

## IECC CABINET MINUTES

**January 8, 2020**  
**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:** Jay Edgren (Ill) and Mike Thomas (District Business).

### Approval

1. **Special Assignments** – Cabinet approval was given for special assignments for Lead Instructor Health Programs at LTC, Lead Instructor for Social Services at WVC, Lead Instructor for Process Technology at LTC, for Head Softball Coach at WVC and for O & M Team Leader at FCC. These Special Assignments were presented by Tara Buerster and will now be presented for approval at the January 21st Board of Trustees meeting.
2. **Hourly Rate Adjustment** – Cabinet approval was given for an hourly rate adjustment for the current employee moving into the Maintenance position at FCC as presented by Tara Buerster. The adjustment will be presented for approval at the January 21<sup>st</sup> Board of Trustees meeting.
3. **Change of Status** – Cabinet approval was given for a change of status for the director of the OCC day care center from a part-time employee to move to full-time employee status. The change of status for full-time employment will now be presented for approval at the January 21<sup>st</sup> Board of Trustees meeting.
4. **Employee Satisfaction Survey Follow Up** – Cabinet approval was given to accept results of the Employee Satisfaction Survey as presented by Holly Martin. 321 employees responded to the survey compared to 335 employees who responded to the survey last year. The results will now be presented for acceptance at the January 21st Board of Trustees meeting.
5. **Cooperative Agreement with Rend Lake College** – Cabinet approval was given for an agreement between the IECC District and Rend Lake College for certain Dual Credit courses as presented by Paul Bruinsma and Holly Martin. The agreement will be effective for the 2019-20 and 2020-2021 academic years and will now be presented for approval at the January 21<sup>st</sup> Board of Trustees meeting.
6. **O & M Survey** – Cabinet approval was given for a facilities survey item. The survey has no significant changes from the past year. The timeline for administration will be Monday, February 3<sup>rd</sup> through Friday, February 28<sup>th</sup>.
7. Other

## Informational

8. **OPEID Merger Update** – Holly Martin provided an update on the OPEID.
9. **Program Approvals & Changes Summary for 2019** – Holly Martin reviewed program approvals and changes that occurred in 2019.
10. **Grant Listing Update** – Holly Martin reviewed the current listing of grant applications.
11. **Enterprise Lease** – Ryan Hawkins reviewed information from Enterprise on the lease of vehicles for use in the District. Cabinet members requested an investigation for a pilot with a fleet rental arrangement.
12. **Financial/Budget Review** – Ryan Hawkins reviewed the current fiscal mid-year status of the budget.
13. **Tuition and Fees/Waivers Review** – Ryan Hawkins reviewed the current rate schedule and led a discussion on the impact of proposed increases in Tuition and Fees and on the impact of certain waiver adjustments.
14. **PHS Update** – Ryan Hawkins provided an update on the issuance of Physical Health and Safety Bonds.
15. **Website Update** – Alex Cline provided an update on the new website design.
16. **FCC Title III Grant Update – Quarter #1** – Paul Bruinsma provided an update on the first Quarter of the FCC Title III Grant.
17. **Next Meeting Date** – The next Cabinet meeting is scheduled for February 5, 2020, at 9:00 a.m. at the District Office.
18. Other