

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

November 15, 2016



Location:

**Lincoln Trail College
11220 Highway 1
Robinson, Illinois 62454**

**Dinner – 6:00 p.m. – Lincoln Room
Meeting – 7:00 p.m. - Cafeteria**

The mission of Illinois Eastern Community College District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

**Illinois Eastern Community Colleges
Board Agenda**

November 15, 2016

7:00 p.m.

**Lincoln Trail College
Cafeteria**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. HR 400.12 Vacation Leave Policy
 - B. HR 400.22 Salary Basis Policy
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Holiday Calendar 2017 Bruce
 - B. Board Meeting Dates and Locations for 2017 Bruce
 - C. Lease Two Vans – LTC Bruce
 - D. Affiliation Agreements Bruce
9. Bid Committee Report Bruce
 - Frontier Community College
 1. Baseball Field Lighting – Materials Only
 2. Concession Stand Construction
10. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning
11. Chief Executive Officer’s Report Bruce

- 12. Executive Session Bruce
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes Bruce
- 14. Approval of Personnel Report Bruce
- 15. Collective Bargaining Bruce
- 16. Litigation Bruce
- 17. Other Items
- 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held at Bob Boyles Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, in said Community College District at 7:00 o'clock P.M., on Tuesday, October 18, 2016.

AGENDA #1 – “Call to Order & Roll Call” – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, Renee Smith, to call the roll.

Roll Call: The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Alan Henager, Jan Ridgely. Also present was Gideon Raley, student trustee. Trustees absent: Michael K. Correll. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(Note: In accordance with Board of Trustees Policy No. 100.4, the student trustee shall have an advisory vote, to be recorded in the Board Minutes. The advisory vote may not be counted in declaring a motion to have passed or failed.)

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Ryan Gower, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.

Alex Cline, Director of Information & Communications Technology.

Renee Smith, Executive Assistant to CEO/Board Secretary.

Michael Thomas, Dean of Workforce Education.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held September 20, 2016 were presented for disposition.

Board Action to Approve Minutes: Trustee Al Henager made a motion to approve minutes of the foregoing meeting as prepared. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

AGENDA #3 – “Public Hearing on 2016 Tax Levy” – The Chairman announced that the next agenda item for the Board of Trustees is a public hearing to receive comments on the 2016 Tax Levy. Trustee Brenda Culver made a motion that the Board recess its regular meeting and reconvene immediately following the 2016 Tax Levy Hearing. Trustee Gary Carter seconded the motion. The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

#3-A. Motion to Convene 2016 Tax Levy Hearing: Trustee Brenda Culver made the following motion: “I move that Illinois Eastern Community College District #529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a Tax Levy Hearing on this 18th day of October, 2016. The purpose of the Tax Levy Hearing is to receive

public comments on the 2016 Tax Levy of the District.” Trustee Jan Ridgely seconded the motion. The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

#3-B. Hearing on FY2016 Tax Levy: The Chairman declared that the Board is now in a hearing on the FY2016 Tax Levy. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present: John D Brooks, Gary Carter, G. Andrew Fischer, Brenda K. Culver, Al Henager, Jan Ridgely. Student Trustee Gideon Raley. Trustees absent: Michael Correll. The Chair declared that a quorum was present and the 2016 Tax Levy Hearing was then open at 7:05 p.m.

#3-C. Public Oral Testimony: The Chairman asked if any member of the public wished to provide oral testimony on the 2016 Tax Levy. There was no oral testimony presented.

#3-D. Public Written Testimony: The Chairman asked if any member of the public wished to provide written testimony on the 2016 Tax Levy. There was no written testimony presented.

#3-E. Public Hearing Adjourned: The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral and written testimony with respect to the 2016 Tax Levy for Community College District #529 and asked for a motion to adjourn the hearing. Trustee Gary Carter made a motion that the public hearing be adjourned. Trustee Brenda Culver seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student Advisory vote: yea. Trustees absent: Michael Correll. The Chair declared the motion carried and that the 2016 Tax Levy Hearing was adjourned at 7:10 p.m. and pursuant to the motion to recess, the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

AGENDA #4 – “Conduct a public hearing concerning the intent of the District to sell \$6,000,000 Taxable General Obligation Community College Bonds (Alternate Revenue Source) for community college purposes” - Prior to the issuance of bonds, the Board of Trustees is required to give notice of a Bond Issuance Notification (BINA) Hearing, and the Board must conduct such a hearing at least seven days prior to the Board taking action on the issuance of bonds. The Board of Trustees is to consider the actual issuance of \$6,000,000 Taxable General Obligation Community College Bonds (Alternate Revenue Source), for community college purposes at the December 13, 2016 Board meeting.

#4-A. Motion to Convene Hearing on Bond Issuance Notification: The Chairman declared that the Board would entertain a motion to recess the regular Board meeting and reconvene the regular Board meeting following the BINA Hearing. Trustee Al Henager made a motion to recess the regular Board meeting and reconvene the regular Board meeting following the BINA Hearing. Trustee Brenda Culver seconded the motion. The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

#4-B. Hearing on Bond Issuance Notification: The Chairman declared that the Board would entertain a motion to move into a hearing on the Bond Issuance Notification. Trustee Brenda Culver made a motion to move into a Bond Issuance Notification Hearing. Student Trustee Gideon Raley seconded the motion. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present: John D Brooks, Gary Carter, G. Andrew Fischer, Brenda K. Culver, Al Henager, Jan Ridgely. Student Trustee Gideon Raley. Trustees absent: Michael Correll. The Chair declared that a quorum was present and the 2016 Bond Issuance Notification Hearing was then open at 7:15 p.m.

#4-C. Trustee Oral or Written Testimony: The Chairman asked if any members of the Board of Trustees wished to provide oral or written testimony. There was no oral or written testimony presented by any member of the Board of Trustees.

#4-D. Public Oral Testimony: The Chairman asked if any members of the public wished to provide oral testimony on the issuance of bonds by the District. There was no oral testimony presented.

#4-E. Public Written Testimony: The Chairman asked if any members of the public wished to provide written testimony on the issuance of bonds by the District. There was no written testimony presented.

#4-F. Public Hearing Adjourned: The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral and written testimony with respect to the proposed issuance of the bonds and asked for a motion to adjourn the hearing and reconvene the regular Board meeting.

Trustee Brenda Culver made a motion to that the public hearing be adjourned and the Board return to the regular Board meeting. Trustee Jan Ridgely seconded the motion and on a roll call vote ordered by the Chairman the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student Advisory vote: Yea. Trustees Absent: Michael Correll. The Chair declared the motion carried and that the Bond Issuance Notification Hearing be adjourned at 7:20 p.m. and pursuant to the motion to recess, the Board of Trustees was then in open, public session for the transaction of business, a quorum being present.

AGENDA #5 – “Recognition of Visitors & Guests” –

#5-A. Visitors & Guests: Visitors and guests present were recognized, including several college staff members.

#5-B. IECEA Representative: None.

AGENDA #6 – “Public Comment” – None.

AGENDA #7 – “Reports” –

#7-A. Report from Trustees: None.

#7-B. Report from Presidents: Electronic reports were presented from each of the colleges.

#7-C. Report from Cabinet: None.

AGENDA #8 – “Policy First Reading (and Possible Approval)” –

AGENDA #8-A. Policy 100.31 Preventing Sexual Violence in Higher Education: The CEO recommended approval of the following Policy.

BOARD OF TRUSTEES – 100

Preventing Sexual Violence Policy (100.31)

Date Adopted: July 19, 2016

Revised: October 18, 2016 (pending Cabinet and Board approval)

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking. The Board adopts the following standards of conduct for all members of the Illinois Eastern Community Colleges community, including employees, students, contractors and visitors.

The Board is committed to the principle that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent. As

such, sexual assault, domestic violence, dating violence and stalking, are unacceptable and are not tolerated at any Illinois Eastern Community College. The Board recognizes that victims and offenders can be any gender and expects members of the campus community to help maintain a safe environment.

The Board encourages anyone who has been subjected to sexual assault, domestic violence, dating violence and/or stalking to seek appropriate help and to report the incident promptly to the police and/or designated officials pursuant to this policy.

As a general matter, the Board, through its Chief Executive Officer, will take prompt action to investigate reports of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking and, where appropriate, to impose sanctions. The applicable procedures will depend on whether the alleged offender is a student, faculty or staff member.

Students, faculty and staff who violate this Policy may face discipline up to and including expulsion or termination.

This policy applies to students, employees, contractors, or third parties whenever the misconduct occurs:

- A. On College property; or
 - B. Off College property if;
 - 1. The conduct was in connection with a College or College-recognized program or activity;
 - 2. Otherwise has a connection to the College.
- or

Definitions

- A. **Consent:** Consent is knowing, voluntary and clear affirmative permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active verbal or physical resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Submission resulting from a use of force does not constitute consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A person can withdraw consent at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, being asleep or unconscious, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.
- B. **Dating Violence:** The term dating violence means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- C. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- D. **Incapacitated or Incapacitation:** An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other

state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or “drunkenness.” Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one’s own conduct;
- Communicating consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

Where an individual’s level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant:

- Intoxication may impact one’s ability to give consent and may lead to incapacitation (the inability to give consent).
- A person’s level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
- An individual’s level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual’s intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person’s level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one’s own or the other individual’s intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual’s intoxication is never an excuse for or a defense to committing sexual assault and it does not diminish one’s responsibility to obtain consent.

- E. **Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by IECC's Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- F. **Sexual Assault:** Any nonconsensual sexual act proscribed by Federal or State law including when the victim lacks capacity to consent, including both sexual intercourse without consent and sexual contact without consent.

Sexual Intercourse without Consent means having or attempting to have sexual intercourse with another individual without consent as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Contact without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person's breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

- G. Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual nonconsensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- H. Sexual Misconduct: Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
- I. Sexual Violence: Physical sexual acts perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.
- J. Stalking: Engaging in a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- K. Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying intent to cause harm to persons or property.

Title IX Coordinator

1. The Title IX Coordinator for Illinois Eastern Community Colleges is:
Tara Buerster, Director of Human Resources Ashlee Spannagel, Program Director of Grants, Compliance & Outreach
Address: 233 E Chestnut Street, Olney, IL 62450 320 East North Avenue, Noble, IL 62868
Telephone: ~~618-393-2982, ext. 5521~~ 618-393-3491
Email: buerstert@iecc.edu spannagela@iecc.edu

Responsibilities of the Title IX Coordinator include:

- Overseeing IECC's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- A Title IX complaint includes complaints alleging sexual discrimination, including sexual harassment as well as sexual misconduct, sexual violence, sexual assault, domestic

violence, dating violence and stalking (as those terms are defined herein) which involve employees, students, contractors, and visitors.

- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
- Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of sexual violence or misconduct.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination, harassment and gender bias.

2. The Deputy Title IX Coordinators are:

<u>Frontier Comm. College</u>	<u>Lincoln Trail College</u>	<u>Olney Central College</u>	<u>Wabash Valley College</u>
Jan Wiles Assistant Dean of Student Services 2 Frontier Drive Fairfield, IL 62837 618-847-9133 or 877-464-3687 wilesj@iecc.edu	Megan Scott Assistant Dean of Student Services 11220 State Highway 1 Robinson, IL 62454 618-546-2252 or 866-582-4322 scottm@iecc.edu	Andi Pampe Assistant Dean of Student Services 305 North West Street Olney, IL 62450 618-393-3305 or 866-622-4322 pampea@iecc.edu	Tiffany Cowger Assistant Dean of Student Services 2200 College Drive, Mt. Carmel, IL 62863 618-263-5535 or 866-982-4322 cowgert@iecc.edu

Responsibilities of the Deputy Title IX Coordinators:

- Working in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training, education, communications, and administration of complaint procedures for complaints against students.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office U.S. Department of Education
500 W. Madison Street. Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Email OCR.Chicago@ed.gov

With respect to complaints that involve an employee, ~~vendor~~ contractor or visitor, the ~~Department~~ Director of Human Resources and the Title IX Coordinator will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.

With respect to complaints that involve a student, the Deputy Title IX Coordinators will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.

With respect to complaints that involve both a student and an employee, the Title IX Coordinator, the Director of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.

Procedure – Campus Sexual Violence

The following guidelines identify the methods for reporting, including confidential reporting, and available resources.

