

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**November 20, 2018**



**Location:**

**Wabash Valley College  
2200 College Drive  
Mt. Carmel, Illinois 62863**

**Dinner – 6:00 p.m. – Cafeteria  
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 20, 2018**

**7:00 p.m.**

**Wabash Valley College  
Cafeteria**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Public Hearing on 2018 Tax Levy..... Fischer
4. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
5. Public Comment
6. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
7. Policy First Reading (and Possible Approval) ..... Bruce
  - A. Substance Abuse Policy 100.9
8. Policy Second Reading..... Bruce
  - A. None
9. Staff Recommendations for Approval
  - A. Certificate of Compliance with the Truth in Taxation Law ..... Hawkins
  - B. Certificate of Tax Levy for Calendar Year 2018..... Hawkins
  - C. GASB Designation of Tax Levy Year..... Hawkins
  - D. 2019 Statewide Emergency Capital Funding ..... Bruce
  - E. International Tuition Rate ..... Bruce
  - F. Tax Abatement for Lawrence County ..... Bruce
  - G. 2019 Holiday Calendar ..... Bruce
  - H. Affiliation Agreements
    - FCC's Phlebotomy Program and Hamilton Memorial Hospital
    - OCC's Basic Nurse Assistant Program and Aperion Care Bridgeport
    - OCC's Phlebotomy Program and Good Samaritan Hospital Vincennes

10. Bid Committee Report..... Bruce  
    A. None
11. District Finance  
    A. Financial Report ..... Hawkins  
    B. Approval of Financial Obligations ..... Hawkins
12. Chief Executive Officer’s Report ..... Bruce
13. Executive Session ..... Bruce
14. Approval of Executive Session Minutes  
    A. Written Executive Session Minutes..... Bruce  
    B. Audio Executive Session Minutes ..... Bruce
15. Approval of Personnel Report ..... Bruce
16. Collective Bargaining ..... Bruce
17. Litigation ..... Bruce
18. Other Items
19. 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 in the Training Center, at IECC West Richland Center, 320 East North, Noble, Illinois, in said Community College District at 7:00 o'clock P.M., on Tuesday, October 16, 2018.

**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, James Lane, Jan Ridgely. Also present was Haylee Neuman, student trustee. Trustees absent: None. 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.

Ryan Hawkins, Chief Finance Officer/Treasurer.

Holly Martin, Chief Academic Officer

Tara Buerster, Director of Human Resources.

Michael Thomas, Dean of Workforce Education.

Renee Smith, Assistant to CEO/Board Secretary.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held September 18, 2018 were presented for disposition.

**Board Action to Approve Minutes:** Trustee James Lane made a motion to approve minutes of the foregoing meeting as prepared. Student Trustee Haylee Neuman 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 – “Recognition of Visitors & Guests”** –

**#3-A. Visitors & Guests:** Visitors and guests present were recognized, including Noble Mayor Dick Clark and staff members.

**#3-B. IECEA Representative:** None.

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** None.

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

**#5-C. Report from Cabinet:** None.

**AGENDA #6 – “Policy First Reading (and Possible Approval)”** –

**AGENDA #6-A. Nondiscrimination Policy 100.8:** Following an April 2018 Civil Rights on-site review by the Illinois Community College Board at Frontier Community College, the following revisions to the existing policy were recommended. The EEO/Affirmative Action Policy 100.8 has been revised to reflect a voluntary compliance plan and reflects IECC’s commitment to non-discrimination as outlined in the attached Non-discrimination Policy 100.8. The CEO recommended approval of the following revised policy.

BOARD OF TRUSTEES – 100

**EEO/Affirmative Action Nondiscrimination Policy (100.8)**

Date Adopted: December 19, 1989

Revised: September 15, 2015

Revised: October 16, 2018

All Offices, Divisions, Colleges and other units of Illinois Eastern Community College District No. 529 operate pursuant to all applicable laws relating to equal educational opportunity and affirmative action, including but not limited to Executive Orders 11246 and 11375 as amended, Title VII of the Civil Rights

Act of 1964, Title IX of the Education Amendments of 1972, the Human Rights Act of 1977, Section 503/504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974, Title II of the American with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.

Illinois Eastern Community College District No. 529 does not discriminate ~~against any employee or any applicant for employment because~~ on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category.

Retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful discriminatory practice is prohibited.

This policy applies to all conditions of employment, including but not limited to hiring, placement, promotion, transfer, demotion, selection, recruitment, employment, advertising, layoff and termination, and compensation.

This District does not discriminate in any of its educational programs and offerings, or in any of the activities offered or operated by the Community College District and its Colleges.

**Board Action:** Trustee Brenda Culver made a motion to waive second reading and approve the revisions to Policy 100.8. Student Trustee Haylee Neuman 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #6-B. Open Admission Policy 500.32** The Open Admission Policy has been developed to accurately reflect IECC's Open Admission procedures and meets guidelines established by the Illinois Community College Board and Illinois Compiled Statutes. The CEO recommended approval of the following new policy.

