

IECC CABINET MINUTES

June 5, 2019

West Richland Center

10:15 A.M.

Participating: Terry Bruce, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Ryan Gower, Ryan Hawkins, Marilyn Holt, Holly Martin, Rodney Raney, Mike Thomas, and Brent Todd.

Not Participating: Tara Buerster (Vacation).

Approval

1. **Special Assignments FY2020** – Cabinet approval was given for the listing of Special Assignments for Fiscal Year 2020 as presented by Ryan Hawkins for Tara Buerster. The Special Assignments will now be presented for approval at the June 18th Board of Trustees meeting.
2. **Automotive Technology Uniform Fee Change** - Cabinet approval was given for changes to the Automotive Technology Uniform Fee as presented by Paul Bruinsma. The fee charged to the student will now be the actual cost of the uniform. The revised uniform fee will now be presented for approval at the June 18th Board of Trustees meeting.
3. **Technology Plan** – Cabinet approval was given for the Technology Plan as presented by Alex Cline. The plan will now be presented for approval at the June 18th Board of Trustees meeting.
4. **RAMP FY2021** - Cabinet approval was given for the FY2021 Resource Allocation and Management Plan (RAMP) document as presented by Ryan Hawkins. The RAMP document will now be presented for approval at the June 18th Board of Trustees Meeting. Upon Board approval, the RAMP FY2021 document will be submitted to the Illinois Community College Board.
5. **Business Procedure 300.1 Financial Services** – Cabinet approval was given for revisions to the procedure that addresses distribution of checks, collection of tuition, accounts receivable, tuition refunds, collection of overdue accounts and defaulted loans. Ryan Hawkins presented the revisions to ensure the procedure aligns with current practice.
6. **Business Procedure 700.1 Bookstore Physical Inventory** – Cabinet approval was given for a new procedure as presented by Ryan Hawkins to address Bookstore services and physical inventory count.
7. **Student Consumer Policy 500.33** – Cabinet approval was given for a new policy that will ensure the District complies with new HLC policies related to marketing, recruitment and admissions, that are effective July 1st. The policy will

cover new requirements that require the disclosure of time to complete the degree, cost, typical graduate debt, and information regarding whether a program meets licensure requirements. This information will be listed on all program specific advertisements. The new policy presented by Holly Martin will now be presented for approval at the June 18th Board of Trustees meeting.

8. **Student Consumer Procedure 500.33** – Cabinet approval was given for a procedure to implement the new required Student Consumer Policy 500.33. Training will be provided for IECC’s marketing staff on required implementation at the colleges.
9. **Nondiscrimination Procedure 100.8** – Cabinet approval was given for revisions to the nondiscrimination procedure to align with revisions previously made to the District’s nondiscrimination Policy 100.8. This procedure utilizes a civil rights model for resolving any policy violations or discrimination concerns.
10. **Student Code of Conduct Policy 500.8** – Cabinet approval was given for changes to address student prohibited conduct. Approval was given to retain policies 100.8, 100.9, 100.15, 100.28, 100.31, and 200.2. Approval was given to remove or delete policies 500.25 and 500.28. This would avoid confusion and allow consolidation of policies to address Student Code of Conduct. The policy changes were presented by Holly Martin and will now be presented for approval at the June 18th Board of Trustees meeting.
11. **CAISA and SAFE MOUS FY2021** - Cabinet approval was given for a Memorandum of Understanding between IECC and the Counseling and Information for Sexual Assault/Abuse (CAISA) Corporation for counseling services provided for Lincoln Trail College, Olney Central College and Wabash Valley College as presented by Holly Martin. Approval was also given for a Memorandum of Understanding between IECC and the Sexual Assault and Family Emergencies Corporation (SAFE) for Frontier Community College. The MOUs are unchanged from the previous agreement and will now be presented for approval at the June 18th Board of Trustees meeting.
12. **Distance Delivery Education Plan** – Cabinet approval was given for the Distance Delivery Education Plan as presented by Holly Martin. The plan will now be presented for approval at the June 18th Board of Trustees meeting.
13. **Violence Prevention Plan 2019** - Cabinet approval was given for the 2019 Violence Prevention Plan as presented by Holly Martin. The annual plan will now be presented for approval at the June 18th Board of Trustees meeting. There were no substantive changes to the plan from the previous year. Upon Board approval, the plan will be submitted to the Illinois Community College Board.
14. **Emergency Response Plans 2019** - Cabinet approval was given for the 2019 Emergency Response Plans as presented by Holly Martin. The plans will now be

presented for approval at the June 18th Board of Trustees meeting. Upon Board approval, the plans will be submitted to the Illinois Community College Board.

15. Other

Informational

16. **FY2019 Grant Application Checklist** – Holly Martin reviewed the updated grant application listing.
17. **Innovation in Technology Teaching Awards** – Holly Martin informed Cabinet members that requests for proposals have been sent out to IECC faculty for the Innovation in Technology Teaching Award.
18. **Substance Abuse Policy 100.9** – Holly Martin reminded Cabinet members that the Cannabis Regulation and Tax Act (CRTA) was recently passed by the Illinois legislature. Although CRTA permits the recreational use of marijuana for residents, 21 years of age or older, it is still considered a Schedule 1 Drug and prohibited by federal law – Drug Free Schools and Communities Act of 1989. Since IECC colleges are recipients of federal financial aid, the District is expected to comply with this law and therefore must prohibit it on IECC campuses.
19. **Temporary Full-Time Employment Positions** – Ryan Gower reviewed information on filling critically needed positions utilizing temporary full-time employment.
20. **Budget/Financial Forecast** – Ryan Hawkins informed Cabinet members that with no substantial increase in State budget distribution and with declining student head count and credits, it is expected there will be less funds to distribute.
21. **OPEID** – Ryan Hawkins and Holly Martin provided an update on the OPEID issue. The Office of Postsecondary Education Identification (**OPE ID**) number is assigned by the U.S. Department of Education to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. Under consideration is assigning a separate OPEID number for each college rather than the IECC District having one OPEID number that covers all colleges in the District.
22. **Physical Therapy Assistant Update** – Robert Conn provided an update on the process for offering the Physical Therapy Assistant Program.
23. **Next Cabinet Meeting and Time** – The next Cabinet meeting is scheduled for July 10th at 10:00 a.m. at the District Office.
24. Other