~~Sexual Assault is an extreme form of sexual harassment.~~ If a report includes allegations of sexual assault, domestic violence, dating violence or stalking, then the process and procedures set forth in this Policy will be followed in the assessment, investigation and resolution of the complaint. A complaint of harassment not involving such conduct will be investigated pursuant to the sexual harassment policy and procedure. In no event shall a complaint proceed simultaneously through more than one internal procedure.

Option for Assistance Following an Incident of Sexual Assault

- A. Immediate Assistance
 1. Off-Campus Advisors and Advocates. The Notification of Rights and Options provides a list of off-campus advisors and advocates that can provide an immediate confidential response for employees and students in an emergency situation.
 2. Emergency Response. Anyone who experiences or observes an emergency situation should immediately contact local law enforcement by calling 911.
 3. Off-Campus Health Care Options. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the providers identified on the Notification of Rights and Options
- B. Ongoing On and Off Campus Counseling, Advocacy and Support for Students and Employees. This information can also be found on the Notification of Rights and Options.

Reporting and Confidentially Disclosing Sexual Assault

The Board of Trustees encourages all victims of sexual assault (and bystanders) to talk to someone about what happened so that victims (and bystanders) can get the support they need and so that the Board can respond appropriately. Certain employees on campus are considered “responsible employees.” Therefore, these individuals cannot ensure confidentiality as they are required to report instances of sexual assault. A complete list of confidential advisors is available in the Notification of Rights and Options within this policy if a student wishes to report confidentially. Different employees on campus have different abilities to maintain a victim's confidentiality:

- ~~Some employees are required to maintain complete or near complete confidentiality,~~

Confidential Advisors. Confidential advisors receive additional training to support survivors of sexual violence and misconduct and are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. Contact information for such confidential advisors is included in the Notification of Rights and Options.

A victim who speaks to a confidential advisor must understand that, if the student victim wants to maintain confidentiality, IECC’s ability to conduct an investigation into the

particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these advisors will still assist the victim in receiving other necessary protection and support at the request of the victim, including working with IECC officials to address issues such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the Illinois Eastern Community Colleges or report the incident to law enforcement, and thus will have the incident fully investigated. These advisors will provide the victim with assistance if the victim wishes to do so.

Note: While confidential ~~these~~ advisors may maintain a victim's confidentiality from within Illinois Eastern Community College, by law, any employee and/or confidential advisor who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline, and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Also note: If the alleged perpetrator(s) pose a serious and immediate threat to the community, IECC may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

- ~~Some~~ IECC employees are required to report all the details of an incident (including identities of the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "**Responsible Employees**" generally obligates the Board to investigate the incident and take appropriate steps to address the situation.

Most employees, including but not limited to supervisors, managers, coaches and faculty are responsible employees. A list of Responsible Employees is available through the Title IX Coordinators. When a victim tells a Responsible Employee about an incident of sexual harassment including sexual assault, the victim has the right to expect immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator and, if applicable, all relevant details about the alleged sexual violence or misconduct shared by the victim so that the appropriate Title IX Coordinator can determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the IECC's response to the report and those with a "need to know". The following categories of employees are Responsible Employees

- College and District Administrators
- Title IX Coordinator and Deputy Coordinators
- Supervisors and Managerial Staff
- Faculty
- Coaches & Athletic Directors
- Student Advisors & Student Group Advisors

~~A complete list is available through the Title IX Coordinators.~~

Addressing Confidentiality

Before a victim or bystander reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to the confidential resources referenced above.

If the victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the victim that the employee will share that information for consideration in the investigation and resolution of the complaint, but cannot guarantee that request will be met. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, that request must be weighed against the Board's obligation to provide a safe environment for all students and employees including the student victim.

If the request for confidentiality can be met, a victim must understand that the Board's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished. Alternatively, the request for confidentiality may not be able to be honored in order to provide a safe environment for all students and employees.

The following individual(s) are responsible for evaluating requests for confidentiality:

- Title IX Coordinator
- Chief Executive Officer
- Legal Counsel

A victim will be informed at the earliest point possible of a determination that a request for confidentiality cannot be maintained. In such instances, to the extent possible, information will be shared only with people responsible for handling the response to the complaint and those with a "need to know".

Where confidentiality is maintained, responsive action will reflect the victim's request for confidentiality. As such, if a victim's request for confidentiality limits the ability to formally investigate a particular allegation, responsive steps will still be to limit the effects of the alleged sexual discrimination, misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to providing increased monitoring, supervision or security at locations or activities where the alleged misconduct occurred.

Employee Reporting and Disclosing Sexual Misconduct of a Student

In addition to the reporting requirements for Responsible Employees, all employees who have information regarding sexual violence or misconduct of a student or employee are encouraged to report it to the Title IX Coordinator or any Responsible Employee.

Other Procedures for Making a Report of Sexual Assault or Other Sexual Violence, Dating Violence, Domestic Violence or Stalking

Although the Board of Trustees strongly encourages all individuals to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the local police.

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at the nearest hospital or medical facility.

In Illinois, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence to prove the criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators or the police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with someone and taking steps to preserve evidence in the event that the victim changes his/her mind at a later date.

If the complainant desires full confidentiality, he/she should speak with a confidential advisor. The Title IX Coordinator does not take third party reports. With your permission, the confidential advisor may file a report on the details of the incident without revealing your identity to the Title IX Coordinator. The purpose of a confidential report is to attempt to comply with your wish to keep the matter confidential while taking steps to ensure the safety of yourself and others.

Interim Measures

Upon receipt of a complaint, in being mindful of the victim's well-being, designated personnel will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Interim measures will also include:

- Assisting the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Providing other security and support, which could include the obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Informing the victim of the right to report a crime to law enforcement and provide the victim with assistance if the victim wishes to do so.

Retaliation against the victim, whether by students or employees, will not be tolerated.

An international Student may be granted approval to reduce his/her course load while recovering from the immediate effects of a sexual violence incident.

To meet the continuing obligation to address the issue of sexual violence and misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt consideration of broader remedial action, such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

Miscellaneous

1. Electronic and Anonymous Reporting. Although direct verbal reporting of complaints is preferred, an online system for electronic and anonymous reporting is available for use by victims or bystanders. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice for the purpose of triggering an investigation. Electronic reports can be filed via a form on the IECC webpage and will generally receive a response within 12 hours with a list of available resources absent an emergency.
2. Off-Campus Counselors and Advocates, Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information unless the victim requests the disclosure and signs consent or waiver form or unless that individual has reporting or other obligations under state law.
3. Clery Act Reporting Obligations. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 U S C 1092(f)), a public crime log and Annual Security Report ("ASR") are available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking). Security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires timely issuance of warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

Title IX Complaint Investigation Procedures

A. Formal Investigation Process

1. Initiation of Investigation by Title IX Coordinator: Upon receipt of a complaint of sexual violence or misconduct under this Policy by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair and thorough investigation. The investigation will be coordinated by the Title IX Coordinator and/or one of the Deputy Coordinators (if a student), and will generally conclude within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process an extension may be granted by the Title IX Coordinator. The complainant and the respondent will be notified in writing of the identity of the investigator prior to any contact from the investigator.

~~With respect to sexual violence and misconduct complaints that relate to an employee, the Title IX Coordinator and Director of Human Resources will manage the investigation into the allegations made against the employee and will recommend appropriate sanctions against the employee. If the investigation involves both an employee or third party and a student the Title IX Coordinator, Director of Human Resources and a Deputy Coordinator will jointly manage the investigation.~~ With respect to complaints that involve an employee, vendor, contractor, or visitor, the Department of Human Resources and the Title IX Coordinator will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee. With respect to complaints that involve a student, the Deputy Title IX Coordinators will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student. With respect to complaints that involve both a student and employee, the Title IX Coordinator, the Director of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.

The victim/complainant and respondent has the right to request substitution of these identified individuals with the authority to make a finding or impose a sanction in response to a complaint, if the participation of that individual poses a conflict of interest.

2. Interim Measures Provided: During the investigation, the Title IX Coordinator and/or a Deputy Coordinator (as applicable) will determine whether the victim and/or complainant receives interim measures as set forth above, and will advise the victim and/or complainant of the right to file a complaint with local law enforcement agencies.
3. Notice to Respondent Of Allegations:
 - a. Generally, within 10 business days of receipt of a complaint by the Title IX Coordinator, the respondent will be given written notice of the general allegations against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).
4. Due Process Rights of Victim and/or Complainant and Respondent:
 - a. The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his or her case.
 - b. When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. A personal advisor is defined as a family member, peer, advocate, staff/faculty member, or a union representative. It does not include legal counsel or an attorney at law.
 - c. If the respondent is an employee, any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement may be followed.
5. Evidence Considered: A trained investigator(s) will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent.
- ~~6. Preservation of Evidence: Any physical evidence gathered by the investigator will be preserved by the Title IX Coordinator.~~
7. 6. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the internal investigation be temporarily suspended. Such request will be evaluated to determine whether and for how long to suspend the internal investigation.
8. 7. Report of Investigation: At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).

B. Determination

1. Determination: For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report and all evidence gathered to determine whether the student engaged in sexual violence or misconduct in violation of policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated. For employee cases, the Title IX Coordinator will determine whether the employee engaged in a policy violation involving sexual violence or misconduct.
2. Notice to Respondent: Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title IX Coordinator or the Deputy Coordinator will notify the student via certified mail, return receipt requested, of his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the policy regarding sexual violence or misconduct, this notification will also advise the student respondent of
 - a. Disciplinary sanctions; and
 - b. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth below.
Employee respondents may follow any appeal or grievance process under any other applicable policies.
3. Notice to Victim and/or Complainant: Concurrently with the notice provided to the respondent, the Title IX Coordinator or Deputy Coordinator (for students) will notify the victim and/or complainant of his/her determination within 7 days of a decision. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the prohibition of sexual violence or misconduct this notification will also advise the victim and/or complainant of:
 - a. Any individual remedies offered or provided to the victim and/or complainant;
 - b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant,
 - c. The right to appeal the determination and sanctions in accordance with the Appeal Procedures below.

C. Sanctions, Protective Actions, and Remedies

1. Sanctions: Students who have violated the prohibition on sexual violence or misconduct are subject to any sanctions set forth in the Code of Student Conduct or other Program policies, up to and including expulsion. Furthermore, students could have their privileges to participate in extracurricular activities temporarily suspended if involved in an ongoing investigation. To encourage reporting, a student victim's good faith report of a violation of the sexual violence or misconduct policy will be taken into consideration in determining an appropriate response to the reporting student's own misconduct (e.g., educational responses for alcohol/drug violations as opposed to disciplinary action).

Employees who have violated the prohibition on sexual violence or misconduct will be subject to disciplinary action up to and including termination.

2. Protective Actions: Protective measures may be implemented as appropriate, including no-contact orders, trespass notices, or other protective measures. IECC will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent.

3. Remedies: Remedies for the victim and/or complainant depend upon the specific nature of the complaint, as do remedies for the community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes, work vehicle and/or activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Identifying counseling and/or advocacy services;
- Identifying medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without academic or financial penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the community as a whole may include, but are not limited to.

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating individuals to be available to assist victims of sexual discrimination, harassment and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and personnel to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination harassment and misconduct at Illinois Eastern Community Colleges.

Title IX Appeal Procedures for Student Victims and/or Complainants and Student Respondents

A. Appeal Request

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator or his/her designee at the conclusion of a formal investigation must submit a written request for appeal to the Appeal Board (AB). This request must be submitted to the Title IX Coordinator within 10 business days after receipt of the Title IX Coordinator/Deputy Coordinator's letter of determination. In the event a student victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator and/or Deputy Coordinator will be final.

The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the AB, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.

2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable.
4. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise inappropriate.

Within 10 business days after receipt of the appeal request, the Title IX Coordinator or his/her designee will decide whether to grant the appeal based on whether the appeal meets one of the above enumerated grounds for appeal and shall inform the appellant by certified mail, return receipt request.

If the appeal is granted, the matter will be referred to the AB, and the Hearing Procedures for the AB set forth below will be followed. In the event of an appeal, the decision(s) of the AB will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion.

If the victim or respondent is an employee, then any employee misconduct appeal procedures are as outlined in other applicable policies, including grievance procedure. .

