

Cabinet Minutes
West Richland Center
July 6, 2022

9:00 a.m.

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

Not Participating: Zahi Atallah, Cyndi Boyce

Guests: Tona Ambrose, Tiffany Cowger, Wain Davis, Sharmila Kakac, Andrea Loll, Alyssa Maglone, Brandon Weger.

Welcome: Dr. Gower opened the meeting and welcomed the guests. New members of the Cabinet (Roger Eddy, Interim President OCC and Cyndi Boyce, Interim Dean of Instruction LTC) were introduced. The cabinet was asked for comments or corrections regarding the June minutes. No comments or corrections were recommended, so the group moved into new business.

New Business

Consent Agenda:

Cabinet approval was given for the consent agenda.

- 1. 2022-2023 Catalog (Maglone)-** Alyssa Maglone provided a copy of the 2022-2023 IECC Academic Catalog. The catalog was approved and will be presented to the Board on July 19, 2022.
- 2. Policy 500.11 FERPA (Malone)-** The modification to the policy was approved and will now be presented to the Board on July 19, 2022.
- 3. Policy 500.30 Withdraw Policy (Maglone/Malone)-** The modification to the policy was approved and will now be presented to the Board on July 19, 2022.
- 4. SIUC Articulation Agreement (Maglone)-** Approval was given for the agreement.
- 5. CAISA and SAFE MOU's (Maglone)-** Approval was given for the Memorandums of Understanding and they will now be presented to the Board on July 19, 2022.
- 6. Procedure 300.1 Collection of Tuition (Hawkins)-** Approval was given for the modification to the procedure.

- 7. Affiliation Agreements- Embarras River Basin, Happy Day Express, Lawrence Crawford Association for Exceptional Citizens (Gower)-**
Approval was given for the agreements and they will now be presented to the Board July 19, 2022.
- 8. WVC Music & Theater Specialist JD (Fowler)-** Approval was given for the job description and the position will now be advertised.
- 9. Grant Update (Maglone)-** Alyssa Maglone provided the Cabinet with a grant update.

The Consent Agenda was approved.

TRIO SSS and Upward Bound Presentation (Cowger/Davis)- As requested by Cabinet in May, Tiffany Cowger and Wain Davis provided a presentation and update to Cabinet on both programs. They explained objectives and services provided to students through the respective programs. Dr. Gower recommended that the Office of Admissions and Records have a follow-up meeting with TRIO and Upward Bound to identify areas for further collaboration.

July Approval Items:

- 10. Faculty Handbook (Maglone/R. Conn)-** The item was moved from the consent agenda for discussion. Approval was given for the handbook, following identification of minor editorial adjustments.
- 11. CNA and Nursing Tutor Coordinator (McDowell)-** Andrea McDowell provided a copy of the job description. Cabinet approval was given provided the position title be revisited to allow flexibility for tutoring in other health related pre-professional programs in the future.
- 12. New Program: Gas Utility Construction & Service (Bruinsma)-** Paul Bruinsma proposed a certificate program to compliment the Electrical Distribution Systems program. The new program would educate students to install, maintain, operate, and service natural and propane gas distribution systems used to supply residential, commercial, and industrial customers. The group discussed the importance of a needs analysis and tentative curriculum. Cabinet approval was given with the understanding that the request will next be forwarded to the Strategic Engagement Planning Council for consideration.
- 13. Special Assignment-Faculty Assessment Coordinator (McDowell/Weger)-** Andrea McDowell and Brandon Weger presented this new special assignment which will coordinate faculty assessment of student learning

throughout the district. Minor revisions will be made to the job description, and the special assignment will be presented to the Board on July 19, 2022.

14. ECE Implementation Plan- New Positions (R. Conn)- Robert Conn reviewed the implementation plan which included the need for the program, funding sources, new positions, and enrollment projections. A majority of the plan will be grant funded through the Early Childhood Access Consortium for Equity (ECACE) Cabinet approval was given.

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

July Informational/Discussion Items:

- **July Cabinet SEP Update (Gower)-** Dr. Gower updated Cabinet on conversations with the Bargaining Unit about adopting guided pathways at IECC. He further provided Cabinet with an overview of the strategic initiatives (taken from the Strategic Engagement Planning process) that will be pursued in the upcoming year. In the upcoming year, members of Cabinet/the SEPC will continue to lay the ground work for change and develop implementation plans and timelines for major milestones.
- **Fall 2022 Workshop Dates & Updates (Gower)-** Dr. Gower discussed the dates and potential sessions for Fall 22 workshops. Oct. 4th is the District-wide workshop, Aug 12th faculty workshop @ OCC, and the colleges will hold individual workshops on Aug. 11th and perhaps the following week.
- **HLC Steering Committee Criterion Presentations (HLC Steering Committee)-** The steering committee provided an overview of HLC accreditation criteria, providing input from recent conferences and site visits. Cabinet affirmed it's commitment to continue to move from a culture of compliance to a culture of growth and innovation.
- **Legislative Updates (Maglone/Malone)-** Alyssa Maglone and Amber Malone provided a copy of \new legislation updates that took place on July 1, 2022. Topics include Equity Plan, Housing Opportunities, Student Liaison, Violence Against Women Act, Student Debt Assistance, and Dual Credit Quality.
- **Student Handbook Template (Maglone)-** Alyssa Maglone provided a copy of the student handbook template for Cabinet review.

- **Orientation Survey Adoption (Weger)**- Brandon Weger shared ideas to improve data collection (using the new student orientation process) to aid persistence and completion efforts. Brandon will coordinate with Tona Ambrose to develop a brief survey instrument to be used in this process.
- **Consensual Relationship Policy (McDowell)**- Andrea McDowell shared a draft of a new policy that addresses consensual relationships within the workplace. Cabinet has been asked to review this policy and provide Andrea with comments/questions prior to the August 2022 Cabinet meeting.
- **WVC Learning Resource Center Discussion (Gower/McDowell)**- Due to time constraints, this topic was tabled.
- **WVC & LTC Faculty Sharing (R. Conn)**- Two members of the faculty (housed at WVC and LTC) have agreed to teach at both locations (face-to-face and remote) to allow students to have access to necessary coursework.
- **Open call for items (all)**- Andrea McDowell reported that a District Librarian has been selected and will be coming to join the District Office staff soon. He will be housed on campus, following site visits the most beneficial location will be determined.

Committee/Division Reports- TABLED for this month

- **Symbiosis Project Update (M. Conn)**-
- **Business & Industry Updates (Edgren/Kakac)**-
- **Admissions & Records Updates (Malone)**-
- **Enrollment Management Updates (Malone/Loll)**-
- **CETL Updates (Ambrose)**-
- **International Program (Fowler/Goldman)**-

Open Call for Items:

Meeting adjourned: 12:44p.m.