be presented to the Board on October 17, 2023.
- **Policy 700.1 College Auxiliary Services (Hawkins)**- Minor revisions were made to update the policy. Approval was given and the policy will be presented to the Board on October 17, 2023.
- **SIU-C Program Articulations (Edgren)**- Several new agreements have been made, including AAS and ASA Accounting, AAS and ASA Accounting Online, AAS Administration of Justice, ASA BNAD online, and Saluki Step Ahead ADN BS Nursing, BS Accounting, BA Criminal Justice.

The consent agenda was approved.

October Approval Items:

- **12. Policy 300.3 Auxiliary Enterprises Fund Policy (Hawkins)**- A minor revision to the updated policy was requested. The item will return to Cabinet in November for approval.

- **13. Policy 500.7 Assignment of Credit (Edgren)**- Dr. Edgren recommended clarifying language and further advised that the policy be moved to a more appropriate section of the manual. Approval was given and the policy will now be presented to the Board on October 17, 2023.
- **14. EDS Flagger Fee (Bruinsma)**-Dr. Bruinsma is asking for approval of a cost-recovery fee for the program. Approval was given and the fee will now be presented to the Board on October 17, 2023.
- **15. Open Call for Items (all)**-None.

October Informational/Discussion Items:

- **Emergency Alerts (Cline)**- Alex Cline provided information for review. He encouraged everyone to review and familiarize themselves with the process for delivering emergency alerts in the event of inclement weather. Dr. Gower asked the presidents to communicate the importance of opting in to Regroup mobile and asked for campus-based efforts to encourage faculty, staff, and students to sign up.
- **Transfer Program Pathways (Bruinsma)**- Dr. Gower shared with the group his excitement for the progress that has been made in creating IECC transfer pathways. He recognized those who contributed to their development. Jamie Carman reported to the Cabinet on the process the advisors used during the development of transfer pathways. She provided a document for review and explained the breakdown of courses included in specific pathways. The Cabinet asked questions and provided feedback. Dr. Gower, Dr. Bruinsma, Dr. Edgren and Prof. McDonald will meet to discuss the next steps.
- **ICCB Board of Directors Follow-Up (Gower)**-Dr. Gower gave an update following his recent travel to meet with the ICCB regarding the curriculum file merger process initiated under interim CEO Marilyn Holt.
- **Open Call (All)**- Dr. Edgren asked for approval to adjust the PT position of SBDC office assistant to an FT position. Approval was given. He reported on a change in status to be presented to the BOT in October. Chris Simpson discussed a recent concern with tuition waivers for music students. He also discussed a recent event he attended at EIU. Cindy Boyce asked for clarification on computer lab fees for online students. Andrea McDowell reminded everyone of the adjusted deadline for time approval this week with the upcoming holiday and workshop. Dr. Gower discussed the Backdoor referendum with the Cabinet.

Meeting adjourned: 4:10 p.m.