

Cabinet Minutes
District Office/Zoom
April 4, 2023

2:00 p.m.

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

Not Participating: Cyndi Boyce

Guests: Tona Ambrose, Alyssa Maglone, Jessica McDonald, Brandon Weger

Welcome: Dr. Gower opened the meeting and welcomed participants and guests. He spoke briefly about the recent storms that swept through the District and complemented the efforts made by leadership and those on site to respond. The Cabinet was asked for comments or corrections regarding the March minutes. No comments or corrections were recommended, so the group moved into new business.

New Business

Consent Agenda:

1. **Grant Update (Gower)-** Dr. Gower provided a grant update for review.
2. **Policy 500.27 Student-Athlete Drug Abuse (Gower)-** Dr. Gower provided a copy of the proposed changes to the policy. The policy was approved as presented and will now be presented to the Board on April 25, 2023.
3. **Procedure 500.27 Student-Athlete Drug Abuse (Gower)-** Dr. Gower provided a copy of the proposed changes to the procedure. Cabinet approval was given.
4. **Policy 500.5 Credit for Prior Learning (Gower)-** Dr. Gower provided a copy of the proposed changes to the policy. The policy was approved as presented and will now be presented to the Board on April 25, 2023.
5. **Procedure 500.5.2 Credit for Prior Learning: Certifications and Licensure (Gower)-** Dr. Gower provided a copy of the proposed procedure. Cabinet approval was given.
6. **Policy 100.1 Adopting or Changing Policies (Gower)-** Dr. Gower provided a copy of the proposed changes to the policy. The policy was approved as presented and will now be presented to the Board on April 25, 2023.

7. **Procedure 100.1 Adoption, Amendment, and Repeal of Policies (Gower)-** Dr. Gower provided a copy of the proposed revisions to the procedure. The procedure was approved as presented and will now be presented to the Board on April 25, 2023.
8. **Deletion of Policy 200.5 Trustee Adoption, Amendment, or Repeal of Policies (Gower)-** Dr. Gower provided a copy of the policy that is repetitious of other policy and recommended deletion. Approval was given and deletion of policy 200.5 will now be presented to the Board on April 25, 2023.
9. **ROE #12 ASSIST Program Lease (Eddy)-** Roger Eddy provided a copy of the lease for review. Approval was given and the lease will now be presented to the Board on April 25, 2023.
10. **Identity Theft Prevention Plan (Gower)-** Dr. Gower provided a copy of the IECC Identity Theft Prevention Plan. Cabinet approved the plan, and it will now be presented to the Board on April 25, 2023.
11. **Student Code of Conduct (Gower)-** Dr. Gower provided a copy of the Student Code of Conduct for review. The document is updated and reviewed bi-annually. Approval was given.
12. **Activity Fee Allocations 2024 (Hawkins)-** Ryan Hawkins provided Cabinet with the Activity Fee Allocations. Approval was given and the allocations will be presented to the Board on April 25, 2023.
13. **Articulation Agreements w/ EIU (Gower)-** Dr. Gower provided a copy of articulation agreements between IECC and Eastern IL. University.

The Consent Agenda was approved.

April Approval Items:

14. **CAO Job Description (Gower/Edgren)-** Dr. Gower and Dr. Edgren provided a copy of the job description. The position will report directly to the VC of Academic Affairs. Feedback was given, and adjustments will be made accordingly. Approval was given for posting the position following the recommendations.
15. **Policy 100.9 Substance Abuse (Gower)-** Dr. Gower provided a copy of the proposed changes to the policy. The policy was approved as presented and will now be presented to the Board on May 16, 2023.
16. **Deletion of Policy 400.19 Drug-Free Workplace (Gower)-** Dr. Gower provided a copy of the policy that is repetitious of other policy and recommended deletion. Approval was given and deletion of policy 400.19 will now be presented to the Board on May 16, 2023.

17. **Procedure 100.9 Substance Abuse (Gower)**- Dr. Gower provided a copy of the proposed revisions to the procedure. The item was tabled to allow for adjustments.
18. **B&I Specialist (Edgren)**- Dr. Edgren presented to Cabinet a copy of the Job Description for the position that would work directly with the B&I Dean to plan, create, and deliver training and services to employers and workforce development stakeholders. This is a position that has existed previously and has been filled with part-time support.
19. **Synchronous Learning Guide (Eddy)**- Roger Eddy provided the Cabinet with a copy of the guide designed to aid in providing dual credit opportunities for area high school students who are currently challenged to participate in dual credit coursework by distance from campus or lack of qualified dual credit instructors at their school. Feedback was given, and adjustments will be made accordingly.
20. **FT International Student Liaison FY24 (Fowler)**- Dr. Fowler provided Cabinet with a copy of the job description. The position will serve as a liaison between international students, various departments at IECC, host families, and the community to ensure international students have a high-quality educational experience. Cabinet approval was given to post the position.
21. **LTC FT Theater Position (Boyce)**- In the absence of Dean Boyce, Dr. Gower provided the Cabinet with a copy of the job description. The position will serve as a full-time staff who maintains several responsibilities in the directing, budgeting, marketing, and managing of the LTC theater. Following feedback, the item was tabled in the interest of looking at a similar position for OCC as well. The JD needs to be a collaboration of what is needed at a District level. The item will be revisited at the May Cabinet.
22. **Removal of Remaining Student Handbook Fees (Gower)**- Dr. Gower recommended the removal of all fees related to student handbooks. Approval was given and the removal of fees will now be presented to the Board on April 25, 2023.
23. **Open Call (All)**- Brandon Weger brought to Cabinet a series of surveys designed to improve student outcomes. He provided Cabinet with a copy of the documents for review. He requested approval for the expenditure of purchasing the surveys. Approval was given.

April Informational/Discussion Items:

- **Dean of Student Job Description Overview/Feedback (Fowler)**- Dr. Fowler presented the job description. The position will report directly to the VC of Student Affairs and will support educational development and enhance student outcomes. Feedback was given, and Cabinet members were asked to continue reviewing the document and submit comments to Dr.

Fowler within the next 2 weeks. The document will be adjusted and returned to Cabinet.

- **Radiography Update (Eddy)**- Roger Eddy provided an update on the Radiography department. Agreements have been reached with local healthcare facilities that will greatly enhance student experience.
- **Simple Syllabi (Ambrose)**- Tona Ambrose presented the syllabus solution platform designed to assist in building effective syllabi. The platform eliminates the opportunity for inconsistent and non-compliant syllabi. Cabinet was asked to review the document and provide feedback.
- **ICCTA Lobby Day/Meetings (Gower)**- Dr. Gower discussed the dates for Lobby Day to be held May 2nd and 3rd in Springfield and asked for feedback regarding interest in attending. The Chancellor and Presidents will attend.
- **Affiliation Agreements- Kid's Kingdom Preschool Inc. Day Care Center, Rehabilitation and Performance Institute, Wabash Co. Health Depart., Small World Child Development Center, Select Specialty Hospital (Gower)**- Dr. Gower informed Cabinet of agreements moving to the Board on April 25, 2023.
- **Open Call (All)**- Brandon Weger gave an update on the upcoming facilities survey. He reported on revisions to the GradFest survey that will be rolling out next month. GradFest will offer opportunities that make attending more appealing to students, while gathering beneficial data. Amie Mayhall reported on the Communication Committee. The group is working to improve communication for faculty and develop pathways for gathering and sharing information.
- **SEP Project Updates (All)**

Open Call for Items (All)-

Meeting adjourned: 4:26 p.m.