

Cabinet Meeting Minutes
November 6, 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, Brent Todd, and Renee Smith, Recorder.

Not Participating: Mike Thomas

Approval Items

- 1) **Holiday Calendar Year 2020** – Cabinet approval was given for the 2020 Holiday Calendar as presented by Tara Buerster. The holiday calendar will now be presented for approval at the November 19th Board of Trustees meeting.
- 2) **403(b) Amendment to Plan to allow ROTH Deferrals** – Cabinet approval was given to add an option to the District’s 403(b) Program to include ROTH Deferrals. The addition to the 403(b) plan was presented by Ryan Hawkins and will now be presented for approval at the November 19th Board of Trustees meeting.
- 3) **Procedure 700.1 – College Auxiliary Services** – Cabinet approval was given for revisions to the procedure as it relates to bookstore physical inventory as presented by Ryan Hawkins. The physical inventory will now be conducted three times a year instead of four times a year.
- 4) **Procedure 300.1 – Accounting** – Cabinet approval was given for revisions to the procedure to increase fraud protection security measures and direct deposit as presented by Ryan Hawkins.
- 5) **Program Improvement Funds** – Cabinet approval was given for allocation of the Program Improvement Funds as presented by Ryan Hawkins.
 - 1) FCC - \$14,798
 - 2) LTC - \$7,120
 - 3) OCC - \$10,925
 - 4) WVC - \$15,194
 - 5) AH - \$9,443
 - 6) WED - \$20,000
- 6) **Deferred Maintenance Budget** – Cabinet approval was given for the deferred maintenance budget as presented by Ryan Hawkins.

- 7) **Enterprise Fleet Management** – Cabinet members discussed a proposal on a pilot for fleet management as presented by Ryan Hawkins. Further discussion will be continued at a future Cabinet meeting.
- 8) **MOU with Carle Paramedicine** – Cabinet approval was given for a Memorandum of Understanding with Carle Richland Memorial Hospital and the Paramedicine Program as presented by Holly Martin and Jay Edgren. The agreement will now be presented for approval at the November 19th Board of Trustees meeting.
- 9) **Articulation Agreements** – Cabinet approval was given for articulation agreements with Eastern Illinois University as presented by Holly Martin. The agreements will now be presented for approval at the November 19th Board of Trustees meeting.
- 10) **Policy 500.21– Student Military** – Cabinet approval was given for revisions to the policy on military students as presented by Holly Martin. The revised policy will now be presented for approval at the November 19th Board of Trustees meeting.
- 11) **Policy and Procedure 500.5 – Credit by Examination** – Cabinet approval was given for revisions to the Credit by Exam policy and procedure as presented by Holly Martin and Paul Bruinsma. The revised policy will now be presented for approval at the November 19th Board of Trustees meeting.
- 12) **Enrollment Management Position** - Cabinet members discussed an Enrollment Management position as presented by Holly Martin. Further discussion will be held at a future Cabinet meeting.
- 13) **Business and Industry Position** – Cabinet discussed the potential to expand current outreach for training with District Business and Industry.
- 14) **New Academic Program – LTC** – Cabinet approval was given for an Associate in Applied Science Degree in Community Health as presented by Brent Todd and Holly Martin.
- 15) **Change in Status** – Cabinet approval was given for a change in status for the WRC Building Manager position as presented by Marilyn Holt. The change in status will now be presented for approval at the November 19th Board of Trustees meeting.
- 16) **Strategic Plan** – Cabinet members will further review the Strategic Plan draft, forward suggested revisions to the CAO and then consider approval of the final plan at a future Cabinet meeting.
- 17) Other

Informational Items

- 18) **Grant Application Listing** – Holly Martin reviewed the listing of current grant applications.
- 19) **Cohort Default Rates** – Holly Martin reviewed the Cohort Default Rates.
- 20) **Financial Aid Update** – Holly Martin provided an update on changes to upgrade and streamline the presentation of the financial aid process.
- 21) **Data Integrity** – Matt Fowler led a discussion on the importance of accuracy in data utilized by the District.
- 22) **Financial Review** – Ryan Hawkins provided an update on District Finances.
- 23) **HVAC Controls** – Ryan Hawkins reviewed information on updates to the District's HVAC systems.
- 24) **Fire Safety Program Future** – Jay Edgren reviewed information on recommended changes to the Fire Safety Program located at FCC.
- 25) **Cabinet Meeting Dates for 2020** – The listing of 2020 Cabinet Meeting Dates was presented by Marilyn Holt.
- 26) **Next Scheduled Cabinet Meeting** – The next Cabinet meeting is scheduled for December 4, 2019.
- 27) Other