

## **Cabinet Minutes**

### **January 13, 2021**

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

**Participants:** Ryan Gower, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, Roger Eddy, Jay Edgren, Matt Fowler, Ryan Hawkins, Andrea McDowell, Rodney Ranes, Mike Thomas (via Zoom), Brent Todd. Recorder: Sheryl Childers

**Not Participating:**

**Welcome:** Dr. Gower addressed the group and opened the meeting. He solicited and received approval for the December 2020 Cabinet minutes. He welcomed thoughts and suggestions from this leadership team. Suggestions and ideas were discussed amongst the group.

### **Consent Agenda**

- 1. Grant Update (Gower)-** Cabinet approval was given for the January 2021 Grant Update.
- 2. Spring 2021 Facilities Survey (Gower)-** Cabinet approval was given for the Spring 2021 Facilities Survey. Changes will be recommended and incorporated the week of 1/25 and a final version sent to Cabinet prior to distribution.
- 3. Business Procedure 100.12 Revised ADA (Gower)-** Cabinet approval was given for Business Procedure 100.12 ADA revisions.

### **New Business/Approval Items**

- 1. Voluntary extension of FFCRA under the Consolidated Appropriations Act 2021 (Hawkins)-** Ryan Hawkins discussed with the group the extension of benefits to employees during the COVID pandemic as stated in the Consolidated Appropriations Act 2021. Cabinet approval was given for the voluntary extension as suggested by CFO Ryan Hawkins. The extension will now be presented to the Board of Trustees on January 19, 2021.
- 2. Lab Fees Medical Asst/Pharmacy Tech/Cert Medical Asst (Todd)-** Dean Todd discussed with Cabinet the need to determine and clarify lab fees for these specific programs. To eliminate user error and student confusion, he proposed to charge a flat fee of \$40.00 per student (instead of the existing per credit hour fee) for the above programs. Cabinet approval was given, and the lab fee adjustment will now be presented to the Board of Trustees on January 19, 2021.
- 3. Return to Play Spring 2021 (Gower)-** Chancellor Gower reviewed the Return to Play plan for Spring 2021 with Cabinet. Based on feedback from the Athletic Directors, the plan was updated to allow for out-of-state travel for outdoor weather

dependent sports. Cabinet approval was given and the Return to Play plan for Spring 2021 will now be presented to the Board of Trustees on January 19, 2021.

**4. Dual Credit Partnership Agreement (Edgren)-**

- a. **Partnership Agreement/Cost & Fees (Deans)** President Edgren discussed with the group the Dual Credit Model Partnership Agreement approved by ISBE and IBHE in 2019. He reviewed the model he developed in cooperation with the College Deans which includes an adjustment to fees charged to area high schools for Type A and Type B Courses. The proposed fee structure will now be presented to the Board of Trustees on January 19, 2021.
  
- b. **Three to Your Degree Program**– President Edgren presented the Three to Your Degree program that he developed in partnership with the College Deans and the Chancellor. The program lays out a clear path to allow area high school students to complete their first year of a baccalaureate degree with IECC while still in high school. All courses in the program are Illinois Articulation Initiative (IAI) General Education Core Curriculum (GECC) approved to assure transferability to colleges and universities in the State of Illinois. Feedback was solicited and a final version of the program will be presented to Cabinet in February.

**January Informational Items**

- Rodney Ranes reviewed suggestions for improving Mental Health practices on IECC Campuses. The group voiced concern over a visible rise in related cases/situations at IECC colleges. President Ranes will pull together a sub-committee of faculty, staff, and administration to bring recommendations to future Cabinet meetings.
- Ryan Hawkins reviewed the IECC budget, financials, and tuition for 2022.
- Ryan Hawkins discussed with the group Business Procedure 300.14 and increasing thresholds for approval of requisitions. College Presidents will review and comment in the February Cabinet meeting.
- The Presidents discussed the May 2021 Graduation plan. Chancellor Gower stated his preference for all Colleges to hold commencement ceremonies on the same weekend, but not necessarily at the same day/time. Each College will bring recommendations for their 5/21 ceremony to the February Cabinet.
- Ryan Gower discussed with the group the changing nature of the IECC Cabinet. The group will continue to review and approve operational changes but will

begin moving toward more strategic discussion/planning/goal setting. Membership of Cabinet will adjust to allow for the inclusion of input from faculty.

- Jay Edgren reviewed the IECC Evening Waiver with the group. Cabinet had previously (2019) approved the discontinuation of this waiver, but this change was never brought forward to the Board for approval. College leadership will revisit this issue at the local level and bring a recommendation for future action to the February Cabinet.

### **Other Business / Committee Reports**

1. Program Viability (Fowler) – None
2. Program Sharing (Ranes)- None

### **Open Call for Items**

1. Dean Todd sought input on the consistent use of job titles & duties for academic advisors across the District.
2. Roger Eddy discussed his interest in inviting a consulting company – ENGIE – to provide an opportunity analysis for IECC facilities master planning.
3. Matt Fowler identified a possible need to update the Restore IECC to account for those who had received the COVID vaccine. Andrea McDowell will recommend such changes, if any, based on IDPH and CDC recommendations.