

IECC Cabinet Minutes
West Richland
January 10, 2024

2:00 p.m.

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

Not Participating: Sheryl Childers, Andrea McDowell,

Guests: Brandon Weger, Cassandra Goldman

Welcome from the Chancellor: Dr. Gower opened the meeting and welcomed guests and participants to the first Cabinet of 2024. 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. The new leadership teams from each of the four divisions will begin formal meetings in the next month.
- **Faculty**- Jessica McDonald informed Cabinet that she had been selected to serve as the faculty representative to the Illinois Board of Higher Education. Dean Boyce had served in that capacity for seven years. She also communicated a concern from faculty related to night instruction and on-site supervision in the evenings. Dr. Gower asked the CAO and Deans to review the discussion and bring a solution to the February Cabinet.

New Business

Consent Agenda:

- **December Minutes (Gower)**- The minutes were approved without revisions.
- **Grant Update (Gower)**- Dr. Gower provided a grant update for review.

- **Affiliation Agreement (Gower)**- Dr. Gower provided a copy of the standard clinical agreement with Stone Bridge Memory Care. Approval was given and the item will now be presented to the Board on January 16, 2024.
- **Deans of Instruction to new organization chart reporting line (Edgren/Bruinsma)** - Dr. Edgren and Dr. Bruinsma presented the organizational chart for review and approval. Approval was given and the recommended change in the reporting line for the Deans will take place effective immediately.
- **Coordinators/Directors of Marketing and Public Information to new organization chart reporting line (Ambrose)**- President Ambrose recommended that the Marketing and Public Information team be moved to the new organizational chart effective immediately. Cabinet approval was given.

The consent agenda was approved.

January Approval Items:

- **Policy 500.12 Student Optional Disclosure (Fowler)**- Dr. Fowler presented the Cabinet with the revised policy addressing student mental health needs under Illinois Public Act 101-0251. With one modification, approval was given and the policy will now be presented to the Board on January 16, 2024.
- **College & Career Center Specialist Job Description (McDowell)**- Dr. Fowler reviewed a copy of the revised job description for the College & Career Center Specialist that is fully funded by the PATH grant. The PATH grant is expected to receive funding for an additional 2 years. Cabinet recommended a change in the reporting line to the Dean of Students. With that modification, approval was given.
- **Behavioral Health Linkage Agreements Template (Fowler)**- Dr. Fowler presented the Cabinet with a copy of the agreement with Lawrence Co. Health Department to provide behavioral health services to IECC students. This form will serve as a template for agreements IECC will pursue with other area providers. Approval was given and the agreement will now be presented to the Board on January 16, 2024.
- **Open Call for Items (all)**- None.

January Informational/Discussion Items:

- **State Grants (Gower)** – Dr. Gower reminded the team that in response to the 2019 OPEID merger, ICCB has requested IECC to submit for state grants (i.e. Workforce Training, Title III) as a District and not as individual college locations.
- **Gas Utility Construction & Service Certificate (Edgren)** – Dr. Edgren informed the team that IECC had received approval from the State to offer this certificate program and that the HLC is now reviewing the request.
- **Sexual Misconduct Survey Timeline and Recommendations (Fowler)**- Dr. Fowler shared with Cabinet the timeline for circulating the survey and asked for any recommendations. Cabinet recommended modifications to this and other planned efforts to minimize the potential for student burnout on other important surveys. The Sexual Misconduct Survey is required by the State of Illinois.
- **TRIO/SSS Annual Performance Report (Fowler)**- Dr. Fowler provided the Cabinet with a copy of the report for review. The group far outperformed the goals they established for the previous academic year.
- **Catalog Responsibility/Oversight (Gower)**- Responsibility for the IECC Catalog will remain with the Office of the Chief Academic Officer in the organizational restructuring.
- **Policy & Procedure Processing within Divisions (Gower)**- Cabinet discussed how Policies and Procedures will be reviewed & approved in the new organizational structures. The divisions will be responsive to requests for review, and all proposed edits will be sent to the Chancellor's Office (Lori Barger) for review prior to submission to the IECC Board of Trustees.
- **Open Call (All)**-
 - **Tuition (Gower)** – Dr. Gower discussed operating budgets, District expenses, and challenges in the compensation structure. Efficiencies are being pursued, but an increase to operating revenue is essential. SEPC had approved a new In-District rate for Fall 2024 and the complete tuition schedule will be reviewed again by SEPC and taken to the IECC Board in February.
 - **Personal Days (Ambrose)** – President Ambrose inquired about communication regarding the recent change to personal days in response to Illinois State Law. She was directed to the December Board Book for the policy and explanation for implementation. She will communicate those changes at LTC.

- **Academic Calendar (Malone)** – Dean Malone indicated that she will be working on the Academic Calendar. There will be difficulties hitting state requirements for Tuesday and Thursday instruction and the group explored potential solutions.
- **Error Correction (Ambrose)** – President Ambrose noted an error in the location of the January Board of Trustees meeting on the Cabinet Agenda. The January 2024 Board meeting will take place on the Wabash Valley College campus. Dr. Gower further noted that the next Cabinet meeting will be held on February 7, not February 2.
- **Diversity, Equity and Inclusion** – Dean Boyce mentioned that the DEI subcommittee will be meeting at the Terry L. Bruce West Richland Center on January 26 to discuss the mandatory DEI plan that must be submitted to the State in May.

Meeting adjourned: 3:36 p.m.