

Cabinet Minutes September 2, 2020

District Office
9:00 a.m.

Participants: Ryan Gower, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Ryan Hawkins, Andrea McDowell, Dana Hart, Rodney Ranes, Mike Thomas, Brent Todd. Recorder: Sheryl Childers

Not Participating:

Approval Items

1. **2020 IECC Fact Book (Gower)** –Cabinet acceptance was given for the 2020 IECC Fact Book presented by Ryan Gower. The 2020 IECC Fact Book will now be presented for approval at the September 15th Board of Trustees meeting.
2. **Policy 500.30 Withdrawal Policy (Gower)** –Cabinet approval was given for Policy 500.30 Withdrawal Policy as presented by Ryan Gower. Changes to this policy were made as a result of August 2020 changes to Business Procedure 300.1. Policy 500.30 will now be presented for approval at the September 15th Board of Trustees meeting.
3. **Business Procedure 300.17 Hold Harmless Agreement (Hawkins)**- Cabinet approval was given for Business Procedure 300.17 Hold Harmless Agreement as presented by Ryan Hawkins.
4. **Preventing Sexual Misconduct Procedure (McVicker)** – Cabinet approval was given for the Preventing Sexual Misconduct Procedure as presented by Libby McVicker. The Preventing Sexual Misconduct Procedure will now be presented for acceptance at the September 15th Board of Trustees meeting.
5. **IECC Return to Play plan (Gower)** – Cabinet approval was given for the IECC Return to Play plan as presented by Ryan Gower. Members of the cabinet will provide additional revisions prior to 9/4/2020. This document has been shared with legal counsel and no scrimmages/competitive play will commence before a legal opinion is rendered. Pending direction from counsel, the IECC Return to Play plan will now be presented for approval at the September 15th Board of Trustees meeting.
6. **Other-**
 - a. **Incomplete Grades Procedures-** Ryan Gower led discussion regarding incomplete grades and the procedure for completion timeline. The Incomplete Grades Procedure will now be presented for approval at the September 15th Board of Trustees meeting.
 - b. **FICA-** Ryan Hawkins led discussion regarding the deferral of certain payroll taxes as allowed under the recent executive order issued by President Trump. The administration will not be pursuing payroll tax deferrals at this time.

Informational Items

1. **National Campus Safety Awareness Month (McVicker)** – Libby McVicker discussed National Campus Safety Awareness Month.
2. **Grant Application Checklist (McVicker)** – Libby McVicker reviewed the Grant Application Checklist and gave a Grant Update, and reported that the Trio SSS grant had been renewed.
3. **Students- COVID/COVID exposure/COVID symptoms (All)** – The group discussed COVID exposure and symptoms as applicable to students, and procedure for addressing such situations.
4. **Spring 2021 schedule & pre-registration advising- (Gower)** – Ryan Gower led discussion on the Spring 2021 schedule & pre-registration advising.
5. **Employee Satisfaction Survey (McDowell)** – Andrea McDowell reviewed the Employee Satisfaction Survey and Timeline and led discussion regarding the survey.
6. **IECC KPI's (Gower)**- Ryan Gower informed Cabinet that he will be delivering IECC Key Performance Indicators for the district soon and invited input & suggestions for other measures to gauge institutional performance.
7. **Procedure 100.12 ADA/Updates (Gower)**- Ryan Gower reviewed Procedure 100.12 ADA updates.
8. **Constitution Day (Gower)**- Ryan Gower led discussion regarding plans for Constitution Day 2020.
9. **Completer Report 2020 (Gower)**- Ryan Gower reviewed the Completer Report for 2020.
10. **Federal Work-study Students after Thanksgiving Break (Hawkins)**- Ryan Hawkins led discussion regarding Federal Work-study students after thanksgiving break.
11. **“The Main Thing” (Gower)**- Ryan Gower led discussion regarding focus on district relationships, the need to leverage the diversity and strengths inherent in IECC’s multi-college system.
12. **Other-**
 - a. **Financial Aid Electronic Forms**- Alex Cline reviewed an improvement of Electronic Forms used for Financial Aid.

- b. **Retention Coordinator Retirement-** Matt Fowler suggested making changes regarding the Retention Coordinator position, housing it in the Academic Success Center instead of in Student Services.