

Cabinet Minutes

May 6, 2020

Via Zoom

9:00 a.m.

Participating: Marilyn Holt, Interim CEO, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Ryan Gower, Dana Hart, Ryan Hawkins, Holly Martin, Rodney Ranes, Michael Thomas, Brent Todd and Alda Ingram, Recorder

Not Participating: Michael Thomas

Approval Items

- 1. Industrial Maintenance Technology Agreement with SIU Carbondale** – Holly Martin led the discussion regarding the Technology Articulation Agreement with S.I.U. Carbondale. The Agreement will now be presented for approval at the May 19th Board of Trustees Meeting.
- 2. Memorandum of Agreement – Carry Over of Personal Leave Days** – Dana Hart led the discussion regarding an amendment of the Memorandum of Agreement regarding the carry-over of personal leave days for full-time faculty members. Cabinet approval was given. The Memorandum of Agreement will be presented for approval at the May 19th Board of Trustees Meeting.
- 3. Memorandum of Agreement – Quality Matters (FC Title III)** – Jay Edgren led the discussion of the Memorandum of Agreement regarding grant funded Quality Matters Training. Cabinet approval was given, and the Memorandum of Agreement will be presented for approval at the May 19th Board of Trustees Meeting.

Informational Items

- 4. Nursing Department Head Position WVC** – Rodney Ranes requested that the position of Nursing Department Head at Wabash Valley College be moved from an approval item to an informational item. Mr. Ranes reported that the position would be added to the Special Assignment List and brought back to the Cabinet in June or July.
- 5. Point of Sale for Food Services** – Ryan Hawkins requested that this item be pulled as an approval item and be considered as an informational item. Ryan Hawkins led the discussion.
- 6. CARES Act** – Ryan Hawkins presented updated information regarding the CARES Act and the distribution of funds.
- 7. Monthly Financial Review** - Ryan Hawkins presented the Monthly Financial Review.

8. **Budget** – Ryan Hawkins provided an update on the Budget.
9. **FCC Title III Quarter #2 Update** – Jay Edgren reviewed the Title III Quarter #2 Update.
10. **Perkins Grant** – Holly Martin reviewed Perkins Grant information as well as PODS Data, Perkins V goals and objectives, and FY21 Perkins Final Allocations.
11. **Grant Update** – Holly Martin presented an update on Grants.
12. **FY20 IECC Student Satisfaction Survey Results with Stats** – Holly Martin reviewed the FY20 Student Satisfaction Survey Results. The results will now be presented for approval at the May 19th Board of Trustees Meeting.
13. **Computer Hacking** – Alex Cline informed the Cabinet of area Community Colleges that had been affected by computer hacking. Alex discussed the consequences of being hacked, and what to be aware of to prevent hacking.
14. **Summer Hours** – Marilyn Holt informed the Cabinet that the District Office Staff is following Summer Work Hours and confirmed that Presidents were keeping their faculty and staff informed of summer hours.
15. **Director of Human Resources** – Ryan Gower discussed the position of Director of Human Resources.
16. **President of Lincoln Trail College** – Ryan Gower discussed the position of President of Lincoln Trail College.
17. **Executive Assistant to the Chancellor** – Dr. Gower discussed the position of Executive Assistant to the Chancellor, stating that Rene Smith would return temporarily.
18. **Other**- Rodney Ranes discussed the Agreement between Olney Central College and the Richland County CEO (Creating Entrepreneurial Opportunities) Board, regarding the CEO Facilitator.

Ryan Hawkins informed the Cabinet that emergency pay provision under Procedure 300.1 will be extended until May 17.

Dana Hart informed the Cabinet that Summer Hours are considered hours that the buildings are open. Employees that are working from home should log time when working.

19. **Next Cabinet Meeting – June 3, 2020**