

**Cabinet Meeting Minutes**  
**December 4, 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 Ranes, Brent Todd, and Renee Smith, Recorder.

**Not Participating:** Mike Thomas

**Approval Items**

- 1) **O & M Team Lead Interim Stipend** – Tara Buerster and Jay Edgren presented a stipend for FCC’s Interim O & M Team Lead. The stipend will now be presented for approval at the December 10<sup>th</sup> Board of Trustees meeting.
- 2) **Building Manager Position Wage** – Tara Buerster and Marilyn Holt presented an hourly wage rate for the WRC Building Manager Position. The rate will now be presented for approval at the December 10<sup>th</sup> Board of Trustees meeting.
- 3) **Club Team for the Collegiate Bass, FLW and Cabela’s Circuits** – Cabinet approval was given for the formation of a Team for the Collegiate Bass, FLW and Cabela’s Circuits as presented by Matt Fowler. The team will begin Fall Semester 2019.
- 4) **Employee Satisfaction Survey** – Cabinet approval was given for items included in the employee satisfaction survey as presented by Holly Martin. Cabinet members agreed that the revised survey results are more useful. The results of the survey will now be presented for approval at an upcoming Board of Trustees meeting.
- 5) **Articulation Agreements** – Cabinet approval was given for articulation agreements with Vincennes University and Southern Illinois University as presented by Holly Martin. The agreement with Vincennes University will be presented for approval at the December Board of Trustees meeting. The agreements with SIU will be presented to the IECC Board for approval at a future date upon receipt of SIU’s finalized agreements.
- 6) **Entrepreneurship Micro-Certificate** – Cabinet approval was given for a certificate as a moderate extension to the current Microcomputer Degree as presented by Holly and Brent Todd.
- 7) Other

**Informational Items**

- 8) **Grant Application List** – Holly Martin presented the updated grant application listing.
- 9) **Signal Vine** – Holly Martin reviewed information on the success that OCC has experienced with Signal Vine. Signal Vine is a messaging platform that is aimed to enhance student involvement and enrollment.
- 10) **Cannabis Legislation** – Holly Martin led a discussion on the effect legislation concerning cannabis use will have on the District and current policies.
- 11) **Sport Management** – Holly Martin and Brent Todd reviewed information on a proposal to move the Sport Management Program from a CTE program to a Transfer program.
- 12) **IT Update** – Alex Cline provided an update on the work of the IT Department.
- 13) **2021-2023 Academic Calendar Draft** - Tara Buerster and Rodney Ranes reviewed the 2021-2023 Academic Calendar.
- 14) **Minimum Wage Changes** – Tara Buerster and Ryan Hawkins reviewed the financial effect the increases to minimum wage will have on the District.
- 15) **DOL Exempt Status Report** – Tara Buerster reviewed the Department of Labor status report on exempt employees.
- 16) **Deferred Maintenance Release from the State** – Ryan Hawkins reviewed information on the deferred maintenance funds appropriated from the State of Illinois.
- 17) **Dual Credit Fee/Tuition Discussion** – Ryan Hawkins led a discussion on dual credit course fees and tuition.
- 18) **Removal of Certain Waivers Discussion** – Ryan Hawkins reviewed information on a proposal to remove certain waivers.
- 19) **Enterprise Rental** – Ryan Hawkins reviewed information on a potential agreement with Enterprise Rental for the District’s automotive fleet.
- 20) **Financial Review** – Ryan Hawkins reviewed that status of the IECC budget.
- 21) **EMR and EMT Tuition and Fee Structure** – Paul Bruinsma reviewed the tuition and fee structure for Emergency Medical Rescue and Emergency Medical Technician programs.

- 22) **Switchboard Coverage for Christmas Holiday** – The District Office will have staff coverage during the Winter break and will provide switchboard support for FCC, LTC, and WVC.
- 23) **Next Scheduled Cabinet Meeting** – The next Cabinet meeting is scheduled for January 8, 2020.
- 24) Other