

## **Cabinet Minutes**

**October 7, 2020**

**West Richland Center**

**9:00 a.m.**

**Participants:** Ryan Gower, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, 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 discussed the use of a consent agenda for IECC Cabinet. Any consent agenda item can be moved upon request, but the purpose is to allow Cabinet more time for strategic conversations. He welcomes thoughts and opinions from this leadership team.

### **Consent Agenda**

- 1. September 2020 Cabinet Minutes (Gower)** –Cabinet acceptance was given for the September 2020 Cabinet Minutes.
- 2. Solomon Amendment/Military Requests for Student Information (Gower)** –Cabinet approval was given for the amendment to Military Requests for Student Information forms.
- 3. Activity Fee Allocation 2021 (Hawkins)**- Cabinet approval was given for the Activity Fee Allocation 2021.
- 4. WVC Coordinator of Marketing & Public Information (Fowler)** – Cabinet approval was given for the WVC Coordinator of Marketing & Public Information position.
- 5. Automotive Management I&II (Conn)** – Cabinet approval was given for the addition of Automotive Management I&II courses.
- 6. Biennial Review Report/Drug Free Schools (Gower)**- Cabinet approval was given for the Biennial Review Report/Drug Free Schools and Communities Act. As part of IECC's compliance with the Education Department General Administrative Regulations Part 86.100, a biennial review is conducted prior to the end of each even numbered year. The report will now be presented for acceptance at the October 20<sup>th</sup> Board of Trustees meeting.
- 7. Carle Facility Use Agreement (Ranes)**- Cabinet approval was given for the Carle Facility Use Agreement. The Carle Facility Use Agreement will now be presented for approval at the October 20<sup>th</sup> Board of Trustees meeting.
- 8. 2021 RAMP Submission (Hawkins)**- Cabinet approval was given for the 2021 RAMP Submission as. The 2021 RAMP submission will now be presented for acceptance at the October 20<sup>th</sup> Board of Trustees meeting.
- 9. GEER Funding (Gower)**- Cabinet approval was given for the GEER funding proposal that had been accepted by ICCB.

- 10. Annual Review of Student Complaints (Gower)-** Cabinet approval was given for the Annual Review of Student Complaints. The Annual Review of Student Complaints will now be presented for approval at the October 20<sup>th</sup> Board of Trustees Meeting.
- 11. Special Assignment/Nixie Hnetkovsky (McDowell/Edgren)-** Cabinet approval was given for the special assignment for Nixie Hnetkovsky; Athletic Director FCC. The Special Assignment for Nixie Hnetkovsky will now be presented for approval at the October 20<sup>th</sup> Board of Trustees meeting.
- 12. Tuition Waiver Report for FY'20 (Hawkins)-** Cabinet approval was given for the Tuition Waiver Report for FY'20.
- 13. Operating Cash Reserve for FY '20 (Hawkins)-** Cabinet approval was given for the Operating Cash Reserve for FY'20.
- 14. 403(b) Semi Annual Review (Hawkins)-** Cabinet approval was given for the 403(b) Semi Annual Review.
- 15. FCC Interim Head Baseball Coach (McDowell/Edgren)-** Cabinet approval was given for the FCC Interim Head Baseball Coach Jimmy Brenneman. The FCC Interim Head Baseball Coach will now be presented for approval at the October 20<sup>th</sup> Board of Trustees meeting.
- 16. Changes to Policy 500.11 and Procedure 500.11 (Gower)-** Cabinet approval was given for the Changes to Policy 500.11 and Procedure 500.11. The Changes to Policy 500.11 and Procedure 500.11 will now be presented for approval at the October 20<sup>th</sup> Board of Trustees Meeting.

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

- 1. Tuition Payment Software (Hawkins) –** Cabinet approval was given for the adoption of NelNet as the district's tuition payment software system. Several different options had been vetted by College Business Officers, IECC IT, and Ryan Hawkin's office.
- 2. Environmental Scan Data Elements-** Cabinet approval was given for the Environmental Scan Data as presented by Rodney Ranes. The group discussed the possibility of consolidating a variety of reports in the future and the benefits of doing so.
- 3. System Positions (McDowell/Gower)-** Ryan Gower sought feedback regarding how IECC can begin leveraging the benefits of being a multi-college district. The discussion was built upon previous meetings of College Presidents and the IECC Human Resource Department in response to upcoming retirements. The Cabinet agreed that there are benefits, both- financial and operational, for adopting a shared service model and supported moving in that direction.

4. **Spring Hybrid Course Waiver (Gower/Hawkins)**- Cabinet approval was given to extend the waiver of the hybrid course fee for Spring 2020 due to COVID-19 and many classes being offered in hybrid format to allow socially distant classrooms.

#### **October Informational Items**

1. **IECC Grant Update (Gower)**- Ryan Gower presented the IECC Grant Update to Cabinet.
2. **HLC Quality Initiative (Gower)**- Ryan Gower reported to Cabinet on the HLC Quality Initiative. The Cabinet agreed to use the development of a Center for Excellence in Teaching and Learning as IECC's Quality Initiative.
3. **Timeline for Student Trustee Nomination/Election (Fowler)**- Matt Fowler discussed the timeline for the 2020 Student Trustee Nomination and Election.
4. **Underlying Medical Condition Accommodation (McDowell)**- Andrea McDowell reported to Cabinet on compliance pieces regarding the Underlying Medical Condition Accommodation.

#### **Other Business**

1. **Part time Payroll/Full time Payroll (Hawkins)** - Ryan Hawkins suggested that all employees be on the same pay schedule creating convenience to the business office, and managers who approve time. He reports that from a business office standpoint the best time to make this transition would be during the 2020 Christmas Break.
2. **Summer 2021 Instruction**- Paul Bruinsma provided an update from the Council of Dean's who recommend reverting to the Summer 2019 model of instruction for Summer 2021. The recommendation was accepted by Cabinet.