B. Establishment of the Standing AB

A standing AB will hear cases and make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AB will be established each fall and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the CEO:

Chief Academic Officer

Chief Financial Officer

Executive Assistant to the CEO

Alternates: President, Wabash Valley College
 President, Olney Central College

None of the above-named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Decisions in this regard will be made by the AB as a whole. The CEO may appoint interim members as required.

C Hearing Procedures for the AB

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined above) and present his/her case to the AB, and call witnesses in his/her behalf.
When requested by the victim, the AB shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).
3. The hearing will begin with a presentation by the Title IX Coordinator/Deputy Coordinator of his/her determination, followed by a presentation by the appellant. The appellee may present his/her case as well.
4. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties will be given an opportunity to question witnesses. However, the complainant and the respondent may not directly cross examine one another, but may, at the

discretion and direction of the individual or individuals resolving the complaint, suggest questions to be posed by the individual or individuals resolving the complaint and respond to the other party, except that the respondent may under no circumstances personally or through his/her advisor question the victim.

5. The AB reserves the right to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the AB without regard for the legal rules of evidence.
7. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created and a record will be made available to either party upon request.
9. The AB will render its written decision within ~~10~~ 7 business days after the hearing, absent extenuating circumstances. The decision will be to affirm, reverse or modify the Title IX Coordinator/Deputy Coordinator's determination as to the violation of policy and the sanction imposed (if any).
10. If a student respondent is found not to have engaged in sexual violence or misconduct in violation of policy, and if coursework has been missed as a direct result of the action taken against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).
11. In all cases other than suspension or expulsion, the decision of the AB is final.
12. If the decision of the AB is to suspend or expel the student respondent, that decision will be transmitted to the Vice President of Academic Affairs. The student respondent will then have two business weeks after the decision to appeal pursuant to the standard student grievance procedure. The appeal/grievance will consist of the student respondent's written statement of disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the AB hearing. Upon further advancement of a grievance, relevant information will be reviewed before making a decision to uphold the suspension or expulsion or to take other appropriate action.

Procedures Governing Complaints Solely Involving Employees and/or Third Parties

An employee or third party should notify the Title IX Coordinator if he or she believes that employees or agents have engaged in sexual violence or misconduct in violation of Board Policy.

The Title IX Coordinator will address the complaint promptly and thoroughly as follows.

A. Filing a Complaint

An employee or third party (hereinafter "Complainant") who wishes to avail him or herself of this procedure may do so by filing a complaint with the Title IX Coordinator. The Title IX Coordinator will request the Complainant to provide a written statement regarding the nature of the complaint and will request a meeting with the Complainant. The Title IX Coordinator shall assist the Complainant as needed.

B. Investigation

Each complaint shall be investigated promptly, thoroughly, impartially, and as confidentially as possible. The Title IX Coordinator or his or her designee will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. As a general rule, all complaints will be investigated, even when the Complainant requests that nothing be done. The investigator will inform potential complainants, complainants, and witnesses that the

Board prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.

Training, Prevention and Education

A. For Students and Employees

IECC will provide training annually. ~~The Board, through its CEO, will review on an ongoing basis, its sexual violence or misconduct prevention and education programming~~ to ensure students and employees are provided substantive opportunities ~~for training annually~~ to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant policies and procedures, retaliation, survivor strategies, the impact of trauma relevant definitions, and other pertinent topics. Students will also receive a copy of the Preventing Sexual Violence Policy ~~against Sexual Violence and Misconduct~~ and the related protocols.

B. For Employees

~~IECC~~ ~~The Board, through its CEO,~~ will also provide 8-10 hours of annual survivor-centered and trauma-informed training to employees involved in: the receipt of a report of a student sexual violence; referral or provision of services to a survivor; or any campus complaint resolution procedure for sexual violence.

Training for Designated Employees

The Title IX Coordinator, Deputy Coordinators, Responsible Employees, investigators, victim advocates, counselors, legal counsel and anyone else involved in responding to, investigating or adjudicating sexual misconduct incidents must receive education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures confidentiality requirements relevant policies and procedures, retaliation the impact of trauma, relevant definition, and other pertinent topics. The CEO will annually review training offerings to identify ways in which to enhance its effectiveness.

Publication

The following will be prominently published on the District website, ~~timely~~ updated regularly and made available: the comprehensive policy; student notification of rights, contact information for Title IX coordinators; confidential resources and advisors and counseling services; and an explanation of responsibilities of Title IX coordinators, responsible employees and mandated reporters.

Task Force

The Board, through its CEO, will also establish a campus-wide task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent sexual violence. The task force shall meet a minimum of twice per year.

Reporting

The Board, through its CEO will comply with all reporting requirements established pursuant to the Illinois Board of Higher Education Act and the Preventing Sexual Violence in Higher Education Act.

Notification of Rights and Options

A victim of sexual violence or misconduct has a right to report (or not report) the incident to Illinois Eastern Community Colleges.

Reporting to IECC

If you choose to make a report the following individuals will receive a report and will investigate and resolve the matter pursuant to policy. IECC respects the sensitive nature of such complaints and the privacy of victims of sexual violence or misconduct but cannot guarantee complete confidentiality in meeting its responsibility to investigate and address the report. Any of these individuals will help a victim notify law enforcement of an incident, although it is the victim's choice whether or not to make such a report.

A. The Title IX Coordinator is: ~~Tara Buerster, Director of Human Resources, 233 E Chestnut Street, Olney, IL 62450, 618-393-2982, 5521, buerstert@iecc.edu~~ Ashlee Spannagel, Program Director of Grants, Compliance, & Outreach, 320 East North Avenue, Noble, IL 62450, 618-393-3491, spannagela@iecc.edu.

B. The Deputy Title IX Coordinators are:

<u>Frontier Comm. College</u>	<u>Lincoln Trail College</u>	<u>Olney Central College</u>	<u>Wabash Valley College</u>
Jan Wiles Assistant Dean of Student Services 2 Frontier Drive Fairfield, IL 62837 618-847-9133 or 877-464-3687 wilesj@iecc.edu	Megan Scott Assistant Dean of Student Services 11220 State Highway 1 Robinson, IL 62454 618-546-2252 or 866-582-4322 scottm@iecc.edu	Andi Pampe Assistant Dean of Student Services 305 North West Street Olney, IL 62450 618-393-3305 or 866-622-4322 pampea@iecc.edu	Tiffany Cowger Assistant Dean of Student Services 2200 College Drive, Mt. Carmel, IL 62863 618-263-5535 or 866-982-4322 cowgert@iecc.edu

C. Electronic/Anonymous reporting: <https://www.iecc.edu/e4/forms/svcf/default.php>

D. Additional Non-Confidential Resources On-Campus:

Frontier Comm. College
Jay Edgren
President
618-842-3711, ext. 4001
or 877-464-3687

Lincoln Trail College
Ryan Gower
President
618-544-8657, ext. 1121
or 866-582-4322

Olney Central College
Rodney Ranes
President
618-395-7777, ext 2001
or 866-622-4322

Wabash Valley College
Matt Fowler
President
618-262-8641, ext. 3383
Or 866-982-4322

Paul Bruinsma
Dean of Instruction
618-842-3711, ext. 4005
or 877-464-3687

David Carpenter
Dean of Instruction
618-544-8657, ext. 1144
or 866-582-4322

Jeff Cutchin
Dean of Instruction
618-395-7777, ext 2002
or 866-622-4322

Robert Conn
Dean of Instruction
618-262-8641, ext 3382
or 866-982-4322

Other CSA's at FCC
Faculty/Administrators/Supervisors
Athletic Director & Coaches
Student Group Advisors &
Student Advisors

Other CSA's at LTC
Faculty/Administrators/Supervisors
Athletic Director & Coaches
Student Group Advisors &
Student Advisors

Other CSA's at OCC
Faculty/Administrators/Supervisors
Athletic Director & Coaches
Student Group Advisors &
Student Advisors

Other CSA's at WVC
Faculty/Administrators/Supervisors
Athletic Director & Coaches
Student Group Advisors &
Student Advisors

District Office, Human Resources Department (when an employee is involved): 618-393-2982, ext. 5521

Responsive Procedures:

Pursuant to policy, IECC will investigate reports of sexual violence and misconduct. A victim may request, and IECC will evaluate, interim protective measures to address victim safety, including obtaining and enforcing a no-contact order or order of protection.

Upon receipt of a report of sexual violence or misconduct, IECC will initiate a prompt, fair and thorough investigation through the Title IX Coordinator. The victim/complainant and respondent(s) will be afforded the opportunity to present information and witnesses, and IECC will make a good faith effort to contact and interview any witnesses identified by the parties or, including those no longer at the College. IECC strictly prohibits retaliation against the complainant, respondent, or other witnesses.

Upon conclusion of the investigation, the Title IX or Deputy Title IX Coordinator will notify the victim/complainant of the determination and of any remedies offered or provided by IECC to the victim and any disciplinary sanctions on the respondent(s) that directly relate to the victim/complainant. A victim/complainant and a student respondent may utilize the appeal process provided by policy upon conclusion of the investigation.

Confidential Options for Reporting:

The following confidential advisors have been identified to provide support to victims. These advisors are not required to report any information about an incident to the Title IX Coordinator without a victim's permission:

CAISA Robinson, IL (serving Lincoln Trail, Olney Central, and Wabash Valley)
618-544-9379

After-Hours Crisis Hotline:

866-288-4888

SAFE Mt. Vernon, IL (serving Frontier)

618-244-9330

After-Hours Crisis Hotline:

800-625-1414

(Insert list of area counseling centers once affiliation agreements are developed.)

Additional Off-Campus Resources:

The following local health, mental health, counseling and advocacy services are available for victims. At a victim's request, IECC personnel identified above can assist victims in accessing these services.

- a. IECC Employee Assistance Program 1-855-775-4357 or www.rsli.acieap.com
- b. Illinois Coalition Against Sexual Assault: 217-753-4117 or www.icasa.org
- c. National Sexual Assault Hotline: 800-656-HOPE(4673); <https://www.rainn.org/get-help/national-sexual-assault-hotline>
- d. National Domestic Violence Help Line: 877-TO END DV (877-863-6338); http://www.cityofchicago.org/dam/city/depts/fss/supp_info/DV/MODVsafteycardEnglish.pdf
- e. AARDVARC – An Abuse, Rape and Domestic Violence Aid and Resource Collection at www.aardvarc.org
- f. The Illinois Coalition Against Domestic Violence: 217-789-2830; http://www.ilcadv.org/about_icadv/contact.asp
- g. Illinois Attorney General's Office: 1-800-228-3368; www.ag.state.il.us/victims/
- h. Illinois Crime Victims Bill of Rights 725 ILCS 120-1; <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1970&ChapterID=54>
- i. Illinois Crime Victims Compensation Program: 800-228-3368; <http://www.ag.state.il.us/victims/cvc.html>
- j. Illinois Department of Children and Family Services: 800-25-ABUSE (800-252-2873); <http://www.state.il.us/dcf/index.shtml>

<u>Frontier Comm. College</u>	<u>Lincoln Trail College</u>	<u>Olney Central College</u>	<u>Wabash Valley College</u>
Fairfield Police 911	Robinson Police 911	Olney Police 911	Mt. Carmel Police 911
Wayne Co. Sheriff 842-6631	Crawford Co. Sheriff 546-1515	Richland Co. Sheriff 395-7481	Wabash Co. Sheriff 262-4186
*Fairfield Memorial 842-2611 303 NW 11 th Street Fairfield, IL 62837-2601 CAISA 544-9379	*Crawford Memorial 544-3131 1000 N Allen Street Robinson, IL 62454 CAISA <u>618-</u> 544-9379	*Richland Memorial 395-2131 800 E. Locust Street Olney, IL 62450 CAISA 544-9379	*Wabash General 262-8621 1418 College Drive Mt. Carmel, IL 62863 CAISA 544-9379
Southeastern IL Counseling SAFE 618-244-9330	Southeastern IL Counseling Crawford Family Counseling	Southeastern IL Counseling Richland Family Counseling	Southeastern IL Counseling Depot Counseling
Wayne Family Counseling Regular Hours 842-2125 24 Hour Crisis 395-5026	Regular Hours 842-2125 <u>546-</u> <u>1021</u> 24 Hour Crisis 395-5026	Regular Hours 395-4306 24 Hour Crisis 395-5026	Regular Hours 262-7473 24 Hour Crisis 395-5026

** Indicates health care options which provide rape kits and/or Sexual Assault Nurse Examiners. Seeking medical treatment also serves to preserve physical evidence of sexual violence.*

Appendix A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking:

Frontier Community College Megan Black
2 Frontier Drive Eric Resor
Fairfield, IL 62837
Phone: (618) 842-3711

Lincoln Trail College Tyler Browning
11220 State Highway 1 Rena Gower
Robinson, IL 62454
Phone: (618) 544-8657

Olney Central College Linda Horn
305 North West Street Doug Shipman
Olney, IL 62450
Phone: (618) 395-7777

Wabash Valley College Tiffany Cowger
2200 College Drive John Day
Mt. Carmel, IL 62863
Phone: (618) 262-8641

Workforce Education Laurel Taylor
John A. Logan College Kim Underwood
Carterville, IL 62918
Phone: (618) 985-3741

District Office Bonnie Chaplin
233 East Chestnut Street Alex Cline
Olney, IL 62450
Phone: (618) 393-2982

The Chief Executive Officer shall update Appendix A as necessary.

