

Cabinet Minutes

March 3, 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, Linda Monge, Rodney Ranes, Brent Todd, Mike Thomas.
Recorder: Sheryl Childers

Not Participating:

Welcome: Dr. Gower addressed the group and opened the meeting. He asked if the group had any comments regarding the February minutes.

Consent Agenda:

Cabinet approval was given for the consent agenda.

- 1. FCC Title III 1st Quarter Summary (Edgren)-** Dr. Edgren provided a copy and updated the Cabinet on the FCC Title III 1st Quarter Summary.
- 2. Grant Update (Gower)-** Dr. Gower provided a monthly grant update.
- 3. McKendree AAS ACT to BBA ACC (Gower)-** Cabinet approval was given for the McKendree AAS ACT to BBA ACC articulation agreement. It will now be presented to the Board on March 16, 2021.
- 4. McKendree AAS ADM to BBA BUS (Gower)-** Cabinet approval was given for the McKendree AAS ADM to BBA BUS articulation agreement. It will now be presented to the Board on March 16, 2021.
- 5. McKendree AAS HRA to BBA HRM (Gower)-** Cabinet approval was given for the McKendree AAS HRA to BBA HRM articulation agreement. It will now be presented to the Board on March 16, 2021.
- 6. McKendree AAS MARKET to BBA MKT (Gower)-** Cabinet approval was given for the McKendree AAS MARKET to BBA MKT articulation agreement. It will now be presented to the Board on March 16, 2021.
- 7. McKendree AAS OMGT to BBA MGT (Gower)-** Cabinet approval was given for the McKendree AAS OMGT to BBA MGT articulation agreement. It will now be presented to the Board on March 16, 2021.
- 8. Policy 400.28/Nepotism Policy (McDowell)-** Cabinet approval was given for Policy 400.8. This policy permits the employment of qualified relatives of employees as long as such employment, whether full-time, part-time, or temporary, does not create actual or perceived conflicts of interest. It will now be presented to the Board on March 16, 2021.

9. **Postpone Retirement/Mike Thomas WED (Gower)**- Dr. Gower presented Cabinet with Mike Thomas' request to postpone his retirement for 5 months to ensure the program continues successfully. Mr. Thomas stated that the recent loss of three instructors, and the desire to successfully train their replacements led to his decision.
10. **Default Management Plan (Gower)**- Dr. Gower presented the Default Management Plan. The plan is designed to promote student and school success and reduce student loan defaults.
11. **Financial Aid Code of Conduct (Gower)**- Dr. Gower presented the Financial Aid Code of Conduct. This code of conduct is designed to keep IECC in compliance with NASFAA.
12. **Coordinator of Physical Therapy Assistant Program WVC (McDowell)**- Cabinet approval was given for a special assignment of the Coordinator of PT at WVC. It will now be presented to the Board on March 16, 2021.
13. **Affiliation Agreement/ LTC CMA Carle Non-clinical (Eddy)**- Cabinet approval was given for the Affiliation Agreement/ LTC CMA Carle Non-clinical. It will now be presented to the Board on March 16, 2021.
14. **Identity Theft Prevention Program (Gower)**- Dr. Gower provided a copy of the prevention program. Designed to keep IECC compliant to the Red Flags Rule which requires IECC to develop and implement an identity theft prevention program.
15. **High School Subject Patterns (Gower)**- It has been proposed that the language pertaining to developmental geometry requirements be removed from the Required High School Subject Patterns portion of the IECC Catalog. This change is in support of the current review process and curriculum offered by IECC.

New Business/Approval Items

1. **WED Instructor Justification Request (Thomas)**- Mike Thomas has expressed the need to hire an additional instructor.
2. **Welding Course Fees (Ranes)**- Rodney Ranes provides an outline for review and addressed the need to increase lab fees for Welding courses to cover cost of consumables and steel. A sub-committee has been formed to assess the best option for the increase. The course fee will now be presented to the Board on March 16, 2021.
3. **Business, Economics, & Office Management Position LTC (Todd)**- Brent Todd discussed the departure of the part-time instructor serving in this role. The demand in this department is leading the need to transition this position from part-time to full-time. The change in status of the position will now be presented to the Board on March 16, 2021.

February Informational Items

- Dr. Bruinsma gave a **Credit Recovery Update** he has reached out to area High School guidance counselors and is awaiting feedback.
- **Transitional Math Grant Update (Deans)**- Dean Conn gave an update on the development of transitional math courses and the plan to expend grant funds.
- Ryan Hawkins emphasized importance on quickly developing and executing a plan for distributing newly released **CARES Emergency Student Aid**. The timeline for this round of distribution is 90 days. A sub-committee has been formed to begin work on the distribution structure.
- Dr. Gower gave an **RNL Update**. These visits are focusing on Strategic Enrollment Management. Various working groups have been formed and the work generated will aid in the development of IECC's new strategic plan.
- Dr. Fowler gave an **HLC Steering Committee Update** on changes trickling down from the HLC and the impact it will have on our 2025 review.
- Dr. Gower gave a **Dual Credit Update**. Mr. Eddy discussed the Dual Credit Act and the changes that have taken place within the act. He spoke on the model partnership agreements and the need for an adjustment in one of the associated artifacts.
- Dr. Gower asks the group if they are satisfied with the **number of catalogs** they have had printed in past years or if adjustments need made. Each campus is asked to report the number needed that best suites their demand.
- Amy Dulaney gave a **Perkins Funds Update** she addressed much needed, costly equipment within the district. She asked for input on the use of Perkins funding. A subcommittee was formed that will explore ways Perkins funding can be used for more impactful program improvement.

Other Business / Committee Reports

1. **Program Viability (Fowler)** – None.

- 2. Program Sharing (Ranes)**- Rodney Ranes is interested in developing a plan for using additional synchronous lecture halls, and the best plan for utilizing programs across the district specifically agriculture and the logistics.
- 3. Mental Health Services Update (Ranes)**- Rodney Ranes stated that he needs assistance identifying resources pertaining to mental health crisis support throughout the district. Leadership will research available resources near each campus.
- 4. CETL Update (Edgren)** – Dr. Edgren gave an update on the advances happening within the Center for Excellence in Teaching and Learning. Progress has begun on the job description for a future Director of CETL.

Open Call for Items

1. Dr. Edgren asked the group for approval of a stipend to reflect the increase in duties for Ms. Mary Johnston. This will now be presented to the Board on March 16, 2021.
2. April 15, 2021 will be our decision date for in-person versus virtual IECC graduations.
3. Dr. Edgren gave an update of expanding Boyles Hall to accommodate the need for community support of the Wayne Co. Senior Center that would also benefit FCC students.
4. Dr. Edgren reminded Cabinet of the upcoming IECC Trustee Candidate forum that will take place at FCC with virtual options on March 22, 2021. He asked for submission of questions that Cabinet member might have for the candidates.

Meeting adjourned: 11:55 am