

Cabinet Minutes
West Richland Center
September 7, 2022

2:00 p.m.

Participants: Ryan Gower, Zahi Atallah, Paul Bruinsma, Cyndi Boyce, Sheryl Childers, Alex Cline, Michael Conn, Robert Conn, Roger Eddy, Jay Edgren, Matt Fowler, Ryan Hawkins, Amy Mayhall, Amber Malone, Andrea McDowell.

Not Participating: None.

Guests: None.

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

New Business

Consent Agenda:

Cabinet approval was given for the consent agenda.

1. **Business Procedures 300.14, 300.21, 300.22 (Hawkins)**- Ryan Hawkins presented minor modifications to the procedures to reflect the addition of the Purchasing Coordinator position. Approval was given for the procedures.
2. **Annual Security Report & Emergency Response Plans (Gower)**- Dr. Gower provided a copy of the Annual Security Report and the Emergency Response Plans for review. Approval was given and the documents will now be presented to the Board on September 20, 2022.
3. **Policy 500.38 Graduations Requirements/Grad Honors (Malone)**- Moved to new business.
4. **Grant Update (Gower)** – Dr. Gower relayed a grant update to the Cabinet.
5. **IECC International Student Handbook (Fowler)**- Dr. Fowler presented a copy of the updated International Student Handbook. Approval was given for the handbook.
6. **Policy 400.12 Vacation Leave- COVID Revision Removal (McDowell)** – Andrea McDowell presented a modification to the policy to reflect the

removal of COVID revisions. The policy was approved and will now be presented to the Board on September 20, 2022.

7. **Policy 400.4 Leave and Benefit Policy- COVID Revision Removal (McDowell)**- Andrea McDowell presented a modification to the policy to reflect the removal of COVID revisions. The policy was approved and will now be presented to the Board on September 20, 2022.

The Consent Agenda was approved.

September Approval Items:

8. **Policy 500.38 Graduations Requirements/Grad Honors (Malone)**- Amber Malone presented a policy that outlines graduation requirements for students, effective Spring 2024. The policy was approved and will now be presented to the Board on September 20, 2022.
9. **Custodian at LTC (Atallah)**- Dr. Atallah presented a request to change a vacant part-time custodian position to a full-time position. He presented his approach to do so in a budget neutral way, and justified the request based upon new and anticipated new construction. Approval was given for the position, and it will now be advertised.
10. **Student Lounge Faculty Sponsor (Fowler)**- Dr. Fowler presented the job description for the special assignment. Approval was given for the special assignment and Dr. Gower asked the other three presidents to explore adopting a similar model at their colleges based upon feedback received from the college-based working groups that were part of the RNL process.
11. **Director of Academic Records Position (Malone/McDowell)**- Amber Malone and Andrea McDowell presented the job description for the position. This position is designed to oversee the Degree Works software implementation. Approval was given and the position will now be advertised.
12. **Personnel Change Form (McDowell)**- Andrea McDowell presented a form designed to aid in the maintenance of technical services for employees and improve employee communications. Approval was given for the form.
13. **Open Call for Items (all)- None.**

September Informational/Discussion Items:

- **Fall 10 Day Enrollment Report (Gower)-** Dr. Gower provided the 10-day report for Fall 22. For the second consecutive semester, IECC enrollment is moving in a positive direction. The new college-based recruiters are working on enrollment goals for the Fall 2023 term.
- **OCC FT Welding Instructor (M. Conn)-** Mike Conn informed Cabinet that OCC would be institutionalizing the welding faculty position that was part of OCC's Title III program. The change will be effective for the Spring 2023 term.
- **PTA Program of Study Update (R. Conn)-** Robert Conn gave an update on the PTA program of study and provided copies of supporting documents. The CAO Council will review and discuss the best plan for successful pathways for Dual Credit students and the item will return to Cabinet for discussion within the next 2 months.
- **FY'22 Tuition Waiver Report (Hawkins)-** Ryan Hawkins provided a copy of the in-district tuition and fee waiver report for FY 2021-2022.
- **Constitution Day Activities (Gower)-** Dr. Gower provided an update of the activities planned at each campus on September 16, 2022, to honor the holiday.
- **Faculty Professional Development Day Satisfaction Results (Gower)-** Dr. Gower directed the Cabinet to the results from the recent survey that followed the faculty workshop held at OCC on August 5, 2022.
- **Affiliation Agreements- The Rehabilitation Institute of St. Louis, LLC (Gower)-**Dr. Gower informed the group of the affiliation agreement that will now be presented to the Board on September 20, 2022.
- **SEPC Agenda Review (Gower)-** Dr. Gower discussed anticipated outcomes of the upcoming meeting to be held September 13, 2022. Agenda items include; AY23 deferred maintenance projects, CTE instructional technology priorities, FCC's new Gas Utility Construction program, approval for campus transportation (fleet) needs, IECC data priorities, and a summary of the Strategic Engagement Planning Report for AY23.
- **District Workshop (McDowell)-** Andrea McDowell provided an update for the event scheduled at LTC on October 4, 2022. An outline will be posted on the CETL website (upcoming events) on September 19, 2022.
- **Open call for items (all)**
- Andrea McDowell gave an update on workman's compensation and advised that supervisors should follow the outlined processes in place regarding special accommodations for employees.

- Cyndi Boyce informed that faculty guidelines for high flex learning are being developed and are anticipated to be brought before Cabinet in December 2022.
- Dr. Gower discussed CIS 1104 with the group and asked that feedback be submitted regarding prior discussions and the implementation of an effective plan.

Meeting adjourned: 3:30p.m.