

## IECC CABINET MINUTES

**January 9, 2019**

**District Office**

**10:15 a.m.**

**Participating:** Terry Bruce, 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 Assignments for Academic Challenge** – Cabinet approval was given for special assignments for Academic Challenge as presented by Tara Buerster. Academic Challenge is a new academic competition that will be sponsored by Eastern Illinois University. This academic competition, to be held at OCC in February, will be similar to the former WYSE competition sponsored by the University of Illinois. Teams from 13 area high schools have registered. The special assignments will now be presented for approval at the January 15<sup>th</sup> Board of Trustees meeting.
2. **Employee Satisfaction Survey Results FY19 & Comparison Report** – Cabinet approval was given to accept results of the Employee Satisfaction Survey as presented by Holly Martin. 335 employees responded to the survey compared to 303 employees who responded to the survey last year. The results will now be presented for acceptance at the January 15<sup>th</sup> Board of Trustees meeting.
3. **Strategic Plan** – Cabinet approval was given for updates made to the Strategic Plan as presented by Holly Martin and Paul Bruinsma.
4. **Broadband Telecom Technician Certificate** – Cabinet approval was given for LTC to develop expansion of a Broadband Telecom Technician Certificate as a stackable part of the current Broadband Telecom Technician Degree Program. The addition of the certificate was presented by Brent Todd.
5. **Physical Therapy Assistant** – Cabinet members approved a Physical Therapy Assistant Program at WVC that includes funding for two full-time faculty members. The first faculty member would begin for the academic year 2019-2020 and a second faculty member to begin for the academic year 2020-2021 as WVC continues

development of a Physical Therapy Assistant Program. The proposal was presented by Matt Fowler and Robert Conn.

6. Other

### **Informational**

7. **Program Approvals & Changes Summary for 2018** – Holly Martin reviewed program approvals and changes that occurred in 2018.
8. **Grant Application Checklist** – Holly Martin reviewed the current listing of grant applications.
9. **Fiscal Year 2020 Tuition and Fee Rates** – Ryan Hawkins reviewed the current rate schedule and led a discussion on the impact of increases for Fiscal Year 2020 Tuition and Fees. The tuition and fee rates will be an agenda topic at the February Cabinet meeting.
10. **Academic Rank** – Tara Buerster reminded Cabinet members that the Academic Rank application deadline for faculty is March 1, 2019.
11. **1098T Forms** – Ryan Hawkins informed Cabinet members that the 1098T Forms have been mailed out. Eligible educational institutions file Form 1098-T for each student they enroll and for whom a reportable transaction of qualified tuition and related educational expenses is made. IECC advises students to provide this form to their tax preparer who will determine their eligibility to seek a tax deduction based on the educational expenses reflected on the 1098T form.
12. **Next Meeting Date** – The next Cabinet meeting is scheduled for February 6, 2019, at 10:15 a.m. at the District Office.
13. Other