

Cabinet Minutes
March 6, 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, Ryan Hawkins, Holly Martin, Rodney Ranes, Mike Thomas, Brent Todd, and Renee Smith, Recorder.

Not Participating: None.

Approval Items

1. **HR 400.2 Evaluation Procedure** – Cabinet approval was given for revisions to the Evaluation Procedure 400.2 as presented by Tara Buerster. These changes reflect the current process and practices.
2. **HR 400.1 Selection and Employment Policy** – Cabinet members discussed the policy as presented by Tara Buerster. These changes will reflect compliance with state law and assumed practices by the Higher Learning Commission. Following additional input, the policy will be brought to the next Cabinet meeting for approval.
3. **Meds 2Biz Program** – Cabinet approval was given for a program to provide a delivery service for maintenance medication by Williams Brother Pharmacy as presented by Tara Buerster. The maintenance medication would be delivered to the employee’s workplace. Workplace delivery locations covered would be FCC, LTC, OCC, WVC, DO, and WRC. This is not an IECC sponsored program, but an agreement between the employee and the pharmacy that IECC agrees to allow employees to access at the workplace. This benefit will be presented for approval at the March 19th Board of Trustees meeting.
4. **100.12 Americans with Disabilities Act Procedure** – Cabinet approval was given for the revised Americans with Disabilities Act Procedure to reflect current practices. These changes include revised contact information and addition of detail for appeal of denial process. The revisions were presented by Holly Martin.
5. **Nursing Test Scores for Ranking Purposes** – Cabinet approval was given for revisions to the guidelines to the nursing test scores for ranking purposes as presented by Rodney Ranes. The revised guidelines have been approved by program faculty and department administrators. The revisions to the guidelines will now be presented for approval at the March 19th Board of Trustees meeting.
6. **Nursing (Level 1) Readmission Policy Change** – Cabinet approval was given for the Nursing (Level 1) Readmission Policy guidelines as presented by Rodney Ranes. The

change to readmission guidelines has been approved by faculty and program administrators and will now be presented at the March 19th Board of Trustees meeting.

7. **Allied Health Cost Recovery Fee** – Cabinet approval was given for a change to include testing fees for Allied Health programs. This fee will be charged Spring and Fall semesters based on actual vendor cost for online testing. This change in Allied Health Cost Recovery Fee will assist in covering the cost of the ExamSoft software for Nursing and Radiography. This additional category to the current Cost Recovery structure for these Allied Health Programs was presented by Rodney Ranes based on the recommendation of Allied Health faculty and administration. The revised cost recovery fee structure will now be presented for approval at the March 19th Board of Trustees meeting.
8. **Waste Reduction Plan** – The Environmental Protection Agency has been named the administrator of the Waste Reduction Plan. In the past, responsibility for administration of the plan was assigned to the Department of the Commerce and Economic Opportunity. The colleges and the District Office will continue with the current process for recycling.
9. **Other**

Informational Items

10. **Grant Application Checklist** – Holly Martin reviewed the most current grant application listing.
11. **Negotiations** – Tara Buerster reminded Cabinet members that the current faculty agreement ends August 2019 and Faculty Negotiations are expected to begin in May. Any suggested revisions to the agreement should be forwarded to Tara Buerster by the end of March.
12. **District Workshop Break Out Sessions** – Any suggestions for break out session topics should be forwarded to Tara Buerster before April 19th. The District Workshop is scheduled for October 1st at Wabash Valley College.
13. **Leave Balances** – Tara Buerster reviewed the importance of reminding supervisors and employees to monitor leave balances before the upcoming end of the fiscal year.
14. **Review of Budget for Fiscal Year 2020** – Ryan Hawkins led a discussion on the Budget for Fiscal Year 2020.
15. **Multi-Year Financial Planning Revenue Review** – Ryan Hawkins reviewed the multi-year financial planning revenue document. This revenue document is a 5 year projection.
16. **Online/Hybrid Course Fee** – Ryan Hawkins reviewed the implications of the implementation of the newly approved \$35 per course for online/hybrid courses. Cabinet members were cautioned to avoid duplication of charges with the current Computer Lab Fee.

17. **LTC Student Trustee** – Ryan Gower informed the Cabinet that the Student Trustee for the IECC Board has been selected by LTC students. The IECC Board of Trustees Student Trustee is selected from one of the four colleges in the FLOW order. The new Student Trustee will be Corey Hall and he will be seated at the April Board of Trustees meeting to be held at LTC.
18. **Statesmen Park** – Ryan Gower provided information on a proposed Statesmen Park for the further development of the soccer program at LTC. Women’s soccer will begin Fall 2019 and the Men’s soccer program will begin Spring 2020.
19. **Theater Renaissance** – Ryan Gower provided information on a proposed renovation of the LTC theater.
20. **Veterinary Assistant & Veterinary Technician** – Ryan Gower updated Cabinet members on the status of approval for the Veterinary Assistant and Veterinary Technician Programs. One challenge to the success of the program is the ability to place students in internship positions. This program is expected to begin Fall Semester 2020.
21. **Certificates in Process Technology/Sustainable Energy (Bio, Solar, Hydro)** – Ryan Gower reviewed progress of approval for revisions to the Process Technology/Sustainable Energy certificates.
22. **Cohort Default Rate History 2009-2016** – Terry Bruce reviewed the current Cohort Default Rate History for student loans issued during the period 2009-2016. IECC colleges are all well under the student loan default rate.
23. **Weather Closures and Required Class Time** – Terry Bruce reminded Cabinet members of the importance of meeting class time requirements.
24. **HLC Assurance Review** – The IECC Assurance Argument must be submitted to HLC by April 22, 2019. An update of the HLC Assurance Review document and timeline will be presented for review at the Board at the March 19th meeting and for approval at the April 17th Board of Trustees meeting.
25. **Next Cabinet Meeting** – The next Cabinet meeting is scheduled for April 3, 2019.
26. **Other**