

## **Cabinet Minutes**

### **December 2, 2020**

**ZOOM/Virtual**  
**9:00 a.m.**

**Participants:** Ryan Gower, Paul Bruinsma, Alex Cline, Michael Conn, Robert Conn, Roger Eddy, Jay Edgren, Matt Fowler, Ryan Hawkins, Andrea McDowell, Rodney Ranes, Mike Thomas, Brent Todd. Recorder: Sheryl Childers

**Not Participating:**

**Welcome:** Dr. Gower addressed the group and opened the meeting. Asked if the group had any comments regarding the November minutes. He welcomed thoughts and suggestions from this leadership team. Suggestions and ideas were discussed amongst the group.

### **Consent Agenda**

- 1. Business Procedure 300.16/ Travel pre-paid cards (Hawkins)** –Cabinet approval was given for changes to Business Procedure 300.16.
- 2. Business Procedure 300.19/ Safety Procedure tours (Hawkins)**- Cabinet approval was given for changes Business Procedure 300.19.
- 3. Affiliation Agreements (Clay Co Hospital, Good Samaritan Hospital, Wabash General Hospital, & Crawford Memorial) (Bruinsma)** – Cabinet approval was given for affiliation agreements with CCH, GSH, WGH, and CMH. The affiliation agreements will now be presented to the Board of Trustees on December 8<sup>th</sup>.
- 4. Emergency Preparedness Training Agreement FCC (Bruinsma)**- Cabinet approval was given for the Emergency Preparedness Training Agreement at FCC. The Emergency Preparedness Training Agreement will now be presented to the Board of Trustees on December 8<sup>th</sup>.
- 5. EDS Degree Development FCC (Bruinsma)**- Cabinet approval was given for the exploration of the development of an Electrical Distribution Systems (EDS) Degree at FCC. FCC currently has a certificate in EDS.
- 6. ADN to BSN Agreement OCC/ McKendree (Ranes)**- Cabinet approval was given for the ADN to BSN Agreement OCC/ McKendree. The agreement will now be presented to the Board of Trustees on December 8<sup>th</sup>.
- 7. Affiliation Agreement Richland Nursing and Rehab (Ranes)**- Cabinet approval was given for the affiliation agreement between Richland Nursing and Rehab and OCC. The affiliation agreement with RNR will now be presented to the Board on December 8<sup>th</sup>.
- 8. Update to the Nursing/Radiography handbook (Ranes)**- Cabinet approval was given for the update to the Nursing/Radiography handbooks. The update to the Nursing/Radiography handbooks will now be presented to the Board of Trustees on December 8, 2020.
- 9. Administrative Assistant to President/Dean (Ranes)**- Cabinet approval was given for the change in Administrative Assistant position at OCC to Administrative Assistant to

President and Dean. This results in the reduction of 1 FTE at OCC. The change to the Administrative Assistant position at OCC will now be presented to the Board of Trustees on December 8<sup>th</sup>.

10. **Medical Handbook Update (M. Conn)**- Cabinet approval was given for the Medical Handbook Update. The Medical Handbook Update will now be presented to the Board of Trustees on December 8<sup>th</sup>.
11. **English and Math Certification Expiration (R. Conn)**- Cabinet approval was given for the proposed English and Math Certification Expiration dates.
12. **Coordinator of International Students, Athletes, & Special Projects FCC (Edgren)**- Cabinet approval was given for the Coordinator of International Students, Athletes, & Special Projects position at FCC. This is a re-design of the position previously held by Kim Venters.
13. **ADA Policy Update (Gower)**- Cabinet approval was given for the ADA Policy Update. The ADA Policy Update will now be presented to the Board of Trustees on December 8<sup>th</sup>.
14. **Grant Update (Gower)**- Cabinet approval was given for the IECC Grant Update.
15. **Special Assignment- Davis/ LTC Bookstore (Eddy)**- Cabinet approval was given for the LTC Bookstore special assignment. The LTC Bookstore Special Assignment will now be presented to the Board of Trustees on December 8<sup>th</sup>.

#### **New Business/Approval Items**

16. **FCC CMA Program (Bruinsma)** – Cabinet approval was given for the LTC CMA Program to be shared with FCC, allowing parts of the program to be offered by both colleges.
17. **Dual Credit Distribution of High Schools (Edgren)**- Cabinet approval was given for the Dual Credit Distribution of High Schools. This will allow better service to students, as well as better communication between the colleges and area high schools.
18. **IECC Return to Play (Gower)**- Cabinet approval was given for the updates to the IECC Return to Play plan. The IECC Return to Play updates will now be presented to the Board of Trustees on December 8<sup>th</sup>.

#### **November Informational Items**

- Rodney Raney reviewed the merge of the Assistant to the president and the assistant to the dean position at Olney Central College.
- Ryan Hawkins gave an update regarding the alignment of pay period for both full time and part time employees. He asked Cabinet to communicate to supervisors that the information needs to be reported to employees that changes are forthcoming.
- Jay Edgren reported that FCC has received the resignation of Jennifer England who was developing the MLT program as a part of the Title III grant. He discussed the options for moving forward.

- Ryan Gower gave an update on the scholarship wavier process within the district.
- Brent Todd suggested that district employees who serve on ISBE board come in and give an update or report to Cabinet on the practices being used throughout the State.

### **Other Business / Committee Reports**

**19. Program Viability (Fowler)** – Matt Fowler reported on Program Viability and the work that is being done to assess academic programs in IECC.

**20. Program Sharing (Ranes)**- Rodney Ranes reported that challenges for sharing programs continue to be discovered. He asked the group for consideration on improvement to the Affiliation Agreement process.

**21. Dual Credit Partnership Agreement (Edgren)**- Jay Edgren reported on the Dual Credit Partnership Agreement. Paul Bruinsma and Brent Todd shared options with the group for different models of teaching the courses and managing fees.

### **Open Call for Items**

1. Robert Conn reviewed transitional math grants and the funds that are available for transitional math programs and the lack of students within a transitional math program. He shared future plans to expand in the upcoming school year.
2. Jay Edgren asked for input regarding employees working from home during present times following recent mitigations during the Covid 19 pandemic.