

Cabinet Minutes

April 7, 2021

West Richland Center/Zoom
9:00 a.m.

Participants: Ryan Gower, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Ryan Hawkins, Amber Malone, Andrea McDowell, Linda Monge, Rodney Ranes, Brent Todd, Mike Thomas.

Not Participating: Sheryl Childers, Roger Eddy

Welcome: Dr. Gower addressed the group and opened the meeting. He asked if the group had any comments regarding the March minutes and provided an unofficial tally for the Board of Trustees election that was held on April 6, 2021.

Consent Agenda:

Items 4 and 11 were pulled from the Consent Agenda for additional discussion.

Cabinet approval was given for the consent agenda.

- 1. Affiliation Agreement- LTC CMA/Providence Family Practice (Eddy)-**
Approval was given for the agreement and will now be presented to the Board on April 27, 2021.
- 2. Affiliation Agreement-FCC/St. Anthony's Memorial Hospital (Edgren)-**
Approval was given for the agreement and will now be presented to the Board on April 27, 2021.
- 3. Catalog Term Policy 2021-2022 (Gower)-** Approval was given for the policy and will now be presented to the Board on April 27, 2021.
- 4. Procedure 500.26 Credit Equivalency (Gower)-** Was withdrawn from the consent agenda for further discussion under New Business.
- 5. Grant Update (Gower)-** Dr. Gower provided a monthly grant update.
- 6. Articulation Agreements/McKendree & SIU (Maglone)-** Approval was given for the agreements and will now be presented to the Board on April 27, 2021.
- 7. Unmanned Aerial Systems Lab Fee (Ranes)-** Approval was given for the lab fee and will now be presented to the Board on April 27, 2021.
- 8. Affiliation Agreement Kaskaskia/FCC MLT (Bruinsma)-** Approval was given for the agreement and will now be presented to the Board on April 27, 2021.
- 9. Systems Administrator Position (Cline)-** Approval was given for the position.
- 10. CETL Position (Edgren)-** Approval was given for the position.

- 11. Director of Enrollment Management (McDowell)-** Was withdrawn from the consent agenda for further discussion under New Business.
- 12. International Student Program Director (Fowler)-** Approval was given for the position.
- 13. Nursing Program Fee (Ranes)-** Rodney Ranes recommended adding a program fee for the cost of NurseThink® Complete to the first course in the program, NUR 1201. Approval was given for the fee and will now be presented to the Board on April 27, 2021.

New Business/Approval Items:

- 14. Student Services Specialist Job Description (McDowell)-** Andrea McDowell and Amber Malone explained the nature of the change in status for existing student records and financial aid assistants and the timing of the subsequent changes to job descriptions and pay structure. Cabinet approval was given.
- 15. Minimum Wage Schedule (McDowell)-** Andrea McDowell explained that IECC has developed a proposal to strategically implement incremental wage increases each year for current and future employees in response to State legislation that mandates a \$15/hr minimum wage by 2025. Cabinet approval was given and will now be presented to Board on April 27, 2021.
- 16. Procedure 300.1 Collection of Overdue Accounts/Tuition (Hawkins)-** Ryan Hawkins presented possible revisions to Procedure 300.1. After discussion with the Cabinet, it was agreed that the proposed procedure would be tabled, language revised, and brought to the Cabinet for consideration in May.
- 17. Information Systems Technology Instructor (Ranes)-** OCC requested a new Full-Time faculty hire for the Information Systems Technology program. Cabinet approval was given provisionally dependent upon DOE approval of adjustments to the Title III grant.
- 18. Medical Laboratory Technician Course Fees (Bruinsma)-** Dr. Bruinsma sought approval for an MLT course fee. This fee is based on items used/consumed in each course that are taught in the first year of the program. MLT is a new program for FCC and as courses are delivered, a better understanding of the consumable materials needed for instruction are now known.
- 19. Procedure 500.26 Credit Equivalency (Gower)-** Procedure 500.26 was tabled and will be presented at a later date.

20. Director of Enrollment Management (McDowell)- Dr. Gower clarified that the Director of Enrollment Management will oversee recruitment and enrollment activities for all Colleges, but that each College has a marketing and recruiting committee – comprised of college employees – that will develop plans unique to each institution. The role of the Enrollment Manager is to make sure these plans align with the District's Strategic Enrollment Plan and that the plans are acted upon and effective. This is the final position that is a part of the restructuring of the Office of Admissions and Records. Cabinet approval was given for the position.

April Informational Items:

- Alyssa Maglone provided the group with an HLC update.
- Dr. Gower reminded the group that articulation and affiliation agreements had to have a signature line for either the Chancellor or the Board Chairman. Signature lines for Deans/Presidents are desired, but not necessary.
- Dr. Gower reminded the group that the OAR staff work in locations other than the District Office, and correspondence should be sent accordingly.
- Dr. Bruinsma provided a suggestion for the use of HEERF III Funding for multi-passenger vehicles.
- Dr. Edgren provided an Adult Education update and will work with President Eddy and President Ranes to find imbedded support for the program on each campus.
- Ryan Hawkins gave a budget update.
- Ryan Hawkins proposed creating a CRRSSAA Grant Manager position to oversee the many compliance pieces involved with the grant. This position would be temporary, and the salary paid from CRRSSAA funds.
- Andrea McDowell proposed creating an internal application process for current employees who wish to apply for newly listed position openings.

Other Business / Committee Reports

1. **Program Viability (Fowler)** – Provided an update on five key areas and will send additional correspondence to members of the Cabinet.
2. **Program Sharing (Ranes)-** Tabled.

3. Mental Health Services Update (Ranes)- Tabled.

4. Credit Recovery Academy (All)- The Deans reported that very little interest appears to exist in grades 9-12 for Credit Recovery. Lincoln Trail College appears to have the most interest and is developing courses that can be offered now and in the future.

Open Call for Items:

1. Cabinet approval was given for a stipend for an Interim Associate Dean of Allied Health.

Meeting adjourned: 11:45am