

## **IECC CABINET MINUTES**

**October 2, 2019**

**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 Raney, Mike Thomas, Brent Todd, and Renee Smith, Recorder.

**Not Participating:** None.

### **Action Items**

1. **Title III FCC Grant Positions** – Cabinet approval was given to advertise to fill positions for the Title III Grant recently received by FCC. Tara Buerster and Jay Edgren presented this item.
2. **Annual Review of Student Complaints** – Holly Martin reviewed the report of student complaints.
3. **Financial Aid Loan Forgiveness Policy** – Cabinet approval was given for revisions to the Financial Aid Loan Forgiveness Policy listed in the catalog as presented by Holly Martin. The revised catalog policy will now be presented for approval at the October 15<sup>th</sup> Board of Trustees meeting.
4. **Cost Of Attendance** – Cabinet approval was given for an updated listing for Cost of Attendance as presented by Holly Martin.
5. **Franklin University Articulation Agreement** – Cabinet approval was given for renewal of the articulation agreement with Franklin University as presented by Holly Martin. The agreement will now be presented for approval at the October 15<sup>th</sup> Board of Trustees meeting.
6. **Grants and Compliance Position** – Cabinet members were asked for input on the restructuring of the grants and compliance position as presented by Holly Martin. Review of the position's job description is due to a recent resignation. Holly will work with Cabinet via email to finalize a job description.
7. **Program Director of Physical Therapy Assistant** – Cabinet approval was given for the position of Program Director of Physical Therapy Assistant at WVC as presented by Matt Fowler.
8. Other

## **Information Items**

9. **SP2020 CTE Vacant Faculty Lines: P-Tech & Health Careers** – Ryan Gower reviewed information on the proposal for filling vacant CTE faculty positions.
10. **FA2020 Transfer Vacant Faculty Line: Chemistry/Physical Sciences** – Ryan Gower reviewed information on the proposal for filling vacant transfer faculty positions.
11. **FA2020 Head Soccer Coach (M/W)** – Ryan Gower reviewed information on the proposal to fill the position for a head coach for LTC's men's and women's soccer program.
12. **SP2020 Vacant Grounds/Maintenance Worker** – Ryan Gower reviewed information on the proposal for filling a vacant Grounds and Maintenance Worker.
13. **Business Procedure 300.1 – Drop for Non-Payment** – Ryan Gower and Ryan Hawkins reviewed proposed revisions to the Business Procedure 300.1 Drop for Non-Payment. The item will be revisited at the November Cabinet meeting.
14. **IECC Honors Programs Suggested Revisions** – Ryan Gower led a discussion on guidelines for the IECC Honors Program.
15. **Reviewing of Time Sheets** – Tara Buerster reminded Cabinet members to closely review time sheets before assuring the timely submission of time sheets.
16. **Process for New Faculty Positions** – Tara Buerster reviewed the process for filling new faculty positions. The initial process begins in November with the positions being sent for Cabinet approval at the January meeting.
17. **Final Rule on Minimum Salary Level for Exempt Position** – Tara Buerster reviewed the guidelines for minimum salary level for determining that status for exempt positions.
18. **Faculty Reemployment/Seniority/Tenure Lists** – Tara Buerster reminded Cabinet members that it is time to begin working on the listing for faculty reemployment, seniority and tenure. Those listings are due to Human Resources by November 15<sup>th</sup>.

19. **Tuition Waiver Report** – Ryan Hawkins reviewed the listing of tuition waivers.
20. **Operating Cash Reserve** – Ryan Hawkins reviewed the Operating Cash Reserve.
21. **FY2020 Activity Fee Allocation** – Ryan Hawkins reviewed the Activity Fee Allocations for Fiscal Year 2020.
22. **Grant Application Checklist** – Holly Martin reviewed the current listing of grant applications.
23. **Strategic Plan Update** – Holly Martin provided a review of the revised Strategic Plan. She led a discussion on providing training opportunities for in-district business and industry. The plan will be presented for approval at the November Cabinet meeting.
24. **Quality Initiative** – Holly Martin led a discussion on the focus of the Higher Learning Commission Quality Initiative.
25. **Election of Student Trustee** – Marilyn Holt reminded Cabinet members that the next Student Trustee will be elected from Olney Central College.
26. **Next Cabinet Meeting** – The Cabinet meeting is scheduled for November 6, 2019, at the District Office.
27. Other