

**Cabinet Minutes
April 3, 2019**

**District Office
10:15 a.m.**

Participating: Terry Bruce, Paul Bruinsma, Tara Buerster, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Ryan Gower, Holly Martin, Rodney Ranes, Mike Thomas, Brent Todd, and Renee Smith, Recorder.

Not Participating: Ryan Hawkins (Out for a Funeral).

Approval Items

1. **Fraud Reporting and Protection from Retaliation 100.35 Procedure** – Cabinet approval was given for the revised Procedure 100.35 Fraud Reporting and Protection from Retaliation as presented by Terry Bruce for Ryan Hawkins.
2. **Activity Fee Allocations for FY2020** – Cabinet approval was given for the FY2020 Activity Fee Allocations as presented for Ryan Hawkins by Terry Bruce. The Activity Allocations will now be presented for acceptance at the April 16th Board of Trustees meeting.
3. **Assurance Argument for HLC Assurance Review** – Cabinet approval was given for the Assurance Argument for the Higher Learning Commission Assurance Review as presented by Paul Bruinsma and Tara Buerster. The Assurance Argument will now be presented for acceptance at the April 16th Board of Trustees meeting.
4. **Credit by Exam Procedure** – Cabinet approval was given for the Credit by Exam Procedure as presented by Holly Martin.
5. **Articulation Agreement with SIU-C Accounting** – Cabinet approval was given for an Articulation Agreement with SIU-Carbondale in the Accounting area. The agreement was presented by Holly Martin and will now be presented for approval at the April 16th Board of Trustees meeting.
6. **Articulation Agreement with Chamberlain University Nursing** – Cabinet approval was given for an Articulation Agreement with Chamberlain University for the Nursing Program as presented by Holly Martin and will now be presented for approval at the April 16th Board of Trustees meeting.

7. **Identity Theft Prevention Program and Status Report** – Cabinet accepted the Identity Theft Prevention Program and Status Report as presented by Holly Martin. The report will now be presented for acceptance at the April 16th Board of Trustees meeting.
8. **High School Transitional Math MOU** – Cabinet approved a Memorandum of Understanding for High School Transitional Math as presented by Holly Martin. The MOU will now be presented for approval at the April 16th Board of Trustees meeting.
9. **Business & Industry Training Needs Survey** – Cabinet approval was given for survey items for a Business & Industry Training Needs as presented by Holly Martin.
10. **Collision Repair Certificate** – Cabinet approval was given for a Collision Repair Certificate aligns with the Collision Repair Degree as presented by Michael Conn.
11. **Honors Program** – Cabinet approval was given for guidelines for an Honors Program as presented by Michael Conn.
12. **Stipend** – Cabinet approval was given for a stipend at LTC to provide interim coverage for the Director of Business position.

13. Other

Informational Items

14. **FY2020 Budget Update** – Terry Bruce reviewed the FY2020 Budget.
15. **Meds2Biz Information/Enrollment Sessions** – Tara Buerster reviewed dates and locations scheduled throughout the District for informational presentations on the Meds2Biz Program.
16. **New Faculty Process** – Tara Buerster reviewed current guidelines and proposed additional guidelines for the recommendation process of employment of a new faculty position.
17. **Part-Time Employee Benefits Brochure** – In response to requests for a listing of part-time employee benefits, Tara Buerster presented a draft brochure of part-time employee benefits for Cabinet review.

18. **Website Redesign** – Alex Cline led a discussion on proposed substantial design updates to the IECC website. Alex requested direction from the colleges to present to the company framing the new design.
19. **Strategic Plan Quarterly Update** – Holly Martin presented a quarterly update on the status of the Strategic Plan.
20. **Grant Application Update** – Holly Martin reviewed the latest grant application listing.
21. **Lobby Day** – Terry Bruce reminded Presidents that the ICCTA Lobby Day is scheduled for May 1, 2019 in Springfield.
22. **Next Cabinet Meeting** – To avoid a conflict with the ICCTA Lobby Day, the next Cabinet meeting is being moved to May 8, 2019.
23. Other