

Cabinet Minutes

May 10, 2021

West Richland Center/Zoom
12:00 p.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, Linda Monge, Rodney Ranes, Brent Todd.

Not Participating: Mike Thomas

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

Consent Agenda:

Cabinet approval was given for the consent agenda.

- 1. Grant Update (Gower)**- Dr. Gower provided a monthly grant update.
- 2. Procedure 500.26 Credit Equivalency (Gower)**- Approval was given for the procedure.
- 3. Policy 500.20 Academic Standing (Gower)** This item was removed from the consent agenda for further discussion.
- 4. Change in Status/Dave Wingert (McDowell)** Approval was given for the change in status and will now be presented to the Board on May 18, 2021.
- 5. Internal Application (McDowell)**- Approval was given for the application.
- 6. Allied Health Stipends/ Bullard & Horn (Ranes)**- Approval was given for the stipends and will now be presented to the Board on May 18, 2021.
- 7. Policy 200.2 Appropriate use of IT (Cline)** Approval was given for the and will now be presented to the Board on May 18, 2021.
- 8. Affiliation Agreements FCC Medical Lab Tech/ Gibson General, Carle Foundation, Hamilton Memorial, Good Samaritan, Clay County Hospital, Fairfield Memorial, St. Elizabeth's (Edgren)**- Approval was given for the affiliation agreements and will now be presented to the Board on May 18, 2021.
- 9. Affiliation Agreement FCC Certified Medical Assistant/ Clay County Hospital (Edgren)**- Approval was given for the affiliation agreement and will now be presented to the Board on May 18, 2021.

New Business/Approval Items:

- 10. Online Hybrid Fee Waiver for Professional Development (Eddy)-** Roger Eddy shared an issue he encountered with a professional development class, and existing procedure that excluded the waiver of the online/hybrid fee for IECC employees. A revision to the procedure will be explored – as well as corresponding changes to the waiver form – and will be brought to June Cabinet for discussion.
- 11. Coordinator of Advising (Ranes)-** This item was moved to informational items.
- 12. Job Description/Purchasing Coordinator (Hawkins)-** Ryan Hawkins sought approval to develop a coordinator position to assist with district procurement. Approval was given to move forward with a search.

May Informational Items:

- Rodney Ranes explained that OCC is exploring the creation of a Coordinator of Advising position.
- Dr. Edgren discussed the community education class registration process and provided suggestions & solicited feedback for potential improvements. Amber Malone will explore how area colleges permit registration for non-credit bearing classes.
- Robert Conn gave a physical therapy assistant update and informed the group of several positive changes.
- Dr. Fowler reminded Cabinet of the importance of having a Director and Liaison assigned to CARLI.
- Rodney Ranes discussed CNA program coordination; discussion took place regarding the duties of the coordinator on campus and the importance of consistent practice across all four Colleges. For this reason, IECC will move forward with a single coordinator of the CNA program.
- Andrea McDowell explained electronic personnel action forms (EPAF's) and how they will automate and expedite our employment processes.
- Andrea McDowell reminded Cabinet of the process & timeline for stipend approvals and notified when items would be becoming available for Cabinet approval.
- Ryan Hawkins discussed international student athletes and IRS regulations for “non-qualified” scholarships (i.e. room & board) and implications for international athletes moving forward.

- Ryan Hawkins gave a budget update.
- Ryan Hawkins gave a financial update.

Other Business / Committee Reports

- 1. Program Viability (Fowler)** – Dr. Fowler gave a quick update and indicated that the process being led by Dr. Bradshaw (RNL) (revision/establishment of KPI's) will be central to this project.
- 2. Program Sharing (Ranes)**- None.
- 3. Mental Health Services Update (Ranes)**- Rodney Ranes gave an update and informed the group of relationships being formed.
- 4. Credit Recovery Academy (All)**- Brent Todd gave an update – all LTC classes but one (pending) were approved by the ICCB for Summer 2021 delivery. Area High schools in Crawford County suggest there will be 30-40 students referred to this program. Other colleges reported that there does not seem to be a strong demand for Credit Recovery in their areas.

Open Call for Items:

- **Policy 500.20 Academic Standing (Gower)**- Dr. Gower provided suggestions for revisions to Policy 500.20. These suggestions will be provided to the advisors group for consideration and modification and based on their feedback, the policy will be brought to Cabinet for future consideration.
- **Dual Credit**- The group discussed progress in obtaining dual credit agreements with area high schools. All agreements should be in place prior to August 2021.
- **Online Course Development**- Dr. Gower shared information regarding the meeting with Symbiosis and welcomed additional feedback regarding the contract and next steps in moving forward.

Meeting adjourned: 2:35 p.m.