

IECC Cabinet Minutes
West Richland
February 7, 2024

2:00 p.m.

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

Not Participating:

Guests: Cassandra Goldman

Welcome from the Chancellor: Dr. Gower opened the meeting and welcomed guests and participants. He provided a summary of the topics explored by the Strategic Engagement Planning Council (SEPC) meeting that proceeded Cabinet.

Reports:

- **Vice-Chancellors** - The President and Vice Chancellors provided updates on work that is progressing in each of their respective areas.
- **Faculty**- Jessica McDonald reported concerns she had heard from members of the faculty related to the Summer 2024 schedule. Administration heard and was receptive to this feedback and will work to improve communication moving forward.

New Business

Consent Agenda:

- **January Minutes (Gower)**- The minutes were approved without revisions.
- **Grant Update (Gower)**- Dr. Gower provided a grant update for review.
- **Policy 500.18 Transfer Degree Educational Guarantee (Gower)**- The policy was revised to reflect Policy number 800.10. Approval was given and the policy will now be presented to the Board on February 27, 2024.
- **Policy 500.19 Technical Degree/Certificate Educational Guarantee (Gower)**- The policy was revised to reflect Policy number 800.11. Approval was given and the policy will now be presented to the Board on February 27, 2024.

- **Policy 500.24 Financial Aid Master Consortium Agreement (Gower)-** Tabled.
- **Procedure 500.24 Financial Aid Master Consortium (Gower)-** Tabled.
- **Procedure 300.11 Inventories of Moveable Equipment (Gower)-** Minor revisions were made to the procedure for tracking inventory. Approval was given.
- **Procedure 500.12 Student Optional Disclosure of Private Mental Health Information (Gower)-** The procedure was revised to align with current practices. Approval was given.
- **Procedure 500.12.2 Student Metal Health Needs (Gower)-** The procedure was created to aid in meeting student mental health needs. Approval was given.
- **Policy 500.14 Tuition Waiver Policy Updates (Gower)-** Minor revisions were made to reflect compliance with mandated statutes and the supervisory discretion of the Chancellor. Approval was given and the policy will now be presented to the Board on February 27, 2024.
- **Procedure 500.14 Tuition Waivers: Employees (Gower)-** Minor revisions were made to align with the coordinating policy. Approval was given.
- **Policy 500.21 Student Military (Gower)-** Minor revisions were made to the policy that reflect IECC's dedication and appreciation to service members. Approval was given and the policy will now be presented to the Board on February 27, 2024.
- **Policy 500.33 Student Consumer (Gower)-** Revisions were made to reflect compliance with the U.S Higher Education Act. Approval was given and the policy will now be presented to the Board on February 27, 2024.
- **Procedure 500.33 Student Consumer (Gower)-** Revisions were made to align with the coordinating policy. Approval was given.
- **Procedure 300.9.1 Imprest Funds (Hawkins)-** Revisions were made to the procedure for providing payment on small claims that require immediate payment. Approval was given.
- **Affiliation Agreement (Gower)-** Dr. Gower provided a copy of the standard clinical agreements with Master's Hands Inc NFP, Renewal Rehab LLC, and Trilogy Rehab Services LLC dba Synchrony Rehab. Standard non-clinical agreement with Edwards County Farm Bureau, and a negotiated clinical agreement with Empower Me. Approval was given and the agreements will now be presented to the Board on February 27, 2024.

The consent agenda was approved.

February Approval Items:

- **Lead Telecom Instructor Stipend (Boyce)**- Dean Boyce asked that the lead telecom instructor stipend be moved from Travis Matthews to Dennis York. Approval was given and the item will now be presented to the Board on February 27, 2024.
- **Performing Arts Coordinator Stipend (Boyce)**- Dean Boyce asked that the performing arts coordinator stipend be moved from Michael Patilla to John McCarty. Dr. Patilla resigned his position with IECC in December. Approval was given and the item will now be presented to the Board on February 27, 2024.
- **IECC Director of Marketing Stipend (Ambrose)**- President Ambrose recommended an adjustment be made to the stipend for the Director of Marketing and Public Information position as it has now assumed supervisory responsibility for 4 employees. Approval was given and the item will now be presented to the Board on February 27, 2024.
- **ICISP Program Fee (Fowler)**- President Fowler requested a cost-recovery fee to be assigned to the study abroad courses for Summer 2024. Approval was given and the fee will now be presented to the Board on February 27, 2024.
- **TLB O&M Change in Status (Edgren)**- President Edgren requested a change in status for the lead WRC maintenance position in light of changing job duties and increased staff supervision The change in status will be presented to the Board on February 27, 2024.
- **IECC Director of Safety and Emergency Preparedness Stipend (Gower)**- Dr. Gower presented a stipend for a position that would provide oversight and guidance to campus-based teams tasked with improving safety and emergency preparedness. Approval was given and the item will now be presented to the Board on February 27, 2024.
- **Program Director of Adult Education (Gower)**- Dr. Gower recommended a change in status from Interim Director of Adult Education to Program Director of Adult Education effective September 1, 2024. Approval was given and the item will now be presented to the Board on February 27, 2024.
- **Policy 300.15 Revolving Fund (Hawkins)**- Mr. Hawkins presented a revision to improve the guidelines for spending that allow more flexibility for members of his office in paying monthly bills. Approval was given and the policy will now be presented to the Board on February 27, 2024.

- **Open Call for Items (all)**- None.

February Informational/Discussion Items:

- **AY25 Tuition Schedule (Hawkins)**- Mr. Hawkins updated the Cabinet on the tuition schedule approved by SEPC. The schedule will be presented to the Board on February 27, 2024.
- **Procedure 100.1 Policy & Procedure Development (Gower)**- Dr. Gower presented the Cabinet with a draft of this new policy and procedure. The process for policy revisions and development has been adjusted following the reorganization of divisions. Dr. Gower asked the group to closely review the document and submit any comments and concerns prior to the March Cabinet in which he hopes to bring the items forward for approval.
- **Inclement Weather Webpage (Gower)**- Dr. Gower discussed with the Cabinet the process for determining campus closures related to inclement weather. Members of his office have created a new webpage that should assist in a better understanding of the process and roles and responsibilities of key stakeholders in the event of a campus closure.
- **Academic Calendar (Malone)**- Amber Malone presented the Cabinet with a draft of the academic calendar that includes the schedule for workshops, campus holidays, and final exams. Amber asked the group to review the draft and submit suggestions to her by February 21, 2024. This item will be presented to Cabinet for approval at the March meeting.
- **Student Onboarding/Orientation (Goldman)**- Cassandra Goldman informed the Cabinet of the development of a District-wide committee to reimagine our student onboarding processes. She provided the group with an overview of the topics being explored by the committee. She believes great strides can be taken to improve the student experience and encourage enrollment, persistence, and completion.
- **College and Career Services Organization (Fowler)**- President Fowler updated the Cabinet on what the goals are for the group and gave an overview of the initiatives they will be tasked with.
- **Student Records and Guided Pathways (Malone)**- Amber Malone informed the Cabinet that Degree Works is up and running for Academic Advisors. The projected timeline for opening to students is March 2024.
- **Open Call (All)**-

Meeting adjourned: 4:30 p.m.