

**Cabinet Minutes
February 6, 2019
District Office - 10:15 a.m.**

Participating: Terry Bruce, Paul Bruinsma, 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: Tara Buerster (Serving on an HLC Visitation Team).

Approval Items

1. **FY2019 Student Satisfaction Survey** – Cabinet approval was given for the addition of new questions to the student satisfaction survey and removal of some existing question that are no longer relevant. The revised survey was presented by Holly Martin.
2. **GECC Credential** – Cabinet approval was given for the General Education Credential as presented by Holly Martin. The Illinois Community College Board made this credential available last month for transfer students who transfer before completing an associate degree.
3. **Dual Credit Agreement** – Cabinet approval was given for the revised Dual Credit Agreement as presented by Holly Martin. These revisions include expanded faculty evaluation and will bring the District's Dual Credit Agreement into compliance with new changes to the Dual Credit Quality Act. The revised agreement will now be presented for approval at the February 19th Board of Trustees meeting.
4. **Tuition and Fees** – Cabinet approval was given for a 4% increase on the tuition and fees schedule as presented by Ryan Hawkins. The proposed in-district tuition rate increase from \$88.00 per semester hour to \$92.00 per semester hour. The entire tuition and fee schedule will now be presented for approval at the February 19th Board of Trustees meeting. Upon Board approval, the entire tuition and fees schedule will be effective Summer Term 2019.
5. **Business Procedure 300.14 Purchasing Revision** – Cabinet approval was given for revisions to the Business Procedure for 300.14 Purchasing, Financial Services – Procurement and Appropriateness of Costs as presented by Ryan Hawkins. This change reflects updates in Illinois Central Management Services requirements.
6. **Business Procedure 300.21 Accounting Revision**- Cabinet approval was given for revisions to the Business Procedure for 300.21 Accounting – Diversity in Purchasing as presented by Ryan Hawkins. This change reflects revisions in the requirements for procurement of goods with federal funds.

7. **Business Procedure 300.22 Accounting Revision** – Cabinet approval was given for revisions to the Business Procedure for 300.22 Accounting – Diversity in Purchasing, as recommended by Ryan Hawkins. This change reflects updates in Illinois Central Management Services requirements.
8. **Allied Health Tuition** – Cabinet approval was given for an increase for Allied Health Program Tuition rates as presented by Ryan Hawkins. The recommended Allied Health In-District Tuition rate would increase 5% from \$140.00 per semester hour to \$147.00 per semester hour. The Special Indiana Tuition Rate would also increase from \$190.00 per semester hour to \$200.00 per semester hour. The Allied Health Program tuition rate increase will now be presented for approval at the February 19th Board of Trustees meeting.
9. **Online/Hybrid Course Fee** – Cabinet approval was given for a new Online/Hybrid course fee of \$35.00 per course that has an online component. The Online/Hybrid Course fee was presented by Ryan Hawkins and will now be presented for approval at the February 19th Board of Trustees meeting.
10. Other

Informational Items

11. **Quarterly 403(b) Report** – Ryan Hawkins reviewed the 2018 4th quarter report on the District's 403(b) Program.
12. **FY19 Grant Applications Update** – Holly Martin reviewed the updated grant application listing.
13. **Clery Reporting** – Holly Martin reminded Cabinet members that annual campus crime reports are now due to the District Compliance Officer Luke Harl.
14. **Catalog Printing** – Holly Martin led a discussion on the number of IECC catalogs to be printed for each college. The colleges requested the following printed copies of the catalog:
 - FCC** – 75 perfect bind and 15 spiral
 - LTC** – 137 perfect bind and 13 spiral
 - OCC** – 300 perfect bind and 30 spiral
 - WVC** – 150 perfect bind and 50 spiral
 - DO** – 75 perfect bind and 25 spiral
15. **Environmental Scan Data Elements** – Rodney Ranes reviewed the current listing of the environmental scan data elements and requested Cabinet input for additional elements that could be included.

16. **District Workshop** – Terry Bruce announced the District Workshop has been scheduled for October 1, 2019 and will be held at Wabash Valley College.
17. **Next Cabinet Meeting** – The next Cabinet meeting is scheduled for March 6th at 10:15 a.m. at the District Office.
18. **Financial Aid** – The packaging of financial aid will be delayed two weeks for Fall Semester due to a technical issue with Banner.
19. Other