

## **Cabinet Minutes**

### **November 4, 2020**

**West Richland Center**  
**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, Rodney Ranes, Brent Todd.  
**Recorder:** Sheryl Childers

**Not Participating:** Mike Thomas

**Welcome:** Dr. Gower addressed the group and opened the meeting with a call for suggestions about activities, policies, or procedures that absorb resources while creating little value in return. President Ranes suggested changes to District use of credit cards. President Edgren recommended revisions to Business Procedure 300.19 to eliminate unnecessary meetings. These recommendations will be explored and brought to Cabinet in December for possible action.

### **Consent Agenda**

- 1. TOEFL Test Policy (Gower)**– Cabinet approval was given for revisions to the Catalog language on TOEFL Tests for international and students whose native language is not English. The recommended changes will now be presented to the Board of Trustees on November 17<sup>th</sup>.
- 2. Carle Non-Clinical Affiliation Agreement (Ranes)**- Cabinet approval was given for the Carle Non-Clinical Affiliation Agreement. The Carle Non-Clinical Affiliation Agreement will now be presented to the Board of Trustees on November 17<sup>th</sup>.
- 3. 2020 Annual Security Report (Gower)**– Cabinet approval was given for the 2020 Annual Security Report. The 2020 Annual Security Report will now be presented to the Board of Trustees on November 17<sup>th</sup>.
- 4. Job Description Update/Dean of Instruction (Eddy)**- Cabinet approval was given for minor revisions to the LTC Dean of Instruction Job Description.
- 5. IECC Grant Update (Gower)**- Cabinet acknowledged receipt of the IECC Grant Update.
- 6. Information Technology Trainer/Support Position (Cline)**- Cabinet approval was given for returning the Information Technology Trainer/Support role to a full-time position. The change-in-status for the Information Technology Trainer/Support staff member will now be presented to the Board of Trustees on November 17<sup>th</sup>.

### **New Business/Approval Items**

- 1. WVC Physical Therapy Position (Conn)**– Cabinet approval was given for WVC to proceed with the search for a faculty member for their new Physical Therapy program.
- 2. Administrative Assistant to Administration (Eddy)**- Cabinet approval was given for LTC's proposed merger of two positions (Administrative Assistant to the Dean &

Administrative Assistant to the President) to a single position - Administrative Assistant to the President & Dean. This change is just one part of a larger reorganization of duties at LTC due to upcoming retirements.

3. **Director of Instructional Services (Eddy)**- Cabinet approval was given for LTC to open a search for a Director of Instructional Services position. Budget space is made available for this position based upon the merger of the Administrative Assistant positions.
4. **Director of Instructional Support Services (Edgren/Eddy)**- Cabinet approval was given for LTC & FCC to each create a Director of Instructional Support Services position that will perform duties previously assigned to the Director of the ASC and Director of the LRC. This change was initiated by recent retirements in the LRC at both Colleges. The Director of the LRC at WVC will continue to be the Carli liaison for IECC.
5. **Library Assistant and Coordinator of Community Education & Special Events (Eddy)**- Cabinet approval was given for LTC to open a search for a Library Assistant and Coordinator of Community Education & Special Events position. Budget space is made available for this position based upon the merger of the LRC/ASC positions.
6. **Job Description Update- Clerk & Receptionist (Eddy)**– Cabinet approved minor changes to the job description of the Clerk & Receptionist position at LTC. The title of this position will be changed to Office Assistant to standardize the IECC flowchart.
7. **International Coordinator Assignment (Gower)**– Cabinet agreed that every college that enrolls International Students should have an International Coordinator (full-time or part-time based on need) on site to serve and support that student population. College leadership will work collaboratively with the Director of the International Student Program to fill openings when and if necessary.

### November Informational Items

1. **Software/App Development (Bruinsma)**- Paul Bruinsma expressed FCC's intention to develop a degree or certificate program in Software/Applications.
2. **Cyber Security Update (Cline)**- Alex Cline reported to Cabinet on a variety of recent cyber attacks within the District and what the Information Technology Department is doing to address the problem. He encouraged College administration to communicate with their staff the need to be extremely vigilant with e-mails, clicking unknown links, or providing personal information.
3. **OAR Updates (Gower)**- Ryan Gower presented an update on the reorganization of the Office of Admissions & Records. Searches have closed for the Associate Dean of Admissions and Records and Registrar.

### Other Business

1. **Dual Credit (Edgren)**– Jay Edgren provided an update on his meeting with Deans regarding Dual Credit. They are working toward adoption of the Model Partnership Agreement and the development of a district-wide first year dual credit offering.
2. **Program Viability (Fowler)**- Matt Fowler reported that he will be sending out information to the group, looking at how to track information to assist in program viability decisions.

3. **Program Sharing (Ranes)**- Rodney Ranes reports that the Deans & Presidents have met and discussed ideas for sharing programs across the four colleges.

**Open Call for Items**

1. **Business Procedure 300.2 (Gower)**- Ryan Gower presented changes to Business Procedure 300.2 to make clear the role of the Audit committee, the need to regularly issue a request for proposals for the audit, and the desire of the Board to regularly rotate audit firms. Cabinet approved the changes, and the revisions to Business Procedure 300.2 will now be presented to the Board of Trustees on November 17<sup>th</sup>.