

**Cabinet Minutes**  
**West Richland Center**  
**February 2, 2022**

**Teams 9:00 a.m.**

**Participants:** Ryan Gower, Zahi Atallah, Paul Bruinsma, Sheryl Childers, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Amber Malone, Andrea McDowell, Rodney Ranes, Brent Todd.

**Not Participating:** Ryan Hawkins, Linda Monge

**Guests:** Tona Ambrose, Jason Downey (Navigate 360), Cassandra Goldman, Sharmila Kakac, Andrea Loll, Alyssa Maglone, Brandon Weger

**Welcome:** Dr. Gower welcomed the group and opened the meeting. The guests were introduced.

The cabinet was asked for comments or corrections regarding the January minutes. No comments or corrections were recommended, so the group moved into new business.

**Navigate 360 Presentation, Jason Downey (Gower)-** The presentation was moved in the agenda in consideration of Mr. Downey's time. Jason Downey from Navigate 360 gave a virtual presentation to the group about services they provide. Navigate 360 is an emergency management consulting firm that assists in campus security and safety plans. Alex Cline will meet with Mr. Downey and report back to the Cabinet.

**Consent Agenda:**

*Cabinet approval was given for the consent agenda.*

1. **Grant Update (Gower)-** Cabinet was provided a monthly grant update.
2. **Grants Quarterly Update (Hawkins)-** Cabinet was provided with a quarterly grant update.
3. **Semi-Annual 403(b) Review (Hawkins)-** Cabinet was provided a copy of the semi-annual 403(b) review.

- 4. IECC Fact Book (Weger)-** Cabinet was provided with a copy of the IECC Factbook. The book was reviewed and discussed. The group thanked Brandon Weger for his dedication and hard work on the report. The Factbook will now be presented to the Board on February 15, 2022.

## New Business

### February Approval Items:

- 5. Procedure 100.21 Information Security Plan (Cline)-** Alex Cline provided a copy of revisions to Procedure 100.21, approval was given for the Procedure.
- 6. LTC Bookstore Manager/FT Business Office Position (Atallah)-** The change in status was approved to move the LTC Bookstore Manager position from part-time (50% Bookstore and 50% Business Office) to a full-time bookstore assignment. An opening for a full-time position in the LTC business office position will now be advertised.
- 7. Open Call for Items (all)-**
  - PTA Clinical and Lab Fee (Conn)-** Robert Conn asked for approval to add a Clinical and Lab fee for PTA courses. Approval was given and will now be presented to the Board on February 15, 2022.

### February Informational/Discussion Items:

- Pell Disbursement Proposal (Malone/Hawkins)- A recommendation was made to adjust the Pell Disbursement date to an earlier date in the academic semester.** Dr. Gower supported the recommendation and the benefit it would bring students, but noted reasons why distribution had historically been released after midterm. A volunteer committee has been formed to bring a final recommendation to the March cabinet meeting. The committee members include Matt Fowler, Amber Malone, Ryan Hawkins, Rodney Ranes, and Andrea Puckett.
- Graduation Survey (Weger)-** Cabinet was provided a draft of the recommended Graduation Survey. The tool will be used to better monitor graduate's overall experience and collect pertinent information regarding their future endeavors. Tona Ambrose reported on "GradFest" and provided an overview of what the event will entail. Cabinet was asked to review the survey and provide Brandon Weger with any recommendations prior to the March Cabinet meeting when it will be brought back for review and approval.

- **Operations & Maintenance Survey (Weger)**- Cabinet was provided a copy of the Facilities Survey for 2022. The data collected will aid in serving the needs of employees and students. The survey will be made available in February but will be open for a shorter period of time than it has in the past.
- **Policy 500.30 Withdrawal (Gower)**- The policy revisions were discussed, Cabinet was asked to submit suggestions or concerns to Alyssa Maglone by February 16, 2022. The policy will be brought back to Cabinet in March for approval.
- **Procedure 500.30 Withdrawal (Gower/CAO Council)**- The procedure revisions were discussed, Cabinet was asked to submit suggestions to Alyssa Maglone by February 16, 2022. The procedure will be brought back to Cabinet in March for approval.
- **IECC Clinical Standard Affiliation Agreements- Cisne Rehabilitation & Healthcare**- Dr. Gower announced that the agreement with Cisne Rehabilitation & Healthcare will not be going this month and will be replaced with an agreement with Meadowbrook Skilled Nursing & Rehab.
- **Non-standard Clinical/Non-Clinical Affiliation Agreements**- None.
- **Articulation Agreements SIU/IECC, AAS Process Tech to BS in Tech Resource Management, ASA to BS Information Technology**- The agreements were reviewed and discussed.
- **Banner Document Management- Update to Record Retention Piece for IECC (Cline)**- IECC continues to look for ways to move to eliminate the use of paper. Alex Cline provided a brief overview of a process to move IECC toward this goal.
- **Open call for items (all)**- None.

### Committee/Division Reports

- **Symbiosis Project Update (M. Conn)**- Dr. Conn gave an update on the Symbiosis Project/online courses. The second wave of online courses are currently being adjusted; faculty is being encouraged to utilize open educational resources (OER) when building online courses.
- **Faculty Advisory Committee Updates (Monge/Gower)**- None.
- **Business & Industry Updates (Edgren/Kakac)**- Sharmila Kakac gave an update on the Center for Business and Industry, she expressed her excitement for the Canvas Catalog and the positive impact she felt it would have on students and enrollment.

- **Admissions & Records (OAR) Updates** (Gower/Malone)- Amber Malone gave an update on OAR. HERRFF funds have been extended for use in AY 23, so there will be just a single round of disbursement in Spring 2022.
- **Enrollment Management Updates** (Malone/Loll)- Andrea Loll gave an update on the Marketing and Recruiting Plans. She reported that there is an upcoming SEP meeting with RNL and that work on the MRP will be coming following that meeting. An update on the MRP will be coming in March.
- **CETL Updates** (Gower/Ambrose)- Tona Ambrose gave an update on the Center for Excellence in Teaching & Learning. She reported that the Instructional Design position has been posted. The development of the adjunct onboarding classes is going well, she will meet with the Deans in February to develop a very thorough plan for rolling the plan out clearly and efficiently.
- **International Program** (Fowler/Goldman)- Cassandra Goldman gave an update on the International Student Program. All anticipated students for Spring semester have arrived. The office is looking at projections for Fall 22. On February 15, 2022 information will go out on the 2<sup>nd</sup> year scholarship opportunity for International Students.
- **DO Mini-Retreat-** Dr. Gower reported that he will host a mini-retreat for DO employees to share with them the direction IECC is heading and the vision for moving forward. Cabinet members were invited to attend and instructed to RSVP with Sheryl Childers if interested.
- **Texting to IECC employees-** Alex Cline shared how “regroup” could be used to facilitate communication with faculty and staff on the campuses.

**Open Call for Items:** Meeting adjourned: 11:08 a.m.