

CABINET MINUTES
March 4, 2020
DISTRICT OFFICE

9:00 A.M.

Participating: Marilyn Holt, Paul Bruinsma, Tara Buerster, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Ryan Gower, Ryan Hawkins, Holly Martin, Rodney Ranes, and Alda Ingram, Recorder.

Not Participating: Brent Todd (Speaking at Career Day at LTC) and Mike Thomas (District Business)

Approval Items

1. **Complaint Policy** – Cabinet approved, with recommended verbiage changes, the Policy to Address a Complaint (100.16) presented by Holly Martin and will now go to the Board of Trustees for approval.
2. **Student Satisfaction Survey** – Cabinet approval was given for the Student Satisfaction Survey as presented by Holly Martin.
3. **Credit Equivalency by Licensure and Certification Procedure** – Cabinet approved revisions to the Credit Equivalency by Licensure Certification, Military Experience, or State Seal of Biliteracy Procedure 500.26 as presented by Holly Martin.
4. **Credit by Examination Procedure** – Cabinet approval was given for revisions to the Credit by Examination Procedure 500.5 as presented by Holly Martin.
5. **Men’s and Women’s Soccer Coach** – Cabinet approval was given for a one-year extended contract for temporary employment for the Men’s and Women’s Head Soccer Coach at Lincoln Trail College as requested by Ryan Gower. The temporary employment contract will now go to the Board of Trustees for approval.
6. **Job Description Title Change** – Cabinet approval was given for the title change from Program Director of Student Learning Assessment to Program Director Institutional Assessment and Effectiveness. This item was presented by Holly Martin. The title change will now go to the Board of Trustees for approval.

Informational

1. **Theater House Manager Position** – **Information item only.** Ryan Gower discussed the Theater House Manager and Theater Tech positions at Lincoln Trail College.
2. **Grant Application Checklist** – Holly Martin presented the current grant listing.

3. **Academic Success Center** – Holly Martin alerted Cabinet members of discussions regarding the idea of changing the name of the Learning Skills Center to the Academic Success Center. The Cabinet would like this item placed on the April 8, 2020 Cabinet Meeting Agenda as an **Action Item**.
4. **Discussion of Coronavirus** – Alex Cline provided information regarding the Envisions Conference in Orlando, FL being cancelled due to the Coronavirus. Discussion followed as to precautions and actions that should be taken to protect students, faculty and staff should the need arise. Holly Martin will update the Emergency Response Plans to reflect viruses.
5. **Renewal of College Access** – Ryan Gower suggested renewal of a temporary contract for the College Access position at Lincoln Trail. Dr. Gower would like to place this item on the April 8, 2020 Cabinet Meeting Agenda as an **Action Item**.
6. **Physical Science Faculty Member** – Ryan Gower informed the Cabinet of LTC's plans to advertise and fill a currently vacant physical science instructor position that has been vacant for over four years, from a reduction-in-force.
7. **Next Cabinet Meeting** – The next cabinet meeting is scheduled for April 8, 2020 at the IECC District Office.
8. **Other**
 - a. **Night Class Tuition Waivers** – Marilyn Holt discussed the Evening Waiver Policy.
 - b. **Foundation 5-Year Lease for Passenger Van** – Ryan Gower informed the Cabinet that the Lincoln Trail Foundation was able to secure a passenger van with a 5-year lease for Lincoln Trail College.
 - c. **New Board Member Tours of Buildings** – Marilyn Holt informed the Cabinet that a new board member would be calling to schedule a tour of their buildings.
 - d. **Budget** - Ryan Hawkins gave a brief update on the FY21 Budget.
 - e. **Web-site Development** – Alex Cline gave a brief update regarding the website.
 - f. **Student Workers** – It was confirmed that Student Workers 21 years old or older could operate machinery, if it is a function of the job they are doing.
 - g. **OPEID Update** – Holly Martin reported that IPEDS confirmed that all four colleges can appear in College Navigator even though the main OPE number and PPA will belong to Illinois Eastern Community Colleges.