

Cabinet Meeting Minutes

April 8, 2020

Via Zoom

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, Brent Todd, and Mike Thomas. Tara Buerster served as recorder.

Approval Items

1. **Online/Hybrid Fee** – Cabinet approval was given to repeal the Online/Hybrid fee for the Summer 2020 term as presented by Ryan Hawkins. The temporary fee repeal will now be presented for approval at the April 21st Board of Trustees meeting.
2. **Meal Plan** – Cabinet approval was given to issue refunds to students with meal plan balances remaining as of March 31st as presented by Ryan Hawkins. The total amount to be refunded would be \$9,199.75. Any student with a balance of a \$1 or more will be refunded. The refund accounts do not include athletic meal plans.
3. **BUS 300.1 Accounting Procedure Revision (COVID Pay)**– Cabinet approval was given for revisions to Business Procedure 300.1 to address the procedure and time frame for COVID pay as presented by Ryan Hawkins. The time frame for continuing payroll during the shelter-in-place will be presented for approval at the April 21st Board of Trustees meeting.
4. **Activity Fee Allocations for FY21** – Cabinet approval was given for the Activity Fee Allocations for FY21 as presented by Ryan Hawkins. The Activity Fee Allocations for FY21 will now be presented for approval at the April 21st Board of Trustees meeting.
5. **Construction Projects** – Cabinet approval was given for Ryan Hawkins to proceed with construction projects as they are able to be scheduled during the COVID-19 shut down and shelter-in-place.
6. **HR 400.4 Leave and Benefit Policy Revision** – Cabinet approval was given for revisions to the Sick Leave policy due to the Families First Coronavirus Response Act as presented by Tara Buerster. The policy revision will be presented for approval at the April 21st Board of Trustees meeting.
7. **HR 400.20 FMLA Policy Revision** – Cabinet approval was given for revisions to the Family and Medical Leave Policy due to the Families First Coronavirus Response Act as presented by Tara Buerster. The policy revision will be presented for approval at the April 21st Board of Trustees meeting.

8. **HR 400.12 Vacation Policy Revision** – The Cabinet reviewed a draft revision to the Vacation Policy as presented by Tara Buerster. Suggestions were made and additional revisions will be made and presented to the Cabinet either by email or special meeting. The final revision will be presented for approval at the April 21st Board of Trustees meeting.
9. **Identity Theft Prevention Procedures** – Cabinet approval was given for revisions to the Identity Theft Protection Program as presented by Holly Martin. The revisions to the Identity Theft Prevention Program will be presented for approval at the April 21st Board of Trustees meeting.
10. **Academic Success Centers** – Cabinet approval was given to change the name of the Learning Skills Centers to Academic Success Centers as presented by Holly Martin.
11. **Incomplete Grades** – Cabinet approval was given for revisions to the incomplete grades procedures as outlined in the catalog as presented by Holly Martin. The revisions will be presented at the April 21st Board of Trustees meeting.
12. **Pass/Fail Option** – The Cabinet reviewed a draft revision to the Pass/Fail Option in the catalog as presented by Holly Martin. It was suggested that we await guidance from ICCB and IBHE before approving revisions to the Pass/Fail option. Revisions will be made after guidance is received and will be presented to the Cabinet either by email or special meeting. The final revisions will be presented at the April 21st Board of Trustees meeting.
13. **Interim Director of Human Resources Special Assignment** – Cabinet approval was given for a \$500 per month stipend for Dana Hart to serve as Interim Director of Human Resources, effective April 22nd as presented by Ryan Gower. The special assignment will be presented for approval at the April 21st Board of Trustees meeting.
14. **LTC College Access Temporary Position** – Cabinet approval was given to extend the temporary contract for the College Access position at LTC by one more year as presented by Ryan Gower. The temporary contract will be presented for approval at the April 21st Board of Trustees Meeting.
15. **Other**

Informational Items

16. **CARES Act** – Ryan Hawkins reviewed the CARES Act and shared what potential money may be available to the District.
17. **Budget Review/Update** – Ryan Hawkins provided an update on District Finances and projected budget for FY21.
18. **Monthly Financials** – Ryan Hawkins provided an update on monthly financials.

19. **HR 400.28 Employment of Relatives Policy Discussion** – Tara Buerster led a discussion on drafting an Employment of Relatives Policy and that a written policy should be in place before the 2025 HLC Comprehensive Visit.
20. **Grants Update** – Holly Martin shared the monthly grant update report and shared with the Cabinet the District is waiting to hear back on the TRIO, Early Childhood and Wal-Mart grant submissions.
21. **Cohort Default Rate** – Holly Martin reviewed the District’s Cohort Default rates from FY09 through FY17.
22. **OPEID Board Update** – Holly Martin led a discussion on OPEID. At this time there are questions that still need to be answered prior to submitting an application. Cabinet members will work on getting guidance from various agencies on the outstanding questions and then Cabinet will meet again to discuss.
23. **Pell Disbursement Dates** – Holly Martin reviewed with the Cabinet a proposal by the Financial Aid staff to move up Pell disbursement dates by three weeks. Holly Martin and Ryan Hawkins will continue to work on this item.
24. **Drop/Delete** – Holly Martin led a discussion on drop/deletes. The Deans and Dr. Martin will continue to discuss and recommend changes at a future Cabinet meeting.
25. **Next Cabinet Meeting** – The next Cabinet meeting is scheduled for May 6, 2020. Marilyn Holt indicated the May meeting will most likely be held via Zoom.
26. **Other** - Marilyn Holt informed the Cabinet that the April 21st Board meeting will be held via Zoom and Alex Cline is currently working on the set-up.

- Ryan Gower recognized Tara Buerster during her last Cabinet meeting and thanked her for her years of service to the District.