Board Action: Student Trustee Gideon Raley made a motion to waive second reading and approve the foregoing revisions to the Policy 100.31 Preventing Sexual Violence in Higher Education policy. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #8-B. Policy 100.17 Sexual Harassment: The CEO recommended approval of the following policy.

BOARD OF TRUSTEES -100

Policy on Sexual Harassment (100.17)

Date Adopted: November 17, 1998

Revised: March 15, 2005

Revised: February 17, 2009

Revised: October 20, 2015

Revised: October 18, 2016 (Pending Cabinet and Board approval)

Illinois Eastern Community Colleges (IECC) is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with federal and state law and Board of Trustees' policy, IECC prohibits any member of the faculty, staff, administration, or student body, regardless of the sex of the other party, from sexually harassing any other member of the IECC community. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge or expulsion.

Defining Sexual Harassment

Sexual harassment means any unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance, a student's educational performance, and/or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: (1) quid pro quo and (2) hostile work or learning environment. Sexual harassment can be physical or psychological in nature. A combination of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Any report of allegations of sexual assault, domestic violence, dating violence or stalking is considered to fall under "sexual violence" and will be processed under procedures set forth under Board Policy 100.31 Preventing Sexual Violence. A complaint involving harassment not involving such conduct as described above will be investigated pursuant to Board Policy and Procedure 100.17 Sexual Harassment. In no event shall a complaint proceed simultaneously through more than one internal procedure.

Examples of Sexual Harassment

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- ~~Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as~~

touching, pinching, patting, grabbing, brushing against another employee or student's body or poking another employee or student's body.

- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee or student for submitting to sexual conduct, including soliciting or attempting to solicit an employee or student to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee or student to unwelcome sexual attention or conduct or intentionally making the employee's job performance or student's educational performance more difficult because of that employee or student's sex.

Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:

- (1) whether a student will be admitted to a college, or a person will be employed by the District;
- (2) the educational or work performance required or expected;
- (3) the attendance or assignment requirements applicable to a student or employee;
- (4) to what courses, fields of study or programs, including honors, a student will be admitted;
- (5) what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;
- (6) the quality of instruction a student will receive;
- (7) what tuition or fee requirements are applicable to a student;
- (8) what scholarship opportunities are available to the student;
- (9) what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;
- (10) any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;
- (11) any performance evaluation, promotion or other employment benefit an employee may receive;
- (12) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or,
- (13) what degree, if any, the student will receive.

Sexual harassment between students, neither of whom is employed by IECC, should be reported to the appropriate investigators.

The Chief Executive Officer has designated a minimum of two persons to hear and investigate cases of alleged sexual harassment (See Appendix A.). A student or staff member who believes that he/she has been the victim of sexual harassment should immediately report such conduct to one of these designated persons and complete the Sexual Harassment allegation form. An appropriate investigation of each complaint received will be conducted.

Responsible Administrators

a. Sexual Harassment Investigators

The Sexual Harassment Investigators are the individual's designated by the Chief Executive Officer to investigate reports and complaints of sexual harassment in accordance with IECC policy and procedure.

b. Presidents

The Presidents are the individuals designated to review investigative reports of sexual harassment at the colleges and to determine the appropriate action for IECC to take based on the findings. If the allegation is against the President, the report will be submitted to the Chief Executive Officer.

c. Chief Executive Officer

The Chief Executive Officer will review reports of sexual harassment at the District level. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.

d. Deans/Associate Deans/Directors/Supervisory Personnel

All supervisory personnel are responsible for ensuring compliance with IECC's Sexual Harassment Policy and appropriate procedures.

Investigations will be initiated within one working day of receiving the complaint. The investigator will schedule a conference within five working days from the date of receipt of the complaint. Complainants may choose to be accompanied by a co-worker, another student, or other individual or their choice when attending meetings to discuss the allegations. Every reasonable effort will be made to determine the facts pertinent to the allegations. The investigator will submit a written report to the College President, including a recommendation for appropriate disciplinary action where deemed necessary. If the allegation is against the President, the report will be submitted to the Chief Executive Officer. At the District level, the report will be submitted to the Chief Executive Officer. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.

If the complaint can be resolved to the satisfaction of all parties, the matter will be considered closed, subject to re-opening upon further complaint or additional information.

If the complainant is dissatisfied with the decision of the President, he/she may appeal to the Chief Executive Officer. A written response shall be provided within five working days of receipt of the appeal. Then, if dissatisfied, the complainant may appeal to the Chair of the Board of Trustees. The Chair of the Board will provide the complainant with a written response within five working days of receipt of the appeal. The Chair of the Board of Trustees shall have final appeal authority.

In cases of recurrent complaints, or in cases of flagrant unlawful behavior, immediate action may be taken by the President and/or Chief Executive Officer.

The administration will take all necessary steps to protect the rights of both complainant and alleged harasser.

Any employee found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including discharge. Any student found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including expulsion.

Those who feel they have been sexually harassed or discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

Illinois Department of Human Rights
James R. Thompson Center
100 W. Randolph Street, 10th Floor
Chicago, Illinois 60601
Telephone (312) 814-6245
Telephone TTY (866) 740-3953

Illinois Human Rights Commission
James R. Thompson Center
100 W. Randolph, Suite 5-100
Chicago, Illinois 60601
Telephone (312) 814-6269

Illinois Department of Human Rights
222 South College, Room 101-A
Springfield, Illinois 62704
Telephone (217) 785-5100
Telephone TTY (866) 740-3953

Illinois Department of Human Rights
2309 West Main Street
Marion, IL 62959
Telephone (618) 993-7463
Telephone TTY (866) 740-3953

Persons found to have retaliated or discriminated against an employee or student for complaining about sexual harassment or for initiating or assisting with a claim of sexual harassment will be subject to appropriate disciplinary action.

The rights to confidentiality, both of the complainant and of the alleged harasser, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including discharge or expulsion.

Appendix A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual harassment:

<u>Frontier Community College</u> 2 Frontier Drive Fairfield, IL 62837 Phone: (618) 842-3711	Megan Black Eric Resor
<u>Lincoln Trail College</u> 11220 State Highway 1 Robinson, IL 62454 Phone: (618) 544-8657	Tyler Browning Rena Gower
<u>Olney Central College</u> 305 North West Street Olney, IL 62450 Phone: (618) 395-7777	Linda Horn Doug Shipman
<u>Wabash Valley College</u> 2200 College Drive Mt. Carmel, IL 62863 Phone: (618) 262-8641	Tiffany Cowger John Day
<u>Workforce Education</u> John A. Logan College Carterville, IL 62918 Phone: (618) 985-3741	Laurel Taylor Kim Underwood
<u>District Office</u> 233 East Chestnut Street Olney, IL 62450 Phone: (618) 393-2982	Bonnie Chaplin Alex Cline

The Chief Executive Officer shall update Appendix A as necessary.

Board Action: Trustee Al Henager made a motion to waive second reading and approve the foregoing revisions to the Policy 100.17 Sexual Harassment. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9- “Policy Second Readings” – None.

AGENDA #10 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#10-A. Certificate of Compliance with the Truth in Taxation Law: The CEO recommended approval for the Chairman to sign the Truth in Taxation Certificate of Compliance, containing the following statements relative to this community college district:

I, the undersigned, hereby certify that I am the presiding officer of the Board of Trustees of Illinois Eastern Community Colleges, Community College District No. 529 and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Sections 18-60 through 18-85 of the “Truth in Taxation” law.

The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law. This certificate applies to the 2016 levy.

Board Action: Student Trustee Gideon Raley made a motion to approve the Certificate of Compliance with the Truth in Taxation Law and authorize the Chairman to sign the certificate as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-B. Certification of Tax Levy for FY2018: Mr. Browning reviewed the Certificate of Tax Levy, showing the following sums to be levied on the taxable property of this community college district:

Educational Purposes \$2,625,000; Operations & Maintenance Purposes \$1,125,000; Local Government & Governmental Employees Tort Immunity Act purposes \$350,000; Social Security & Medicare Insurance purposes \$200,000; Financial Audit purposes \$80,000; Worker’s Compensation & Unemployment purposes \$130,000. Number of bond issues of the community college district which have not been paid in full: 1. The Certificate of Tax Levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December 2004.

Board Action: Trustee Brenda Culver made a motion to approve the Certificate of Tax Levy as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-C. GASB Designation of Tax Levy Year: Mr. Browning reviewed certain GASB guidelines regarding tax levies. Under guidelines established by the Governmental Accounting Standards Board (GASB), governmental entities may designate the fiscal year that their tax levy is to be recognized as income. Currently, the Board of Trustees does a levy and extension for taxes based upon calendar years which overlap our school year and fiscal year. The following resolution clarifies that under GASB guidelines, taxes levied for the year 2016 will be collected late in calendar year 2017 and that such levy will be allocated 100% to fiscal year 2018 (July 1, 2017 – June 30, 2018).

The CEO recommended adoption of the following clarifying resolution.

Resolution Setting Forth Tax Levies for 2016

Be it resolved by the Board of Trustees of Illinois Eastern Community Colleges District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2004 concerning tax levies and extensions.

Be it further resolved by the Board of Trustees of Illinois Eastern Community Colleges District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of Two Million Six Hundred Twenty Five Thousand Dollars (\$2,625,000) be levied as a tax for Educational purposes; and the sum of One Million One Hundred Twenty Five Thousand Dollars (\$1,125,000) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Thousand Dollars (\$200,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Eighty Thousand Dollars (\$80,000) be levied as a special tax for Financial Audit purposes; and the sum of Three Hundred Fifty Thousand Dollars (\$350,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of One Hundred Thirty Thousand Dollars (\$130,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, State of Illinois, for the year 2016 to be collected in the year 2017; and that the income from the levy for the year 2017 be allocated 100% for Fiscal Year 2018.

Board Action: Student Trustee Gideon Raley made a motion to adopt the foregoing resolution regarding designation of the tax levy year as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-D. Consideration and action on a Resolution authorizing the issuance of not to exceed \$6,000,000 Taxable General Obligation Community College Bonds (Alternate Revenue Source) for community college purposes: The CEO recommended approval of a resolution of Intent to Issue Taxable General Obligation Bonds in the amount not to exceed \$6,000,000. The actual issuance of the bonds would occur at the December Board meeting.

