

IECC CABINET MINUTES
July 10, 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, Mike Thomas, Brent Todd, and Renee Smith, Recorder.

Not Participating: None.

Approval

1. **FY20 Special Assignments** – Cabinet approval was given for the Fiscal Year 2020 Special Assignments as presented by Tara Buerster. The special assignments will now go to the July 16th Board of Trustees for approval.
2. **Assistant Director of EP Management Title and Salary Change** – Cabinet approval was given for changes to the Assistant Director of Emergency Preparedness Management Title and Salary. The title will be changed to Director of Paramedicine. These changes will reflect the increased level of responsibility assigned to this position. Jay Edgren presented the changes.
3. **Castle Branch Agreement** – Cabinet approval was given for an agreement between Castle Branch Bridges and the IECC/OCC Allied Health Program for clinical experiences as presented by Rodney Ranes. The vendor agreement will now be presented for approval at the July 16th Board of Trustees meeting.
4. **Temporary Full-Time College Access Coordinator & Head Soccer Coach** – Cabinet approval was given for the temporary full-time employment of a college Access Coordinator and for a Head Soccer Coach as presented by Ryan Gower.
5. **Architect Contract** – Cabinet approval was given for a contract for architectural services for the LTC Theatre renovation with Walk Architecture as presented by Ryan Gower. The contract will now be presented for approval at the July 16th Board of Trustee meeting.
6. **Textbook Rental** – Cabinet members agreed that clarification of the textbook rental system is needed. Bookstore Managers at each of the IECC institutions can provide students the ability to rent textbooks through MBS Direct. A revised procedure to reflect this clarification will be presented for consideration at a future Cabinet meeting.
7. **OPEID Designation** – The Office of Postsecondary Education Identification (OPE ID) number is assigned by the U.S. Department of Education to identify

schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. Under consideration is assigning a separate OPEID number for each college rather than the IECC District having one OPEID number that covers all colleges in the District. Cabinet members will study the options and make a determination at the August 7th Cabinet meeting to determine whether the OPEID will be assigned as one number for the IECC District or be assigned as a separate OPEID for each of the four colleges. This designation would be effective July 1, 2020.

8. **Business Procedure 300.16 Travel** – Cabinet approval was given for the updated Business Procedure 300.16 Travel as presented by Ryan Hawkins. The updated procedure reflects current practice and new travel reimbursement rates as set by the Illinois State Central Management System.
9. **Business Procedure 300.21 Additional Business Procedures for Federal Grant Awards** - Cabinet approval was given for revisions to Business Policy 300.21 as presented by Ryan Hawkins. The revised policy will now be presented for approval at the July 16th Board of Trustees meeting.
10. **LTC Health Careers Programs Handbooks** – Cabinet approval was given for the revised Handbook for LTC’s Health Careers Programs as presented by Brent Todd.
11. **Articulation Agreement with SIU-C – Social Services Specialist** – Cabinet approval was given for an Articulation Agreement with Southern Illinois University at Carbondale in the Social Services area. The agreement was presented by Holly Martin and will now be presented for approval at the July 16th Board of Trustees meeting.
12. **2019-2020 IECC Catalog** – Cabinet approval was given for the 2019-2020 IECC Catalog as presented by Holly Martin. The catalog will now be presented for approval at the July 16th Board of Trustees meeting. Creasey Printing will print a total of 870 copies of the catalog at a cost of \$4,580.00. The catalog will now be presented for approval at the July 16th Board of Trustees meeting.
13. **Student Consumer Policy 500.33** – Cabinet approval was given for revisions to the Student Consumer Policy that address the rescission of Gainful Employment. The revised policy will now be taken for approval to the July 16th Board of Trustees meeting.
14. **Student Code of Conduct Procedure** – Cabinet approval was given for deletion of the Student Code of Conduct Procedure.
15. **Franklin University Agreement** – Cabinet approval was given for renewal of the current articulation agreements with Franklin University.

16. Other

Informational

17. **IECC Grant Listing** – Holly Martin reviewed the current grant listing.
18. **2019 Faculty Professional Development Day** – Holly Martin reminded Cabinet members that the Faculty Professional Development Day is scheduled for August 9th at OCC. Mrs. Holt, the College Presidents and Tara Buerster will “Feed the Faculty” by manning the grill and working with the OCC Food Service Staff.
19. **Program Review Retreat** – Holly Martin announced that a Program Review Retreat will be held for faculty on August 12th and 13th.
20. **Institutional Eligibility Ratios** – Holly Martin reviewed the Institutional Eligibility Ratios. All numbers of ratios are within acceptable limits.
21. **Budget Review** – Ryan Hawkins led a discussion on the status of the budget and the funding formula.
22. **Tentative Agreement with Bargaining Unit** – Marilyn Holt and Tara Buerster reviewed the agreement reached with the Bargaining Unit. The agreement will be presented at the July 16th Board of Trustees meeting for approval.
22. **Perkins Staffing Changes** – Holly Martin informed Cabinet members that the current Perkins Director has announced retirement. Options for covering the responsibilities of that position were discussed.
23. **Mental Health Tool Kit** – Holly Martin reviewed information on developing a mental health tool kit.
24. **Website Design** – Alex Cline provided an update on the website design process.
25. **Next Cabinet Meeting** – The next Cabinet meeting is scheduled for August 7th beginning at 9:00 a.m. in the Training Room at the West Richland Center.
26. Other