

Cabinet Minutes
West Richland
September 6, 2023

2:00 p.m.

Participants: Ryan Gower, Tona Ambrose, Cyndi Boyce, Paul Bruinsma, Sheryl Childers, Michael Conn, Robert Conn, Jay Edgren, Ryan Hawkins, Amber Malone, Jessica McDonald, Andrea McDowell, Chris Simpson.

Not Participating: Matt Fowler, Alex Cline

Guests: Brandon Weger

Welcome from the Chancellor: Dr. Gower opened the meeting and welcomed participants and guests. Dr. Gower reported on the following:

- **Campus emergency preparedness.** Dr. Gower asked that leadership remind new hires and students to sign up for Regroup text notifications in the event of emergency or inclement weather. With Emergency Response Plans being approved last month, he recommended Presidents make a regular practice of reviewing portions of those plans with their management council or in monthly faculty/staff meetings. When Presidents are off-site, they should establish and widely communicate a chain-of-command for campus safety and security. Andrea McDowell gave an update on Navigate 360 and the anticipated rollout later this fall. Dr. Gower shared with the group classroom security products in use at Frontier Community College and asked Presidents to provide a count of how many (and which kind) each campus would like with a priority on classrooms and then office spaces. This list is due to Sheryl Childers by 9/22.
- **Essential KPI's & definitions.** Dr. Gower acknowledged some data challenges and the importance of having reliable data to make decisions. He asked each President/Vice Chancellor to develop a short list of the *essential* KPI's they need, the time of year they need it, as well as how they define that KPI. He asked that they submit the information to Sheryl Childers by September 22, 2023.
- **Divisional "Leadership Team" membership** - Dr. Gower reminded the group that effective January 2024 each division should have a "leadership" team in place to begin making decisions that have historically been referred to the IECC Cabinet. These leadership teams

should be cross-functional and cross-divisional to allow for optimal decision making. SEPC will continue to be the body focused on long-term strategy, resource allocation, and policy.

- **“Look & Listen” Guiding Document.** Anticipating a busy year, Dr. Gower provided the Presidents/Vice Chancellors with a guiding document for the campus look & listen visits that included expected areas of emphasis, assigned strategies from the strategic plan, scope of authority, report out expectations, and expected deliverables.

Reports:

- **VCIO Ambrose-** Tona Ambrose reported that her “Look and Listen” tour is off to a great start as she is working to get to know people in her division. She gave an overview of the topics discussed during her visits and provided future meeting dates.
- **VCAA Edgren-** Dr. Edgren stated that he has not begun his “Look and Listen” tours as of now but hopes to begin soon. B&I has a new contract with a non-mining energy company that focuses on solar projects. B&I is moving pre-existing records out of JAL to a new location. CPR & First-Aid classes for IECC employees are now listed on the website. He reported that Alyssa Maglone has explored several curriculum software programs for review which will be presented at SEPC. He reported on progress made in transfer pathways being built by the academic advisors.
- **VCSA Fowler-** In Dr. Fowler's absence, Amber Malone reported that the 10-day mark is past and that 25-day checks are still necessary this year. The Priority Deadline is being renamed Steps to Success with Illinois Eastern Community Colleges. Changes to the deadline are the result of changes to the FAFSA this year.
- **VCIO Simpson-** Chris Simpson reports that he has met with the Business Operations divisions at each campus and has begun scheduling regular meetings at each campus throughout the Fall.
- **Faculty-** Jessica McDonald reported that she has reached out to all faculty and communicated that she will be representing them in Cabinet meetings this year. She brought two recommendations to Cabinet based on comments shared with her by her colleagues.

New Business

Consent Agenda:

- **August Minutes (Gower)-** The minutes were approved with no revisions.
- **Grant Update (Gower)-** Dr. Gower provided a grant update for review.