Board Action: Trustee Al Henager made a motion to approve the resolution of intent to issue Taxable General Obligation Bonds in the amount not to exceed \$6,000,000. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-E. Annual Financial Report: Pursuant to Section 3.22.2 of the Public Community College Act, each district is required to annually publish a financial statement prior to November 15, in a newspaper of general circulation in the district. A copy of this publication must be filed with the Illinois Community College Board by December 1. The CEO recommended approval of the following Annual Financial Report so that it may be published locally and filed with ICCB.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended June 30, 2016

Community College District No. 529 Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, State of Illinois

Total District Assessed Valuation:	\$1,423,399,651
Total District Bonded Debt:	\$ 4,325,000

Tax Revenues:	<u>Extensions</u>	<u>Rates</u>
Education Fund	\$ 2,474,988	0.00175
Operations and Maintenance Fund	\$ 1,060,646	0.00075
Bond and Interest Fund	\$ 2,110,259	0.00149
Liability, Protection, and Settlement Fund	\$ 676,333	0.00048
Audit Fund	\$ 70,782	0.00005

STATEMENT OF REVENUE AND EXPENDITURES

For the Fiscal Year Ended 2016

<u>REVENUE BY SOURCE</u>	<u>Education Fund</u>	<u>Operations & Maintenance Fund</u>	<u>Debt Service Fund</u>	<u>Other Tax Funds</u>
Local Government	2,858,574	1,224,051	2,499,059	780,153
State Government	4,549,093	-	-	-
Federal Government	-	-	-	-
Student Tuition and Fees	13,037,673	-	-	-
Other Sources	369,604	46,926	12,404	53,032
TOTAL REVENUE	20,814,944	1,270,977	2,511,463	833,185
 <u>EXPENDITURES BY PROGRAM</u>				
Instruction	12,430,403	-	-	-
Academic Support	463,780	-	-	-
Student Services	1,870,396	-	-	-
Public Services	35,449	-	-	-
Auxiliary Enterprises	-	-	-	-
Operation and Maintenance of Plant	70,001	2,834,780	-	134,301
Institutional Support	5,368,784	2,358	2,070,261	3,586,749
Scholarships, Student Grants, and Waivers	7,031,233	-	-	-
TOTAL EXPENDITURES	27,270,046	2,837,138	2,070,261	3,721,050
 OTHER FINANCING USES: Operating Transfers-In / (Out)	 (1,421,897)	 -	 -	 65,000
 FUND BALANCE (Deficit), June 30, 2016	 8,858,179	 3,596,364	 621,660	 1,134,125

Illinois Eastern Community Colleges offers a wide variety of educational opportunities.

Frontier Community College, Lincoln Trail College, Olney Central College and Wabash Valley College offer degrees in Associate in Arts, Associate in Science, Associate in General Studies, Associate in Science and Arts, Certificate in General Studies and Certificates in (8) eight Vocational Skills areas.

In addition, Frontier Community College offers (22) twenty-two Certificates in Career and Technical Education and (10) ten Associate in Applied Science degrees. Frontier delivers the above offerings to (5) five of the Counties of Illinois Eastern Community College District No. 529.

Lincoln Trail College offers (24) twenty-four Certificates in Career and Technical Education and (13) thirteen Associate in Applied Science Degrees in Career and Technical Education.

Olney Central College offers (32) thirty-two Certificates in Career and Technical Education and (15) fifteen Associate in Applied Science Degrees in Career and Technical Education.

Wabash Valley College offers (34) thirty-four Certificates in Career and Technical Education and (17) seventeen Associate in Applied Science Degrees in Career and Technical Education.

Annual Enrollment Data by Semester, including Summer Term:

Headcount: 28,827	Full-time Equivalent: 4,406
Staff Data: Full-time 268	Part-time: 813

All accounts of said Illinois Eastern Community College District No. 529 were audited by Clifton Larson Allen, LLP, Certified Public Accountants, for the fiscal year July 1, 2015 through June 30, 2016.

Dated at Olney, Illinois, this 18th day of October 2016.

Chairman, Board of Trustees: _____
G. Andrew Fischer

Secretary, Board of Trustees: _____
Renee Smith

Treasurer, Board of Trustees: _____
Roger Browning

It is the policy of the Board of Trustees of Illinois Eastern Community Colleges not to discriminate on the basis of race, color, religion, sex, age, disability, or national origin. Illinois Eastern Community Colleges operates pursuant to all applicable laws relating to the Americans with Disabilities Act, PL 101-336. Inquiries regarding compliance with the policy may be directed to:

Equal Opportunity Officers:

- Bonnie Chaplin, IECC District Office, Olney, IL
- Paul Bruinsma, Frontier Community College, Fairfield, IL
- David Carpenter, Lincoln Trail College, Robinson, IL
- Andrea Pampe, Olney Central College, Olney, IL
- Katie Hinderliter, Wabash Valley College, Mt. Carmel, IL

Board Action: Trustee John Brooks made a motion to approve the Annual Financial Report for the Fiscal Year ended June 30, 2016. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-F. Eligibility for Special Tax Levy: The Public Community College Act allows districts eligible for equalization to levy up to the combined state-wide average tax rate for education and operations and maintenance purposes if the District is currently levying less than that amount. The Illinois Community College Board has certified that the average tax rate for education and operations and maintenance purposes is 29.97 cents per \$100.00 of equalized assessed valuation. Therefore, the District is eligible to levy an additional 4.97 cents of taxes, which would generate estimated additional tax revenue of \$673,727.00. If the Board were to utilize this additional levy authority, such levy would be subject to a back door referendum. The Board of Trustees has never utilized this additional tax authority and the CEO recommended that it not levy the additional 4.97 cents.

Board Action: Trustee John Brooks made a motion to note that the Board acknowledges and has considered its eligibility to levy the additional tax, but that Illinois Eastern Community Colleges elects to not levy the additional tax for which the District is eligible. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-G. Health Savings Accounts, Calendar Year 2017: Beginning in calendar year 2010 the Board approved the offering of a Qualified High Deductible Health Plan. The Board also implemented a plan allowing Health Savings Accounts (HAS) that enabled qualified employees to set aside money in pre-tax dollars.

Bargaining unit faculty are eligible to participate in the HSA program. Pursuant to the current bargaining unit faculty contract, the Board agreed to a \$1,000 HSA contribution for calendar year 2017 for faculty. Since the HSA program requires equal contributions, the Board will also need to contribute \$1,000 to each non-bargaining unit employee's HSA. This contribution would be only for non-bargaining unit employees working at least 40 hours of service per week.

The Board normally establishes the amount of the District's contribution to the participant's HSA prior to the beginning of the open enrollment period which will begin the end of October and run through early December. Recent contributions to qualified employees' HSA are shown below:

Calendar Year 2012 -	\$1,000
Calendar Year 2013 -	\$1,000
Calendar Year 2014 -	\$1,000
Calendar Year 2015 -	\$1,000
Calendar Year 2016 -	\$1,000
Calendar Year 2017 -	\$1,000 (Recommended)

The CEO recommended approval of a \$1,000 Health Savings Account contribution, effective January 1, 2017, for all bargaining unit faculty members and all non-bargaining unit employees working at least 40 hours of service per week.

Board Action: Trustee Brenda Culver made a motion to approve a \$1,000 Health Savings Account contribution, effective January 1, 2017, for all bargaining unit faculty and all non-bargaining unit employees working at least 40 hours of service per week. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-H. Employee Health and Dental Insurance, Calendar Year 2017: Health and dental insurance was approved for renewal with Blue Cross Blue Shield of Illinois to be offered under the IECC Marketplace. There are four (4) plans available for employees to choose from with varying rates and options for each plan. The CEO recommended approval of the new IECC Marketplace as presented.

Board Action: Trustee Brenda Culver made a motion to accept the Marketplace options as presented to be effective January 1, 2017 to December 31, 2017, as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-I. FCC Baseball Field Projects: The CEO recommended approved funding received from the Frontier Community College Foundation for the completion of projects at the FCC baseball field.

Board Action: Trustee Gary Carter made a motion to approve completion of projects at the FCC baseball field utilizing funds provided by the FCC Foundation. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-J. FCC Baseball Field Name Designation: The Fairfield National Bank agreed to pay \$55,000 for the right to name the new field for a term of 15 years. Although not part of the IECC agreement with FNB, the bank wishes that the proceeds of \$55,000 be used to purchase lights to illuminate the field. The CEO recommended the designation of the name of the FCC baseball field to be the FNB-Fairfield National Bank Baseball Field.

Board Action: Trustee Gary Carter made a motion to approve naming the FCC baseball field the FNB-Fairfield National Bank Baseball Field. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-K. Nursing Program Handbook Revisions: Changes to the Nursing Program have been implemented to include a requirement to require Certified Nurse Assistant completion as part of the admission requirements for the Associate Degree in Nursing Program. The CEO recommended changes to reflect this requirement be approved for the Nursing Program Handbook.

Board Action: Student Trustee Gideon Raley made a motion to approve the recommended changes to the Nursing Program Handbook. Trustee Jan Ridgely seconded the motion and on a recorded

roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-L. Homefield Energy Electrical Supplier Contract: The CEO recommended approval of a 24-month contract with Homefield Energy for the time period November 2016 through November 2018 for electric power service.

Board Action: Trustee Brenda Culver made a motion to approve a contract as outlined in the Board Agenda with Homefield Energy Electrical Supplier for electricity effective November 2016 through November 2018. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-M. Agreement with North American Lighting: The CEO recommended an agreement with North American Lighting to lease space at West Richland Center for the training of employees located at NAL's plants. The training would occur at the WRC. The proposed lease would be for \$150.00 per month.

Board Action: Trustee Al Henager made a motion to approve a lease agreement with NAL for training space at a rate of \$150.00 per month. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-N. Truck Driving Program Course Fee: IECC received a grant from the U.S. Department of Commerce and Economic Development Administration to expand the Truck Driving Program. This expansion included the purchase a truck driving simulator. With the implementation of a simulator, the Truck Driving Lead Instructor determined that utilization of the simulator has allowed the program to reduce the over the road drive time for students from 50 hours to 40 hours. The students will utilize the simulator for 10 hours of drive time. Because the operational costs of the simulator are significantly less than the operational costs of an actual truck, the course fee could be reduced. The CEO recommended approval of a reduction in the Truck Driving Program Course Fee from \$2,500 to \$2,000.

Board Action: Trustee Al Henager made a motion to approve the reduction in the Truck Driving Program Course Fee from \$2,500 to \$2,000. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-O. Affiliation Agreements: The CEO recommended approval of the affiliation agreements with the following medical institutions:

Miller's Merry Manor – IECC - Associate Degree in Nursing
DaVita Healthcare Robinson – IECC – Associate Degree in Nursing
Harrisburg Medical Center – FCC - Phlebotomy
Wabash General Hospital – OCC – Phlebotomy

Board Action: Trustee Brenda Culver made a motion to approve the four aforementioned affiliation agreements as presented. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Bid Committee Report” – None.

AGENDA #12 – “District Finance” – The following District financial matters were presented.

#12-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of September 30, 2016.

#12-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for October 2016, totaling \$672,574.70, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for October 2016, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #13 – “Chief Executive Officer's Report” – None.

AGENDA #14 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #15 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, September 20, 2016.

AGENDA #16 – “Approval of Personnel Report” – Tara Buerster presented the following amended Personnel Report and the CEO recommended approval.

400.1. Change in Status

A. Professional Non-Faculty

1. Jennifer Jennings, Administrative Assistant, TRIO Upward Bound, DO/OCC (GR), to Coordinator of College Support Services, DO, effective October 31, 2016

400.2. Retirement Ratification

A. Professional Non-Faculty

1. Rita Adams, Program Director of College Support Services, DO, effective January 1, 2017

Board Action to Approve Personnel Report: Trustee Brenda Culver made a motion to approve the Personnel Report as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #17 – “Collective Bargaining” – None.

AGENDA #18 – “Litigation” – None.

AGENDA #19 – “Other Items” – None.

AGENDA #20 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. Trustee Al Henager seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion adopted, and the meeting was adjourned at 9:05 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Trustees**
- B. Presidents**
- C. Cabinet**

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

Policy 400.12 Vacation Leave Policy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2016
RE: Policy 400.12 Vacation Leave Policy

The Department of Labor has made changes to the minimum salary threshold for most exemptions that is scheduled to take effect December 1, 2016.

The administration has done a thorough review of the changes and how it affects the District. As part of these revisions, a recommendation is being made to add two new categories to our full-time, non-faculty structure: Administrative/Non-Exempt and Professional Non-Faculty/Non-Exempt. Attached is a revision to Vacation Leave Policy 400.12 that lists the vacation accrual structures for the new non-exempt categories.

I recommend the Board waive the second reading and approve the revised policy.

TLB/rs

Attachment

Vacation Leave Policy - Administrative, Professional Non-Faculty, Technical, Clerical and Maintenance Staff (400.12)

Date Adopted: January 16, 1990

Revised: June 21, 2005

Revised: April 21, 2009

Revised: February 16, 2010

Revised: May 21, 2013

Revised: November 15, 2016 (pending Cabinet and Board approval)

Exempt (Administrative & Professional Non-Faculty Employees)

Each full-time administrative and professional non-faculty exempt employee shall earn 20 vacation days per year. Administrative and professional non-faculty exempt employees may accumulate no more than 40 paid vacation days.

