

**Cabinet Minutes**  
**West Richland Center**  
**March 2, 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 (via ZOOM), Amber Malone, Andrea McDowell.

**Not Participating:**

**Guests:** Tona Ambrose, Alani Frederick, Alyssa Maglone, Jessica McDonald, Brandon Weger

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

**New Business**

**Consent Agenda:**

1. **Grant Update (Gower)**- Dr. Gower provided a grant update for review.
2. **Policy 100.16 Address a Complaint (Gower)**- Dr. Gower provided a copy of the proposed changes to the policy. The policy was approved as presented and will now be presented to the Board on March 21, 2023.
3. **Procedure 100.16.1 Complaints from Students (Gower)**- Dr. Gower provided a copy of the proposed changes to the procedure. Cabinet approval was given and changes will be effective upon Board approval of Policy 100.16.
4. **Procedure 100.16.2 Complaints from Employees (Gower)**- Dr. Gower provided a copy of the proposed changes to the procedure. Cabinet approval was given, and changes will be effective upon Board approval of Policy 100.16.
5. **Procedure 100.16.3 Complaints from General Public (Gower)**- Dr. Gower provided a copy of the proposed procedure. Cabinet approval was given, and changes will be effective upon Board approval of Policy 100.16.

6. **Procedure 100.16.4 BOT Address Complaints (Gower)**- Dr. Gower provided a copy of the updated procedure. Cabinet approval was given, and changes will be effective upon Board approval of Policy 100.16.
7. **Policy 500.9 Transfer Credit (Gower)**- Dr. Gower provided a copy of the policy. It has been adjusted to reflect the acceptance of credit from other institutions extending beyond new degree-seeking students to include former IECC students utilizing the reverse transfer of credit option to complete their associate degree. The policy was approved and will now be presented to the Board on March 21, 2023.
8. **Procedure 500.9 Transfer Credit (Gower)**- Dr. Gower provided a copy of the updated procedure. Adjustments were made to align the verbiage in the procedure with the updated policy 500.9 Transfer Credit. Approval was given.
9. **Policy 500.25 Academic Integrity (Gower)**- Dr. Gower provided a copy of the policy to be reinstated to reflect the expectations for academic integrity. This policy had previously been removed and placed only in the Student Code of Conduct. The policy was approved and will now be presented to the Board on March 21, 2023.
10. **Policy 500.28 Hazing (Gower)**- Dr. Gower provided a copy of the policy to be reinstated to reflect the prohibition of hazing. This policy had previously been removed and placed only in the Student Code of Conduct. The policy was approved and will now be presented to the Board on March 21, 2023.
11. **Nursing Program Fee Changes (Eddy)**- Roger Eddy presented the change in fees to support improvement for student learning experiences. Approval was given and the fee will now be presented to the Board on March 21, 2023.

*The Consent Agenda was approved.*

### **March Approval Items:**

12. **Welding Shop Supervisor (Boyce)**- Dean Boyce shared with the Cabinet the need for assistance in the LTC Welding program. This temporary full-time position will accommodate unusually high demand for welding for high school dual credit, run summer community education courses, and take the lead in assessment & recruitment. A change in the job title was suggested and adjusted to Temporary FT Welding Specialist. The position was approved and a change in status will be taken to the Board on March 21, 2023.

13. **WVC Head Volleyball Coach/Student Life Coordinator (Fowler)**- Dr. Fowler presented the Job Description to Cabinet. The FT Hybrid position would combine the current PT Volleyball Coach position and the PT Student Life Coordinator position. The position was approved and will now be posted.
14. **Procedure 300.1 Collection of Tuition (Hawkins)**- This item was tabled.
15. **Clay County Hospital Apprenticeship (Eddy)**- Roger Eddy presented to Cabinet a copy of the agreement that would allow IECC and CCH to develop a relationship for encouraging Nursing students to further education while employed at CCH. The agreement was approved and will now be presented to the Board on March 21, 2023.
16. **Director SBDC/ Small Business Development Center (Edgren)**- Dr. Edgren presented to Cabinet a copy of the Job Description for the position that would oversee the SBDC and aide in communications with local businesses. The position is fully grant funded and will now be posted.
17. **MLT Course Fees (Bruinsma)**- Dean Bruinsma shared with Cabinet a proposal for structuring the fees for second-year students. The fees will no longer be covered by grant funding. The fees would be effective Fall 2023. Approval was given and the fees will now be presented to the Board on March 21, 2023.
18. **AD Stipend (Edgren)**- Dr. Edgren recommended an increase to the stipend for Athletic Directors. The proposal was approved and will now be presented to the Board in June 2023, to become effective For FY24.
19. **ACES Stipend (Eddy)**- Roger Eddy presented the stipend to the Cabinet and requested an increase to compensate for the workload the facilitator incurs prior to the ACES event. Approval was given and the stipend will now be presented to the Board on March 21, 2023.
20. **Administrative Guidelines (McDowell)**- Andrea McDowell presented to the Cabinet a proposal for Independent Study and Internships and Adult Education faculty. The guidelines are based on the same guidelines awarded to adjunct faculty members. The guidelines were approved and will now be presented to the Board on March 21, 2023.
21. **Open Call (All)**- Ryan Hawkins proposed removal of the “temporary” status from Nick Knapp, IECC Project Manager. Cabinet approval was given, and a change in status will be taken to the Board on March 21, 2023.

### **March Informational/Discussion Items:**

- **FSI/Faculty Summer Institute (Ambrose)** – Tona Ambrose shared a flyer with the Cabinet for the event to be held in May 2023. The event will be held at the U of I and would bring many opportunities for professional development for IECC faculty. Deans are to make this professional development opportunity known to faculty. IECC has set aside funding

for no fewer than 25 faculty to attend. Funding will be made available on a first come, first served basis.

- **Student Services KPI Survey (Weger)** – Brandon Weger reviewed a draft of the survey with the Cabinet. Dr. Gower suggested that IECC needs better baseline data on student engagement to track guided pathways implementation. He requested that Brandon bring back information about costs and implementation plans for the following instruments; SENSE, CCSSE, and CCFSSSE.
- **DEI Committee Charge (Maglone)**- Alyssa Maglone shared with the Cabinet the finalized definitions for Diversity, Equity, and Integrity. Cyndi Boyce will chair the committee tasked with the charge and asked for recommendations for committee members. Dr. Fowler will meet with the committee to provide them with their charge and areas in which leadership would like to see them direct their efforts.
- **Affiliation Agreements- Back & Body Works, Memorial Hospital and Health Care Center, Richland Co. Circuit Clerk, Memorial Health System (Gower)**- Dr. Gower informed the Cabinet of upcoming agreements to be presented to the Board on March 21, 2023.
- **Nursing Program End of Program Student Learning Outcomes (Eddy)**- Roger Eddy and Alani Frederick reviewed with the Cabinet the adjustment to the End of Program Student Outcomes. The outcomes were simplified to help with curriculum mapping.
- **SEP Project Updates (All)**- Dr. Gower gave an overview of the progress being made on the Strategic Initiatives for AY23. Several of the initiatives are now completed and others can now begin spinning up.

**Open Call for Items (All)**- Roger Eddy spoke briefly regarding the ASSIST program. Robert Conn spoke about the Early Childhood Education Grant that will allow for a student worker. Dean Boyce asked the group for feedback regarding policy and procedure for service animals. Matt Fowler briefed on athletics and international students.

Meeting adjourned: 4:20 p.m.