

Cabinet Minutes
June 3, 2020
9:00 a.m.
Conducted by Telecommunication

Participating: Ryan Gower, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Ryan Hawkins, Marilyn Holt, Holly Martin, Rodney Raney, Mike Thomas, Brent Todd, and Renee Smith, Recorder.

Not Participating: None.

Approval Items

1. **Special Assignments 2020-21** – Cabinet approval was given for Special Assignments for 2020-2021 as reviewed by Dana Hart. Special Assignments will now be presented for approval at the June 16th Board of Trustees meeting. The Special Assignments for 2020-2021 will now be presented for approval at the June 16th Board of Trustees Meeting.
2. **400.4 Leave and Benefit Policy** – Cabinet approval was given for revisions to 400.4 Leave and Benefit Policy as presented by Dana Hart. The revisions will remove language that addressed leave time that was added for COVID19. The revised policy will now be presented for approval at the June 16th Board of Trustees Meeting.
3. **400.20 FMLA Policy** – Cabinet approval was given for revisions to 400.20 FMLA Policy as presented by Dana Hart. The revisions will remove language that addressed leave time for COVID19 as of June 8, 2020 and replace with language for the Emergency Extended Leave. The revised policy will now be presented for approval at the June 16th Board of Trustees Meeting.
4. **Position Reclassification (FCC)** – Cabinet approval was given for reclassification of a position at Frontier. The current position will be moved from a professional non-faculty position to a clerical classification position. The position reclassification was presented by Dana Hart.
5. **MOA – Faculty Professional Development** – Cabinet approved a Memorandum of Agreement with the IECEA Faculty Union that will provide guidelines for faculty professional development for e-learning, listed as course number EDU 2198 . The voluntary proposed course would be held during the summer term on the dates June 22 through July 26. The Memorandum of Agreement was reviewed and presented by Dana Hart and Ryan Gower. The Memorandum of Agreement will now be presented for approval at the June 16th Board of Trustees meeting.
6. **300.12 Investment Policy** – Cabinet approval was given for revisions to 300.12 Investment Policy as presented by Ryan Hawkins. These changes will align the policy with the Municipal Investment Act in the Illinois statutes. These revisions align with current practices. The revised policy will now be presented for approval at the June 16th Board of Trustees meeting.

7. **300.12 Investment Procedure** – Cabinet approval was given for 300.12 Investment Procedure as presented by Ryan Hawkins. The changes in procedure were necessary to ensure alignment with the revised Investment Policy 300.12.
8. **Distance Delivery Education Plan** – Cabinet approval was given for the Distance Delivery Education Plan as presented by Holly Martin. The Distance Delivery Education Plan will now be presented for approval at the June 16th Board of Trustees meeting.
9. **500.34 Religious Observance Policy (New)** – Cabinet approval was given for 500.34 Religious Observance Policy as presented by Holly Martin. This ensures alignment with the Illinois State Statutes that require students be allowed to miss class to observe religious holidays. The new policy will now be presented for approval at the June 16th Board of Trustees meeting.
10. **500.34 Religious Observance Procedure (New)** – Cabinet approval was given for 500.34 Religious Observance Procedure as presented by Holly Martin. This is a new procedure.
11. **Other**

Informational Items

12. **Interim Head Basketball Coach** – Dana Hart informed Cabinet members that because of the resignation of the current coach, an Interim Head Basketball Coach will be appointed. The current assistant head coach Casey Wyllie will serve as Interim Head Basketball Coach until a permanent Head Basketball Coach is employed.
13. **Grant Applications Update** – Holly Martin reviewed the updated listing of grant applications.
14. **Title III Update** – Rodney Ranes provided a status report on OCC's Title III Grant.
15. **Change in Status – LTC** – Ryan Gower reviewed information on a change of status from trainer to lead instructor for Dennis York at Lincoln Trail.
16. **Physical Sciences Instructor – LTC** – Ryan Gower reviewed information on the recommendation for employment of Dr. Bradley Logsdon as full-time Physical Sciences instructor at Lincoln Trail.
17. **Drop for Non-Payment Procedure** – Ryan Gower led a discussion on revisions to the current Drop for Non-Payment Procedure. The revised procedure will be presented at the July Cabinet meeting.
18. **ICCB Guidance** – Dr. Gower led a discussion on information received from the Illinois Community College Board concerning safety guidelines for re-opening the District while providing safeguards to avoid transmission of COVID19.
19. **Next Cabinet Meeting** – The next Cabinet meeting is scheduled for July 8th at 9:00 a.m. at the District Office.
20. **Other**