

Cabinet Minutes
West Richland Center/Zoom
June 12, 2023

2:00 p.m.

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

Not Participating: Michael Conn

Guests: Tona Ambrose, Alyssa Maglone, Jessica McDonald, Brandon Weger, Tyler Browning

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

New Business

Consent Agenda:

- **Grant Update (Gower)-** Dr. Gower provided a grant update for review.
- **2023-2024 IECC Catalog (Gower)-** Dr. Gower provided a copy of the catalog for review. Approval was given and the catalog will now be presented to the Board on June 20, 2023.
- **Policy 100.21 Gramm Leach Bliley GLB Act (Cline)-** Alex Cline presented the required revisions to the policy. Approval was given and Policy 100.21 will now be presented to the Board on June 20, 2023.
- **Procedure 100.21 Gramm Leach Bliley Act GLB (Cline)-** Alex Cline presented the required revisions to the procedure to align with the revised policy. Approval was given.

The consent agenda was approved.

June Approval Items:

- **IECC Athletic Handbook (Gower)-** Dr. Gower provided a copy of the handbook for review. Tyler Browning discussed with the Cabinet the

benefits of the handbooks and the recent improvements that have been made. Feedback and recommendations for future handbooks was given and noted.

- **Men's & Women's Soccer OCC (Eddy)**- Roger Eddy requested approval for the addition of Men's and Women's Soccer at OCC. He presented the demand for the addition and the minimal equipment expenses that would be incurred. Feedback was given and the item will be brought for consideration at the July Cabinet meeting.
- **IECC SENSE Survey Plan 2023 (Weger)**- Brandon Weger presented the plan for administering the SENSE survey in the Fall 2023 semester.
- **FT Temporary to Full-Time Employee/WVC Truck Driving (R. Conn)**- Dr. Fowler requested that the item be tabled.
- **Cafeteria POS System Decision (Hawkins)**- Ryan Hawkins presented the Cabinet with a proposal for utilizing an updated Point of Sale system in Food Services across the District. Approval was given pending input from the College Business Officers.
- **Open Call for Items (all)**
- **None**

June Informational/Discussion Items:

- **Mapping Transfer Pathways Update (Bruinsma)**- Dean Bruinsma shared a copy of the transfer pathway curriculum being developed as a part of the move to Guided Pathways. Only four transfer programs were presented to ensure the advising team was building the framework according to expectations. Feedback was given, and a timeline for involvement of additional faculty and staff discussed.
- **Synchronous Schedule Update (Eddy)**- Roger Eddy gave an update on the layout of the schedule for the upcoming school year. A meaningful number of classes will be offered in area high schools.
- **Simple Syllabus (Ambrose)**- Tona Ambrose recommended the implementation of Simple Syllabus to aid in the efficiency, consistency, and compliance of syllabi throughout the District. Dr. Edgren and Dr. Bruinsma will consider the tool in relation to other needs and software solutions related to Catalog and curriculum development and will bring recommendations to the SEPC for future consideration.
- **CETL Updates (Ambrose)**- Tona gave an update on the CETL and provided for review a list of faculty members who have completed or are registered for Tier 1, 2, and/or 3 courses.

- **Housing Policy Draft (Gower)**- Dr. Gower provided a copy of the draft of a Housing Policy for IECC. He asked the Cabinet to review the document and provide suggestions for improving the policy. The item will be revisited with the goal of having a policy approved for the Fall 2024 term.
- **Business & Industry Training Division Changes (Gower)** Dr. Edgren presented a document for review and asked for approval of the revisions to the divisions currently listed through B&I. The item will be revisited.
- **Affiliation Agreement- Memorial Health System for PTA (Gower)**- The agreement was tabled.
- **Cozy Corner Lease (Eddy)**- Roger Eddy gave an update on an agreement.
- **Indoor Winds (Eddy)**- Roger Eddy gave an update on the program being held at OCC.
- **ECACE Grant FY24 Implementation Plan (R. Conn)**- Dean Conn gave an update on the plan for utilizing grant funding in Early Childhood. He stated that currently the grant is scheduled to expire following FY24, and he is hopeful for an extension of the grant.
- **Open Call (All)**- None
- **SEP Project Updates (All) – Tabled due to time constraints**

Open Call for Items (All)- None

Meeting adjourned: 4:29 p.m.