Non-Exempt (Administrative & Professional Non-Faculty Employees)

Effective December 1, 2016, those employed into this classification shall earn 15 vacation days per year. This class of non-exempt employees may accumulate no more than 25 paid vacation days. All employees in this classification prior to December 1, 2016 will be grandfathered in and earn 20 vacation days per year and may accumulate no more than 40 paid vacation days.

Classified Employees

Each full-time clerical, technical, and maintenance employee shall earn 10 vacation days per year. Clerical, technical, and maintenance employees with less than 7 years of employment may accumulate no more than 20 vacation days. After 7 years of employment, each full-time clerical, technical, and maintenance employee shall earn 15 vacation days per year. Effective July 1, 2009, clerical, technical, and maintenance employees with 7 or more years of employment may accumulate no more than 25 paid vacation days.

Employee's first year of vacation accrual is prorated based on hire date. Vacation time does not accrue during an employee's unpaid and/or workers compensation leave.

Upon retirement or voluntary resignation of employment with the District, an employee may choose one of the following alternatives:

- A. An employee may elect to receive pay at his/her current per diem rate for the number of accumulated vacation days following completion of his/her duties with the District.
- B. An employee may elect to take his/her accumulated vacation days just prior to completion of his/her duties with the District. In this situation, the last day of vacation would also be the last day of employment.

Voluntary and involuntary separation accumulation vacation day payments made pursuant to section 400.12 shall be subject to restrictions as set forth in Public Act 94-004, and as interpreted by the Board of Trustees.

The above section does not apply to involuntary separation. Employees who leave district service due to an involuntary separation will be paid their remainder of accumulated vacation days in a lump sum payment, following completion of his/her duties with the District.

Vacation for modified time employees shall be pro-rated according to time employed in relation to full-time employees.

Grant Employees

Employees in grant-funded positions who attempt to carry-over unused vacation hours at the end of a fiscal year, do so at the risk of losing unused vacation hours and pay for those hours if the grant funding is not renewed or cut and employment with the District is terminated. An employee in grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

Agenda Item #6B

Policy 400.22 Salary Basis Policy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2016
RE: Policy 400.22 Salary Basis Policy

The Department of Labor has made changes to the minimum salary threshold for most exemptions that is scheduled to take Effect December 1, 2016. Salary Basis Policy (HR 400.22) must be updated to reflect the new salary basis.

I recommend the Board waive the second reading and approve the revised policy.

TLB/rs

Attachment

Salary Basis Policy (400.22)

Date Adopted: October 19, 2004

Revised: November 15, 2016 (pending Cabinet and Board approval)

The Fair Labor Standards Act (FLSA) requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. Section 13 (a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet specific tests regarding their job duties, and be paid on a salary basis at not less than \$913455 per week. Job titles alone do not determine exempt status. An employee's specific job duties and salary must meet all the requirements of the Department's regulations for the exemption to apply.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than \$913455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, select administrative, academic or athletic employees, and employees practicing law or medicine, as outlined by the Department of Labor. ~~Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.~~

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the exempt employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which Deductions May be Made from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deductions is made in accordance with a bona fide plan, policy or practice or providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, the employer is not required to pay the full salary in the initial or terminal

week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

Policy on Improper Deductions

It is our policy to comply with the salary basis requirements of the FLSA. Supervisors are prohibited from making any improper deductions from the salaries of exempt employees. Employees should be aware of this policy. Illinois Eastern Community Colleges does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs

Employees, who believe that an improper deduction has been made to his/her salary, should immediately report this to the District Director of Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly paid for any improper deduction.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Holiday Calendar 2017

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2016
RE: 2017 Holiday Calendar

Attached is a proposed schedule of holidays for Illinois Eastern Community Colleges' full-time staff for Calendar Year 2017. There is no change in the number of holidays from previous years.

I request Board approval of the 2017 Holiday Calendar.

TLB/tab

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

Holidays for
Administrative, Technical,
Professional Non-Faculty,
Clerical & Maintenance Staff

Calendar Year 2017

Monday	January 16	Martin Luther King Jr. Day
Monday	February 20	President's Day
Friday	April 14	Spring Holiday
Monday	May 29	Memorial Day
Tuesday	July 4	Independence Day
Monday	September 4	Labor Day
Monday	October 9	Columbus Day
Friday	November 10	Veteran's Day Observed
Thursday Friday	November 23 November 24	Thanksgiving
Tuesday	December 19, 20, 21, 22 December 25 December 26, 27, 28, 29 January 1, 2018	Winter Break Christmas Winter Break New Year's Day

Agenda Item #8B

Board Meeting Dates and Locations for 2017

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2016
RE: Board Meeting Dates and Locations for 2017

The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming calendar year. The attached resolution sets forth that Trustees will meet on the third Tuesday of every month except December shall be the second Tuesday of the month. The following are the meeting dates and locations for the IECC Board of Trustees for 2017.

I recommend approval of this resolution.

TLB/rs

Attachment

**Board Meeting Dates
2017**

Tuesday, January 17, 2017, 7 p.m., Frontier Community College

Tuesday, February 21, 2017, 7 p.m., Lincoln Trail College

Tuesday, March 21, 2017, 7 p.m., Olney Central College

Tuesday, April 18, 2017, 7 p.m., Wabash Valley College

Tuesday, May 16, 2017, 7 p.m., Frontier Community College

Tuesday, June 20, 2017, 7 p.m., Lincoln Trail College

Tuesday, July 18, 2017, 7 p.m., Olney Central College

Tuesday, August 15, 2017, 7 p.m., Wabash Valley College

Tuesday, September 19, 2017, 7 p.m., Frontier Community College

Tuesday, October 17, 2017, 7 p.m., Lincoln Trail College

Tuesday, November 21, 2017, 7 p.m., Olney Central College

Tuesday, December 12, 2017, 7 p.m., Wabash Valley College

11/2016

Agenda Item #8C

Lease Two Vans - LTC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2016
RE: Lease 2 Vans - LTC

The Lincoln Trail College Foundation has agreed to purchase two vans that will be leased to Lincoln Trail College under the terms of the lease agreement which follows.

I ask the Board's approval of the lease agreement.

TLB/rs

Attachment

LEASE WITH OPTION TO PURCHASE

This agreement entered into on the ____ day of November, 2016, by and between the Lincoln Trail College Foundation, Robinson, Illinois, hereinafter referred to as "Lessor" and Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as "Lessee".

WITNESSETH:

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

2014 Chrysler Town & Country Touring, 15,462 miles, VIN 2C4RC1BG3ER418502
2015 Dodge Gr Caravan SE Plus, 17,243 miles, VIN 2C4RDGBG8FR669114

The consideration to be paid for the lease shall be \$38,990, plus 2.00% simple interest to reflect a total lease amount, including interest, of \$40,685.00, payable as follows:

1. Five payments of \$8,137.00, to be due and payable on the 16th day of January 2017, 2018, 2019, 2020, and 2021.
2. The final payment, due January 16, 2021, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above referenced vehicles for an additional one dollar (\$1.00) to be paid with the final payment.
4. For and during the term of the lease, title to the above referenced vehicles shall be reflected in the name of the Lessor.
5. During the term of the lease, the Lessee takes full responsibility for the following obligations:
 - a. To provide and pay for all necessary expenses to operate the leased vehicle.
 - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
 - c. To maintain proper insurance on said vehicle.

LESSOR:
LINCOLN TRAIL COLLEGE FOUNDATION

BY: _____

LESSEE:
ILLINOIS EASTERN COMMUNITY COLLEGES

BY: _____

Agenda Item #8D

Affiliation Agreements with:

**Crawford Memorial Hospital
Heritage Health**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2016
RE: Affiliation Agreements

An Affiliation Agreement is a formal contract between the educational institution and the facility or business where the student(s) will have the experience. It identifies the responsibilities and liabilities of the various parties covered by the contract. Students engaged in these placements are not paid and the experience is required for completion of the program.

IECC wishes to enter into affiliation agreements with the following health care facilities for the Basic Nurse Assistant Program at Lincoln Trail College:

Crawford Memorial Hospital
Heritage Health

I ask the Board's approval of these affiliation agreements.

TLB/rs

Attachments

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of November 2016, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Crawford Memorial Hospital Robinson, IL (hereinafter referred to as AGENCY). *Agency* *City* *State*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical nursing assistant laboratory practice by students of the Basic Nurse Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing assistant students and faculty of LTC for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Assistant Faculty on behalf of LTC, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Assistant Faculty assumes full responsibility and supervision of the nursing assistant students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

Nursing assistant students and Nursing Assistant Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

Students who have physical or emotional disabilities which may negate success in nursing assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in nursing assistant practice may participate in the contemplated program if approved by the AGENCY.

Prior to the use of any AGENCY facilities, under the contemplated program, LTC will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any

responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

- 10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
- 11. A review of the agreement will be made annually. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 15th day of November, 2016.

AGENCY

LINCOLN TRAIL COLLEGE

Director of Nursing Services

Nursing Assistant Faculty Member

Administrator, Hospital or Agency

Dean of Instruction

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of November 2016, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Heritage Health Robinson, IL (hereinafter referred to as AGENCY). *Agency* *City* *State*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical nursing assistant laboratory practice by students of the Basic Nurse Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing assistant students and faculty of LTC for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Assistant Faculty on behalf of LTC, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Assistant Faculty assumes full responsibility and supervision of the nursing assistant students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

Nursing assistant students and Nursing Assistant Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

Students who have physical or emotional disabilities which may negate success in nursing assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in nursing assistant practice may participate in the contemplated program if approved by the AGENCY.

Prior to the use of any AGENCY facilities, under the contemplated program, LTC will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any

responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

- 10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
- 11. A review of the agreement will be made annually. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 15th day of November, 2016.

AGENCY

LINCOLN TRAIL COLLEGE

Director of Nursing Services

Nursing Assistant Faculty Member

Administrator, Hospital or Agency

Dean of Instruction

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #9

Bid Committee Report

Frontier Community College

1. Baseball Field Lighting – Materials Only
2. Concession Stand Construction

BID COMMITTEE REPORT

November 2016

Frontier Community College

1. Baseball Field Lighting – Materials Only
2. Concession Stand Construction

TO: Board of Trustees
FROM: Bid Committee
DATE: November 15, 2016
RE: FCC Baseball Field Lighting – Materials Only

The following bid recommendation is based upon considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the bid received that meets all specifications (parts 1 & 2) from Musco Sports Lighting, Inc., for a total of \$59,900. The bid from Wayne-White (part 3) was the lowest bid. These bids are contingent upon the Frontier Community College Foundation receiving financing to fund the project.

FCC Baseball Field Lighting – Materials Only	
Company	Total Bid
Musco Sports Lighting, Inc. Muscaline, IA (Parts 1 & 2 only)	\$59,900.00
Wayne-White Counties Electric Co-Op Fairfield, IL (Part 3 only)	\$19,016.34

Respectfully submitted,

Roger Browning
Terry L. Bruce
Renee Smith

Department: FCC Athletics

Source of Funds: FCC Athletics (Baseball) #38310D-8310D-8200-806

Rationale for Purchase: Musco is a premier lighting company, recognized as an industry leader. Fixtures are energy efficient.

The "Advertisement for Bids" was placed in the Mt. Carmel Daily Republican Register for one (1) day.

FRONTIER COMMUNITY COLLEGE BASEBALL FIELD LIGHTING PROJECT

PART 1 – LIGHT SYSTEM PERFORMANCE AND MATERIALS

1.1 SUMMARY & POWER REQUIREMENTS

- A. Work covered by this section of the specifications shall conform to the contract documents, engineering plans as well as state and local codes.
- B. The purpose of these specifications is to define the performance and design standards for Frontier Community College baseball field. The manufacturer / contractor shall supply lighting equipment to meet or exceed the standards set forth by the criteria set forth in these specifications.
- C. The primary goal of this sports lighting project is Life Cycle Cost: In order to reduce the operating budget, the preferred lighting system shall be energy efficient and cost effective to operate.
- D. Electrical Power Requirements for the Sports Lighting Equipment:
 - 1. Electric power: 208 Volt, single Phase.
 - 2. Maximum total voltage drop: Voltage drop to the disconnect switch located on the poles shall not exceed three (3) percent of the rated voltage.

