

## **Cabinet Minutes**

**July 8, 2020**

**District Office**

**9:00 a.m.**

**Participants:** Ryan Gower, Paul Bruinsma, Alex Cline, Robert Conn, Jay Edgren, Matt Fowler, Dana Hart, Ryan Hawkins, Libby McVicker, Rodney Ranes, Mike Thomas, Brent Todd. Recorder: Sheryl Childers

**Not Participating:** Michael Conn

### **Approval Items**

- 1. 2020-2021 Catalog (Gower)** –Cabinet approval was given for the 2020-2021 catalog presented by Ryan Gower. The 2020-2021 Catalog will now be presented for approval at the July 21<sup>st</sup> Board of Trustees meeting.
- 2. Technology Plan (Cline)** –Cabinet approval was given for the Technology Plan presented by Alex Cline. The Technology Plan will now be presented for approval at the July 21<sup>st</sup> Board of Trustees meeting.
- 3. CAISA and SAFE MOUs (McVicker)**- Cabinet approval was given for the CAISA and SAFE MOUs presented by Libby McVicker. The CAISA and SAFE MOUs will now be presented for approval at eh July 21<sup>st</sup> Board of Trustees meeting.
- 4. Student Procedure 500.14- Employee Tuition Waiver (Hawkins)** – Cabinet approval was given for Student Procedure 500.14 regarding Employee Tuition Waiver presented by Ryan Hawkins. Student Procedure 500.14 regarding Employee Tuition Waiver will now be presented for approval at the July 21<sup>st</sup> Board of Trustees meeting.
- 5. Assessment Special Assignments (Hart)** – Cabinet approval was given for special assignments for Learning Assessment/Student Assessment, and Program Director stipend for PTA program as presented by Dana Hart. These Special Assignments were presented by Dana Hart and will now be presented for approval at the July 21<sup>st</sup> Board of Trustees meeting.
- 6. Other-** Rodney Ranes reviewed the new laws and guidelines in place regarding Election Day November 3, 2020 as a new State mandated holiday during which IECC must be closed. As a result of this new law, the 20-21 Academic Calendar will be revised and presented to the Board of Trustees at their July21st meeting.

### **Informational Items**

- 1. Title IX Update (McVicker)** – Libby McVicker provided a Title IX update.
- 2. Grant Update (McVicker)** – Libby McVicker reviewed the current listing of grant applications.

- 3. IFAP/Title IV Institutional Eligibility Ratios (Gower)** – Ryan Gower reviewed the IFAP/Title IV Institutional Eligibility Ratios. Our ratios are well within allowable parameters.
- 4. Physical Therapy Assistant Program (Fowler)** – Matt Fowler reviewed the Physical Therapy Assistant Program and announced a faculty member had been identified to lead the program. An offer is pending and will be presented to the Board of Trustees for consideration in July.
- 5. Religious Observance Policy & Procedure- Course Syllabus/Course Checklist (Todd)** – Brent Todd reviewed the Religious Observance Policy & Procedure- Course Syllabus/Course Checklist.
- 6. Syllabus Addition/ Reporting Absences during COVID-19 (Gower)** – Ryan Gower reviewed the Syllabus Addition/ Reporting Absences during COVID-19 plan. The College Deans will draft language to provide to college faculty indicating how absences are to be treated during COVID-19.
- 7. Technology Support Specialist Position (Cline)** – Alex Cline provided information regarding the Technology Support Specialist Position.
- 8. Financial Review (Hawkins)** – Ryan Hawkins reviewed the current status of finances.
- 9. Budget Update (Hawkins)** – Ryan Hawkins reviewed the current status of the fiscal year budget.
- 10. Drop for Non-Payments Procedure (Hawkins)** – Ryan Hawkins reviewed the Drop for Non-payments Procedure. A new procedure will be brought to Cabinet in August for review and implementation for Fall 2020.
- 11. Position Reallocation (Hart)** – Dana Hart provided information regarding a Position Reallocation in the Operations and Maintenance department.
- 12. Temporary Full-time Employment- Interim Head Women’s Basketball LTC (Gower)** – Ryan Gower provided information regarding the Temporary Full-time employment of an Interim Head Women’s Basketball coach at LTC.
- 13. Director of Academic Affairs (Gower)** – Ryan Gower introduced a modified job description for the position formerly identified as Chief Academic Officer. Input was collected and the position will be advertised this week.

- 14. Director of Admissions (Gower)** – Ryan Gower reviewed information for the proposed position of Director of Admissions.
- 15. Other** – Ryan Gower reviewed the language used in the proposal submitted by the College Presidents and Deans regarding transitioning to online learning at the Fall Break.