

IECC CABINET MINUTES
September 4, 2019
West Richland Center

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, Mike Thomas, Brent Todd, and Renee Smith, Recorder

Not Participating: None.

Approval

1. **Special Assignment, Discipline Facilitator** – Cabinet approval was given for replacement of the current special assignment for Discipline Facilitator for Life and Physical Science at WVC. The replacement is necessitated by a recent retirement. Filling the Discipline Facilitator special assignment was presented by Tara Buerster. The special assignment will now be presented for approval at the September 17th Board of Trustees meeting.
2. **RHIT Program Administrative Assistant** – Cabinet approval was given for a Program Administrative Assistant as required for certification of the Registered Health Information Technician Program and presented by Rodney Ranes.
3. **Coordinator of Industrial Training (Broadband)** – Cabinet approval was given for the Coordinator of Industrial Training position as presented by Ryan Gower.
4. **Articulation Agreement with USI Health Information & Information Management** - Cabinet approval was given for an Articulation Agreement with University of Southern Indiana for the Health Information and Information Management Program at FCC as presented by Paul Bruinsma. The agreement will now be presented for approval at the September 17th Board of Trustees meeting.
5. **Annual Security Report** – Cabinet approval was given for the Annual Security Report as presented by Holly Martin. The Annual Security Report will now be presented for approval at the September 17th Board of Trustees meeting.
6. **Fact Book** – Cabinet approval was given for the Fact Book as presented by Holly Martin. The Fact Book will now be presented for acceptance at the September 17th Board of Trustees meeting.
7. **Employee Satisfaction Survey** – Cabinet discussed and approved questions to be included on the employee satisfaction survey as presented by Holly Martin. The survey will be available for completion on-line beginning October 10th through November 8, 2019.

8. **Course Change Form** – This item will be considered at a future date.
9. **Title Changes** – Cabinet approval was given for changes to titles to reflect actual level of responsibility and duties of the positions as presented by Holly Martin. The changes will now be presented for approval at the September 17th Board of Trustees meeting.
10. Other

Informational

11. **Strategic Plan Discussion** – Cabinet members discussed the status of the Strategic Plan process.
12. **Constitution Day** – Each college and the District Office will plan a special observation of Constitution Day. Constitution Day is designated as September 17, 2019.
13. **Grant Application Checklist** – The current grant application listing was previously distributed.
14. **National Campus Safety Awareness Month** – September is National Campus Safety Awareness Month.
15. **Completer Report** – Holly Martin informed Cabinet members that the Completer Report will be available in October.
16. **Innovation in Teaching Technology Award Update** – Guidelines for the Innovation in Teaching Technology Award are available.
17. **Mental Health First Aid** – Support was expressed for a District wide effort to more strongly address mental health issues.
18. **Website Redesign** – Alex Cline updated Cabinet members on the website redesign process. The committee will meet next on September 10th and Alex will report to Cabinet following that meeting.
19. **District Meals/Events** – Tara Buerster reminded Cabinet members of organizational program guidelines for District events.
20. **Mental Health Awareness** – Ryan Gower presented information on mental health awareness and Cabinet agreed to further discuss this topic at a future Cabinet meeting.

21. **Certification of Chargeback for FY2020** – Ryan Hawkins reviewed the draft FY 2020 Certification of Chargeback.
22. **Semi-Annual 403(b) Report** – Ryan Hawkins gave a report on the performance of the 403(b) offered to IECC employees.
23. **Requisitions & APV Processes and Procedures** – Ryan Hawkins led a discussion on how to implement a smoother path for expenditures.
24. **Financial Review** – Ryan Hawkins provided a report on current finances.
25. **Adult Education** – Jay Edgren informed Cabinet members that changes are being considered to the Adult Education Program structure.
26. **Perkins** – Matt Fowler led a discussion on the use of the Perkins Grant funds.
27. **Quality** – This topic will be covered at a future Cabinet meeting.
28. **Metrics** – This topic will be covered at a future Cabinet meeting.
29. **District Workshop** – Marilyn Holt reminded Cabinet members that the District Wide Workshop will be held on October 1st at WVC.
30. **Cabinet Meeting** – The next Cabinet meeting will be October 2nd at 9:00 a.m.
31. Other