1.2 LIGHTING PERFORMANCE

- A. Performance Requirements: Playing surfaces shall be lit to an average constant light level and uniformity as specified in the chart below. Lighting calculations shall be developed and field measurements taken on the grid spacing with the minimum number of grid points specified below. Measured average illumination level shall be +/- 10% of predicted mean in accordance with IESNA RP-6-01, and measured at the first 100 hours of operation.

Area of Lighting	Average Constant Light Levels	Maximum to Minimum Uniformity Ratio	Grid Points	Grid Spacing
Baseball Infield	50 foot-candles	2.0:1.0	25	30' x 30'
Baseball Outfield	30 foot-candles	2.5:1.0	116	30' x 30'

- B. Mounting Heights: To ensure proper aiming angles for reduced glare and to provide better playability, the pole mounting heights from the playing field surface shall be 70'.

1.3 LIFE CYCLE COST

- A. Energy Consumption: The average kWh consumption for the field lighting system shall not exceed 79, the loading upon which the college based their electrical requirements.
- B. 10-Year Life Cycle Cost: Manufacturer shall submit 10-year life cycle cost calculations as follows with their bid.

Luminaire energy consumption # luminaires x __kW demand per luminaire x \$.08 kWh rate x 300 annual usage hours x 10 years

1.4 WARRANTY AND GUARANTEE

- A. 10-Year Warranty: Each manufacturer shall supply a signed warranty covering the entire system, excluding fuses and lamps, for 10 years from the date of shipment. Labor shall be included for 2 years. Lamps shall be warranted for 2 years for parts, and 1 year for labor. Warranty may exclude fuses, storm damage, vandalism, abuse and unauthorized repairs or alterations.

1.5 DELIVERY TIMING

- A. Equipment On-Site: The equipment must be on-site 4 weeks from receipt of approved submittals and receipt of complete order information.

PART 2 – PRODUCT

2.1 LIGHTING SYSTEM CONSTRUCTION

- A. System Description: The lighting system shall consist of the following:
 - 1. Luminaire Assembly: All luminaires shall be constructed with a die-cast aluminum housing or external hail shroud to protect the luminaire reflector system. Cross arm shall be galvanized for durability.
 - 2. Remote Electrical Components Enclosures: Manufacturer will remote all ballasts and supporting electrical equipment in aluminum enclosures mounted approximately 10' above grade. The enclosures shall include ballast, capacitor and fusing for each luminaire. Safety disconnect per circuit for each pole structure will be located in the enclosure.
 - 3. Wire harness complete with an abrasion protection sleeve, strain relief and plug-in connections for fast, trouble-free installation.
- B. Manufacturing Requirements: All components shall be designed and manufactured as a system. All luminaires, wire harnesses, ballast and other enclosures shall be factory assembled, aimed, wired and tested.
- C. Durability: All exposed components shall be constructed of corrosion resistant material and/or coated to help prevent corrosion. All exposed steel shall be hot dip galvanized per ASTM A123. All exposed hardware and fasteners shall be stainless steel of at least 18-8 grade, passivated and polymer coated to prevent possible galvanic corrosion to adjoining metals. Pole mounting hardware to attach cross arms shall be hot-dip galvanized per ASTM 153. All exposed aluminum shall be powder coated with high performance polyester. All exterior reflective inserts shall be anodized, coated with a clear, high gloss, durable fluorocarbon, and protected from direct environmental exposure to prevent reflective degradation or corrosion. All wiring shall be enclosed within the cross arms, pole, conduit or electrical components enclosure.
- D. Safety: All system components shall be UL Listed for the appropriate application.

PART 3 – OTHER MATERIALS

3.1 OTHER NECESSARY COMPONENTS

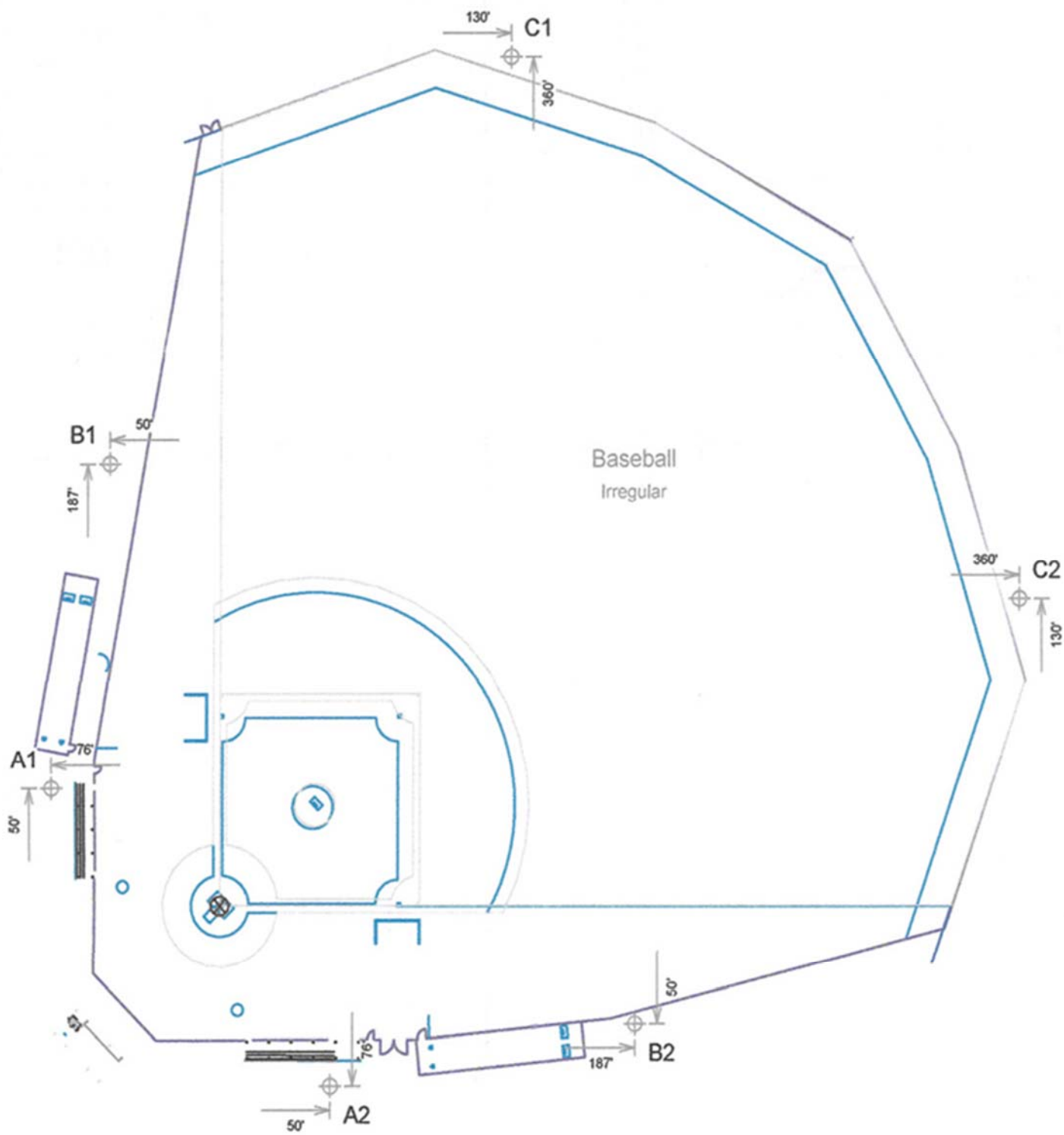
- A. The following items should be included with the bid:
1. Poles: Six (6), 80', wood
 2. Main Disconnects: Two (2), 400 amp, Outdoor rated
 3. Breakers: Six (6), 100 amp
 4. Wire: 1000', #2 AL TPX

PART 4 – EXECUTION

4.1 FIELD QUALITY CONTROL

- A. Illumination Measurements: Upon substantial completion of the project illumination measurements shall be conducted in accordance with IESNA RP-6-01, Appendix B.
- B. Correcting Non-Conformance: If, in the opinion of the Owner or his appointed Representative, the actual performance levels including foot-candles, uniformity ratios and maximum kilowatt consumptions are not in conformance with the requirements of the performance specifications and submitted information, the Manufacturer shall be liable to any or all of the following:
1. Manufacturer shall at his expense provide and install any necessary additional fixtures to meet the minimum lighting standards. Manufacturer shall minimize the Owner's additional long term fixture maintenance and energy consumption costs created by the additional fixtures by reimbursing the Owner the amount of \$1,000.00 (one thousand dollars) for each additional fixture required.
 2. Manufacturer shall remove the entire unacceptable lighting system and install a new lighting system to meet the specifications.

5.1 FIELD DIAGRAM (Follows on the next page)



TO: Board of Trustees
FROM: Bid Committee
DATE: November 15, 2016
RE: FCC Concession Stand Construction

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends we reject all bids due to variation in bid pricing.

FCC Concession Stand Construction	
Company	Total Bid
Dean Colyer Construction, Inc. Albion, IL	\$93,639
K. Wohltman Construction, Inc. Effingham, IL	\$194,108
Illini Builders Company of Olney Olney, IL	\$155,897
David Lear Construction, Inc. Albion, IL	\$82,751

Respectfully submitted,

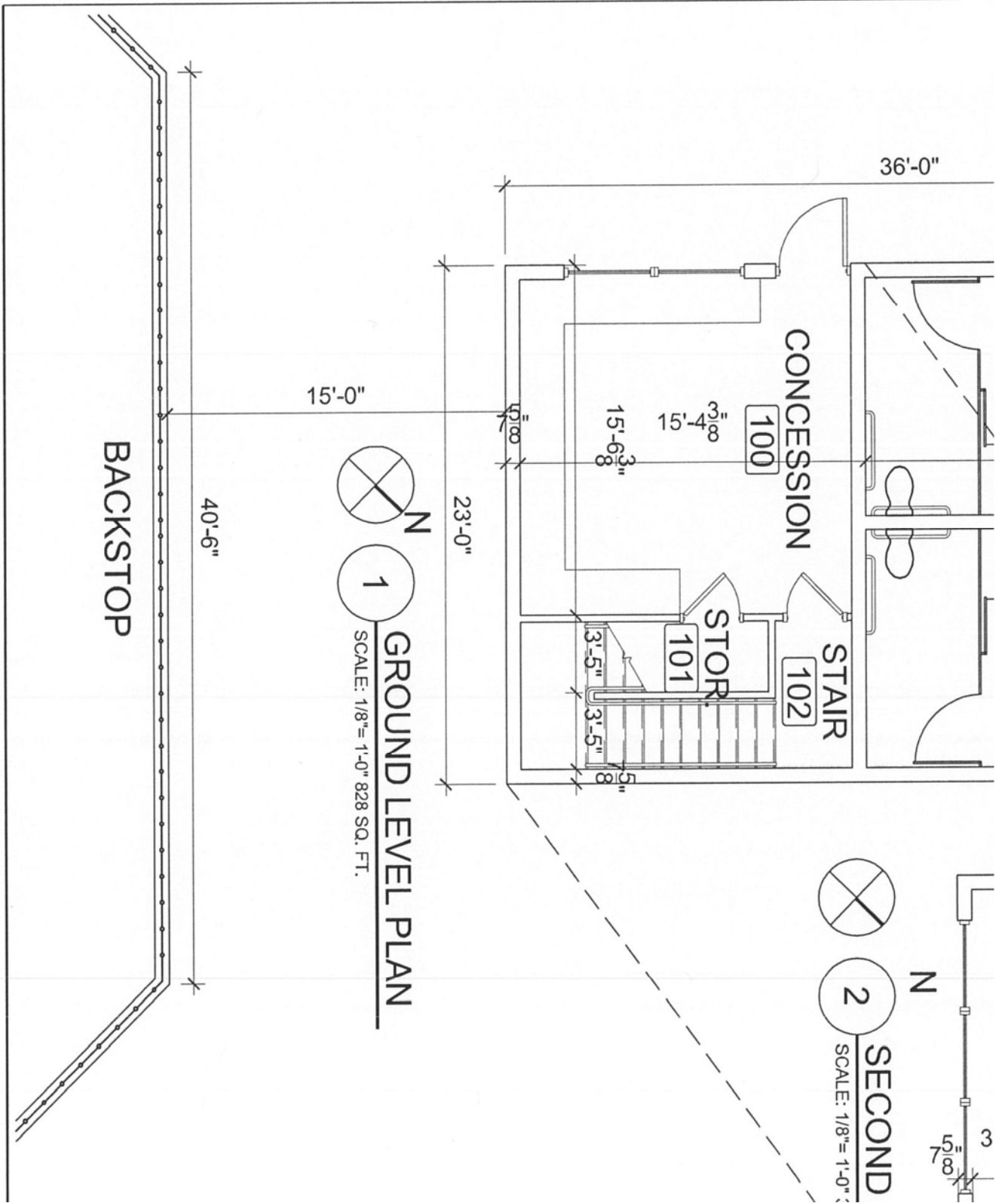
Roger Browning
Terry L. Bruce
Renee Smith

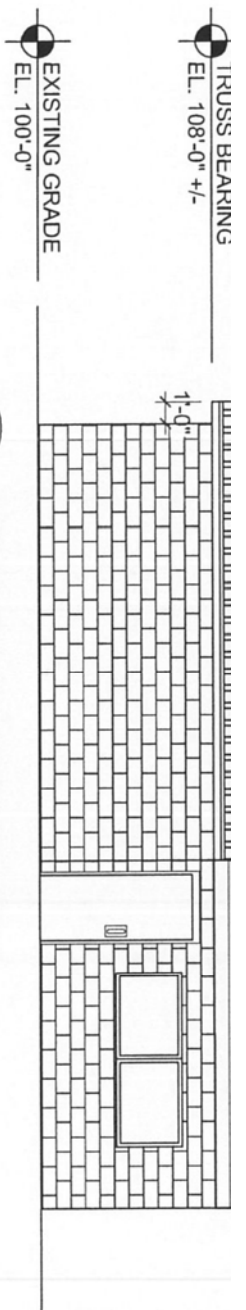
Department: Athletics

Source of Funds: #38310D-8310D-8200-806.