- **Student Complaint Log (Gower)**- Dr. Gower provided a copy of the Student Complaint Log for review. Approval was given and the document will now be presented to the Board on September 19, 2023.
- **2023 Annual Security Report (Gower)**- Dr. Gower provided a copy of the Annual Security Report for review. Approval was given and the report will now be presented to the Board on September 19, 2023.
- **Policy & Procedure 200.3 Information Technology Change Management (Cline)**- Revisions to the policy and procedure were made to ensure a consistent and systematic approach to modifying IT resources. Approval was given and the policy will now be presented to the Board on September 19, 2023.

The consent agenda was approved.

September Approval Items:

- **Final FY'24 Budget (Hawkins)**- Ryan Hawkins presented the final budget for review. Approval was given and the budget will now be presented to the Board on September 19, 2023.
- **Tax Abatement Proposal (Gower)**- Dr. Gower presented a tax abatement with the City of Robinson. Approval was given and the abatement proposal will now be presented to the Board on September 19, 2023.
- **Policy 500.17 Campus Safety & Security (Gower)**- Dr. Gower presented revisions to the policy, separating portions of the policy that were best suited for procedure. Approval was given and the policy will now be presented to the Board on September 19, 2023.
- **Open Call for Items (all)**-

September Informational/Discussion Items:

- **O&M Recruiting and Retention (Edgren)**- Dr. Edgren emphasized challenges he has encountered in recruiting and retaining O&M staff. This will be an agenda item in upcoming SEPC meetings.
- **AY 24 Employee Satisfaction Survey (Gower)**- Brandon Weger presented the Cabinet with information pertaining to the upcoming survey to be conducted in October 2023.
- **SENSE Survey/September Administration (Weger)**- Brandon Weger reported on the survey being conducted in Fall 2023. The survey is in part

with the “Your Voice Matters!” campaign being developed to brand IECC surveys designed for continuous improvement. The SENSE survey data will be an important benchmark for IECC to measure improvement in student services and engagement.

- **October 10th Workshop Update (Weger)**- Brandon Weger gave an update on the upcoming workshop. He gave an overview of the agenda with a final copy expected to be shared with campus leadership in the next few days.
- **Engage IECC (Aug 11) Survey Results**- Brandon Weger reported a high level of employee satisfaction with the August workshop. Participants felt the Professional Development opportunities were good. He reported on PD requests and recommendations for improving future workshops.
- **Constitution Day (Gower)**- Dr. Gower gave an overview of the events taking place on IECC campuses in honor of Constitution Day 2023.
- **Hiring Plan (Gower/McDowell)**- Dr. Gower and Andrea McDowell reviewed the 6 steps involved in the development of IECC hiring plans. She asked division leaders for input on developing the plans. Dr. Gower requested a draft from Division Leadership by the end of the Fall semester.
- **Evaluation Policy 400.2 Overview (McDowell)**- Andrea McDowell reminded the Cabinet of the policy and notified them of a change in timeline. Evaluations will be due at the end of the academic year instead of the end of the calendar year. The primary focus of evaluation is to be developmental – not punitive - and to support the growth of IECC employees.
- **Movement on Organizational Charts (McDowell)**- IECC organizational charts will officially change on July 1, 2024. However, Cabinet anticipates a slow trickle over the next 9 months, and Cabinet reviewed several individuals who will be changing in their reporting requirements effective immediately. Both supervisors and affected employees have been notified of the change.
- **Travel/Cell Phone Policy Reminder (McDowell)**- Andrea McDowell reminded of the policy for travel and recommended that any employee who drives a college vehicle receive CPR training. She also asked college leadership to remind staff that they are prohibited from cell phone use and must follow all traffic laws.
- **FT Employees/Adjuncts (McDowell)**- Due to time constraints, Mrs. McDowell asked that this topic be tabled and brought back to Cabinet next month.

- **FY'23 Tuition Waiver Report (Hawkins)**- Ryan Hawkins provided the report for review. SEPC will review the document and past practices to make sure waivers are being used wisely.
- **Open Call (All)**- Andrea McDowell shared that Franklin Covey All Access Passes were now available for professional development for IECC employees.

Meeting adjourned: 4:23 p.m.