

Cabinet Minutes
West Richland Center
January 11, 2023

2:00 p.m.

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

Not Participating: None.

Guests: Alyssa Maglone, Jessica McDonald, Brandon Weger

Welcome: Dr. Gower opened the meeting and welcomed participants and guests to the first Cabinet of 2023. The cabinet was asked for comments or corrections regarding the December minutes. No comments or corrections were recommended, so the group moved into new business.

New Business

Consent Agenda:

1. **Policy 500.13 Student Placement Policy (Maglone)**- Alyssa Maglone presented updates to the policy. The policy was approved and will now be presented to the Board on January 17, 2023.
2. **Articulation Agreement SIUC Advanced Manufacturing (Maglone)**- Alyssa Maglone presented an articulation agreement between IECC and SIUC. The agreement was approved.
3. **Grant Update (Gower)**- Dr. Gower provided a grant update for review. *The Consent Agenda was approved.*

January Approval Items:

4. **Dual Credit Special Assignment (McDowell)**- Andrea McDowell presented a job description for the position. Approval was given. With a future goal of establishing a central office of Dual Credit, this position will be responsible for collaborating with appropriate parties to direct a high-quality dual credit program.
5. **Policy 400.27 Bereavement Leave (McDowell)**- Andrea McDowell informed Cabinet that in accordance with PA 99-0703, the Child Bereavement Leave Act must be updated to the Family Bereavement

act. This new act expands who qualifies as a "Covered Employee." The policy was approved and will now be presented to the Board on January 17, 2023.

6. **FCC Groundskeeper/Custodian (Edgren)**- Dr. Edgren presented a job description for the full-time position. The position, which was already a planned expense for FY24 will be advanced to fill a vacancy of the current PT Custodian. Approval was given and the position will now be posted.
7. **Open Call for Items (all)-None.**

January Informational/Discussion Items:

- **IECC Factbook (Weger)**- Brandon Weger provided an overview of the IECC Fact Book and highlighted some of the most salient trends and changes in the data. The Factbook will now be presented to the Board on January 17, 2023.
- **Service Awards (McDowell)**- Andrea McDowell addressed the topic and asked for feedback from the Cabinet. There was strong support for moving to consistent service integrals and awards at each College. Cabinet also supported inclusion of part-time employees in this annual recognition. The group discussion also explored strengthening existing "excellence" awards to recognize and reward the people that make significant contributions over the year. Human Resources will work with campus leadership to develop future plans.
- **Program Approvals and Changes 2022 (Maglone)**- Alyssa Maglone provided a copy of the program approval and changes for 2022.
- **Affiliation Agreements- North Wayne Ambulance Service/ Waters of Sullivan (Gower)**- Dr. Gower shared with the group upcoming agreements to be presented to the Board on January 17, 2023.
- **Open call for items (all)**
 - Amie Mayhall shared a faculty concern related to the short turnaround between the conclusion of final exams and the deadline to submit final grades. While there are calendar and operational challenges to navigate, it was agreed that the deadline is tight and that the Deans, under the leadership of Dean R. Conn, and OAR would study the problem and bring recommendations to Cabinet prior to the end of the Spring term.
 - Jay Edgren discussed with Cabinet the move of Coal Mining from JLC to the JLC West Frankfort Location.

- Alyssa Maglone gave an update on this weeks HLC Site Visit.
- Amber Malone reminded Cabinet of the 25-day attendance checks and asked Deans to continue to communicate the change and the reasons behind it with their campus constituents.
- Roger Eddy discussed with Cabinet the ROE ASSIST program which specializes in presenting opportunities to students seeking structure. There is a possibility of this program being housed at OCC this year and Chancellor Gower reminded the group that the Crisp Building (LTC) should be available in July 2024.
- Matt Fowler informs of Vaping Awareness and Musical Talent coming to WVC and encouraged those who may be interested to secure video for use in their own campus activities.
- **SEP Project Updates-**
 - **Ryan Hawkins:** No SEP project updates to share at this time. Mr. Hawkins did provide an update about budget and upcoming meetings of the SEPC.
 - **Alex Cline:** On behalf of Alex Cline, Chancellor Gower shared that work continues to progress on prospective student funnel data reports, and that Alex and his team are identifying solutions (Teams based and other) to help track SEP progress (based on KPIs), archive documents, and create working spaces for SEP subcommittees.
 - **Matt Fowler:** Shared progress on the Equity in Athletics project which will be a topic of discussion at the January 25 SEPC meeting. President Fowler has also worked to create a preliminary draft of job duties for anticipated faculty leadership opportunities. This work will be paused until the completion of the IECC Pathways map.
 - **Amber Malone:** Jamie Carmen continues to work to bring the implementation of Degree Works forward. The admission side of the CRM is working well, and focus will soon shift to the recruiting side of the tool.
 - **Jay Edgren:** Under the leadership of Dean Bruinsma and his committee members, a final recommendation for the IECC Pathways map should be presented to the February Cabinet, and ready for IECC Board of Trustees consideration before the end of the Spring term.
 - **Roger Eddy:** Synchronous Learning is going well, and pilot classes are underway within the District. Input was given by faculty who were present regarding the training for faculty who will be teaching in these rooms.
 - **Ryan Gower:** The meetings with the LRC and ASC staff have been positive. The team is focused on adjustment of reporting lines,

strengthening collaboration between campuses, creating a baseline of services that should be available to students at every IECC College. Along those lines, the group has focused early efforts on tutoring (TutorMe set to roll out at all four colleges this year), and mental health as a function of retention.

- **Roger Eddy:** Stated that the Title IV training for the Athletics Departments was very high quality and provided timely direction for OCC.

Meeting adjourned: 4:10 p.m.