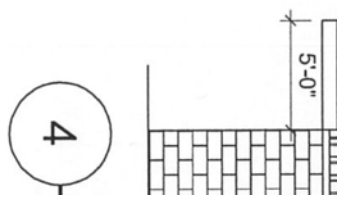
Rationale for Purchase: To construct concession stand at the FCC baseball field. Building will be used for concessions, press box and storage.

The "Advertisement for Bids" was placed in the Mt. Carmel Daily Republican Register for one (1) day.

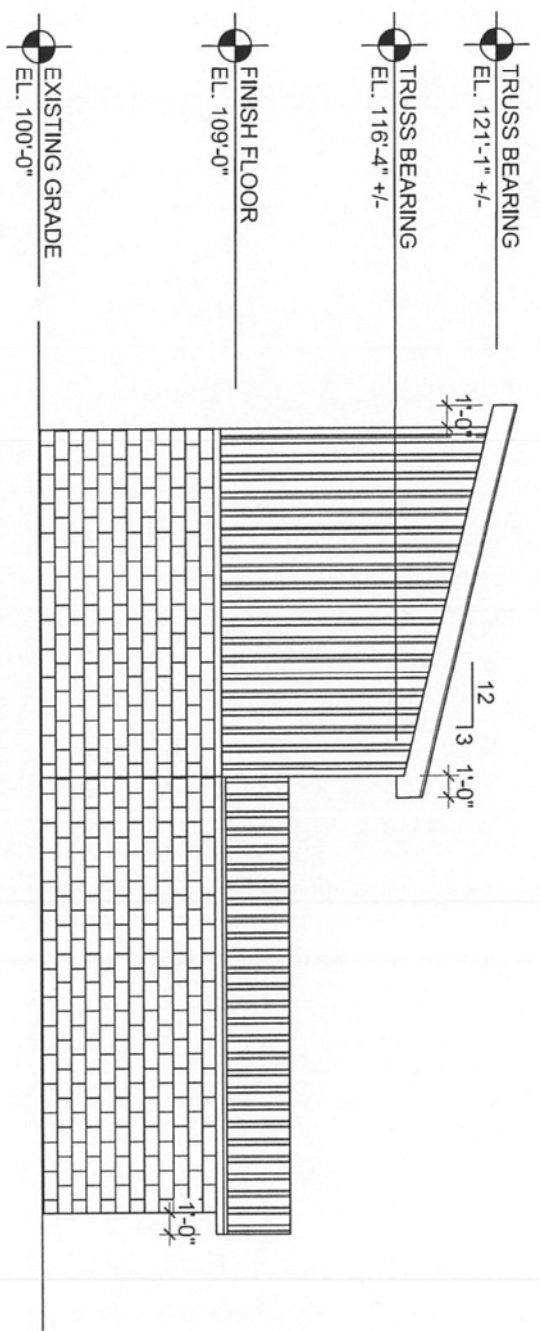




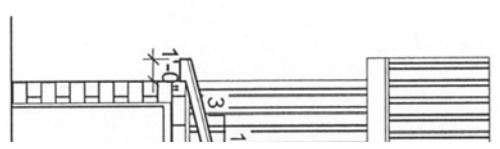
2
SOUTH ELEVATION
SCALE: NTS



4



1
NORTH ELEVATION
SCALE: NTS



3

Agenda Item #10

District Finance

- A. Financial Report**
- B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
October 31, 2016**

FUND	BALANCE
Educational	\$7,254,057.27
Operations & Maintenance	\$1,060,884.18
Operations & Maintenance (Restricted)	\$263,192.94
Bond & Interest	\$2,158,857.96
Auxiliary	\$1,240,387.99
Restricted Purposes	\$17,522.54
Working Cash	\$200,971.94
Trust & Agency	\$617,319.17
Audit	(\$21,852.48)
Liability, Protection & Settlement	\$613,727.93
TOTAL ALL FUNDS	\$13,405,069.44

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
October 31, 2016

	ALL FUNDS <hr style="border: 1px solid black;"/> Fiscal Year 2017 <hr style="border: 1px solid black;"/>
ASSETS:	
CASH	13,405,069
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	15,590,000
RECEIVABLES	1,006,034
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	509,653
OTHER ASSETS	457,507
TOTAL ASSETS AND OTHER DEBITS:	31,002,163
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	228,847
ACCOUNTS PAYABLE	43,432
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	-
TOTAL LIABILITIES:	272,279
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,672,727
PR YR BDGTD CHANGE TO FUND BALANCE	1,004,848
FUND BALANCES:	
FUND BALANCE	17,481,710
RESERVE FOR ENCUMBRANCES	9,570,599
TOTAL EQUITY AND OTHER CREDITS	30,729,884
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	31,002,163

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF October 31, 2016

ALL FUNDS

FY 2017
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	4,808,472
STATE GOVT SOURCES	4,352,730
STUDENT TUITION & FEES	7,084,472
SALES & SERVICE FEES	1,541,810
FACILITIES REVENUE	3,037
INVESTMENT REVENUE	38,152
OTHER REVENUES	25,043
TOTAL REVENUES:	17,853,716

EXPENDITURES:

INSTRUCTION	2,863,791
ACADEMIC SUPPORT	161,929
STUDENT SERVICES	438,605
PUBLIC SERV/CONT ED	4,151
OPER & MAINT PLANT	906,470
INSTITUTIONAL SUPPORT	2,140,813
SCH/STUDENT GRNT/WAIVERS	3,002,929
AUXILIARY SERVICES	1,998,616
TOTAL EXPENDITURES:	11,517,304

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	6,336,412
-------------------------------------	-----------

**Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS**

July 1, 2016 -- October 31, 2016

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	1,880,332	805,550	2,685,882
State Government Sources - Current Year	4,352,730	-	4,352,730
State Government Sources - Prior Year	-	-	-
Net Tuition and Fees	2,616,625	519,045	3,135,670
Sales & Service Fees	18,760	-	18,760
Facilities Revenue	-	2,460	2,460
Investment Revenue	20,713	4,642	25,355
Other Revenues	250	24	274
TOTAL REVENUES:	<u>8,889,410</u>	<u>1,331,721</u>	<u>10,221,131</u>
 EXPENDITURES:			
Salaries	3,791,482	257,805	4,049,287
Employee Benefits	634,305	54,784	689,089
Contractual Services	159,983	120,299	280,282
Materials	274,594	65,348	339,942
Travel & Staff Development	40,782	1,005	41,787
Fixed Charges	87,055	5,672	92,727
Utilities	22,536	358,461	380,997
Capital Outlay	39,900	5,651	45,551
Other	25,699	-	25,699
TOTAL EXPENDITURES:	<u>5,076,336</u>	<u>869,025</u>	<u>5,945,361</u>
 TRANSFERS :			
Interfund Transfers	<u>(1,317,348)</u>	<u>-</u>	<u>(1,317,348)</u>
TOTAL TRANSFERS:	<u>(1,317,348)</u>	<u>-</u>	<u>(1,317,348)</u>
 NET INCREASE / (DECREASE)			
	<u><u>2,495,726</u></u>	<u><u>462,696</u></u>	<u><u>2,958,422</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY15-17**

College	Category	FISCAL YEAR 2015			FISCAL YEAR 2016			FISCAL YEAR 2017			
		Anticipated Budget	Spent Thru October	% of Bdgt	Anticipated Budget	Spent Thru October	% of Bdgt	Anticipated Budget	Spent Thru October	% of Bdgt	% of Year
Frontier	Bills		\$ 652,666			\$ 604,553			\$ 652,479		
	Payroll		624,262			652,531			614,718		
	Totals	\$ 4,283,530	1,276,928	30%	\$ 4,230,407	1,257,084	30%	\$ 3,989,274	1,267,197	32%	33%
Lincoln Trail	Bills		807,232			674,486			693,519		
	Payroll		661,464			644,783			587,412		
	Totals	\$ 4,540,934	1,468,696	32%	\$ 4,505,520	1,319,269	29%	\$ 4,249,405	1,280,931	30%	33%
Olney Central	Bills		1,006,953			914,991			748,650		
	Payroll		1,329,160			1,251,119			1,144,890		
	Totals	\$ 7,866,901	2,336,113	30%	\$ 7,696,886	2,166,110	28%	\$ 7,258,163	1,893,540	26%	33%
Wabash Valley	Bills		1,088,238			1,186,235			1,198,343		
	Payroll		868,030			891,005			845,428		
	Totals	\$ 6,111,313	1,956,268	32%	\$ 6,176,922	2,077,240	34%	\$ 5,824,837	2,043,771	35%	33%
Workforce Educ.	Bills		983,504			1,255,496			1,021,658		
	Payroll		388,407			382,388			312,082		
	Totals	\$ 5,577,344	1,371,911	25%	\$ 5,467,706	1,637,884	30%	\$ 5,156,047	1,333,740	26%	33%
District Office	Bills		93,980			100,123			93,164		
	Payroll		307,463			316,046			314,714		
	Totals	\$ 1,318,178	401,443	30%	\$ 1,351,446	416,169	31%	\$ 1,274,414	407,878	32%	33%
District Wide	Bills		556,721			657,300			491,189		
	Payroll		258,272			294,959			230,043		
	Totals	\$ 2,791,650	814,993	29%	\$ 2,771,726	952,259	34%	\$ 2,613,738	721,232	28%	33%
GRAND TOTALS		\$32,489,850	\$ 9,626,352	30%	\$32,200,613	\$ 9,826,015	31%	\$30,365,878	\$8,948,289	29%	33%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
October 31, 2016

	FY 2017		FY 2016		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	4,049,287	45.25%	4,432,831	45.11%	(383,544)
Employee Benefits	689,089	7.70%	689,773	7.02%	(684)
Contractual Services	280,282	3.13%	281,667	2.87%	(1,385)
Materials	339,942	3.80%	507,080	5.16%	(167,138)
Travel & Staff Development	41,787	0.47%	60,599	0.62%	(18,812)
Fixed Charges	92,727	1.04%	119,894	1.22%	(27,167)
Utilities	380,997	4.26%	362,423	3.69%	18,574
Capital Outlay	45,551	0.51%	66,286	0.67%	(20,735)
Other	3,028,627	33.85%	3,305,462	33.64%	(276,835)
	<u>8,948,289</u>	<u>100.00%</u>	<u>9,826,015</u>	<u>100.00%</u>	<u>(877,726)</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**

Agenda Item #14

Approval of Personnel Report

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

**Locally Funded, CDB, & PHS Projects
Projects Schedule**

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400	██████████							
Temp Building Replacement - LTC	CDB	\$1,495,500	██████████							
Center for Technology - LTC	CDB	\$7,569,800	██████████							
GRAND TOTAL		\$13,094,700	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

10/31/2016