STUDENT – 500

**Open Admission Policy (500.32)**

Date Presented: October 16, 2018

Students shall be admitted to Illinois Eastern Community Colleges through an open admission process, in accordance with all requirements respecting qualifications and preferences set forth in Illinois Compiled Statutes, [110 ILCS 805/3-17](#) and [805/3-28](#) and in the guidelines established by the Illinois Community College Board.

Illinois Eastern Community College shall publish the open admission policy, procedures, and requirements in the catalog and on the website.

Admission to the college shall not guarantee the admission to all courses or programs of study.

Admission to the college shall not guarantee financial aid eligibility.

**Board Action:** Trustee James Lane made a motion to waive second reading and approve the new Open Admission Policy 500.32. 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #7– “Policy Second Readings”** – None.

**AGENDA #8 – “Staff Recommendations for Approval”** – The following staff recommendations were presented for approval.

**#8-A. Consideration to Levy an Additional Tax:** 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 29.12 cents per \$100.00 of equalized assessed valuation. Therefore, the District is eligible to levy an additional 4.12 cents per \$100.00, which would generate estimated additional tax revenue of \$625,995.00. 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 4.12 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 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Health Savings Accounts, Calendar Year 2019:** The Board approved the offering of a Qualified High Deductible Health Plan in February of 2010. The Board also implemented a plan allowing Health Savings Accounts (HSA) that enabled qualified employees to set aside money in pre-tax dollars. Since 2012, the Board has contributed \$1,000 annually to each qualifying employee's HSA. A qualified employee being all bargaining unit faculty employees and all non-bargaining unit employees working at least 40 hours of service per week as defined in Business Procedure 300.1 for Employee Benefits. The CEO recommended approval of a \$1,000 Health Savings Account contribution, effective January 1, 2019, for all qualified employees.

**Board Action:** Trustee Gary Carter made a motion to approve a \$1,000 Health Savings Account contribution, effective January 1, 2019, for all qualified employees. 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Annual Financial Report:** Pursuant to Section 3.22.2 of the Public Community College Act, each district is required to annually publish a financial report 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, 2018**

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: \$ 1,518,650,175  
Total District Bonded Debt: \$ 6,545,000

Tax Revenues:	<u>Extensions</u>	<u>Rates</u>
Education Fund	\$ 2,617,095	0.00174
Operations and Maintenance Fund	\$ 1,136,510	0.00075
Bond and Interest Fund	\$ 2,126,054	0.00140
Liability, Protection, and Settlement Fund	\$ 743,849	0.00049
Audit Fund	\$ 76,139	0.00005

**STATEMENT OF REVENUE AND EXPENDITURES  
For the Fiscal Year Ended 2018**

<u>REVENUE BY SOURCE</u>	<u>Education Fund</u>	<u>Operations &amp; Maintenance Fund</u>	<u>Debt Service Fund</u>	<u>Other Tax Funds</u>
Local Government	\$ 3,045,688	\$ 1,305,178	\$ 2,023,095	\$ 769,441
State Government	11,383,300	-	-	-
Federal Government	-	-	-	-
Student Tuition and Fees	12,411,099	1,475,738	-	-
Other Sources	65,251	59,084	9,986	56,353
<b>TOTAL REVENUE</b>	<u>26,905,338</u>	<u>2,840,000</u>	<u>2,033,081</u>	<u>825,794</u>
 <u>EXPENDITURES BY PROGRAM</u>				
Instruction	11,882,661	-	-	-
Academic Support	462,607	-	-	-
Student Services	1,642,974	-	-	-
Public Services	2,530	-	-	-
Auxiliary Enterprises	35	-	-	18,120
Operation and Maintenance of Plant	62,605	2,961,468	-	368,491
Institutional Support	5,653,226	13,631	2,063,475	803,125
Scholarships, Student Grants, and Waivers	6,297,464	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>26,004,102</u>	<u>2,975,099</u>	<u>2,063,475</u>	<u>1,189,736</u>
<b>OTHER FINANCING USES: Operating Transfers-In / (Out)</b>	<u>(1,105,107)</u>	<u>-</u>	<u>(250,000)</u>	<u>1,029,833</u>
Excess (or Deficiency) of Revenue over Expenditures and Other Financing Uses	<u>(203,871)</u>	<u>(135,099)</u>	<u>(280,394)</u>	<u>665,891</u>
<b>FUND BALANCE (Deficit), July 1, 2017</b>	<u>8,744,797</u>	<u>3,043,266</u>	<u>682,515</u>	<u>783,815</u>
<b>FUND BALANCE (Deficit), June 30, 2018</b>	<u>\$ 8,540,926</u>	<u>\$ 2,908,167</u>	<u>\$ 402,121</u>	<u>\$ 1,449,706</u>

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 Science and Arts, Associate in General Studies, Associate Degree Nursing, Certificate in General Studies and Certificates in (9) nine Vocational Skills areas.



In addition, Frontier Community College offers (20) twenty 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 (22) twenty-two Certificates in Career and Technical Education and (12) twelve Associate in Applied Science Degrees in Career and Technical Education.

Olney Central College offers (30) thirty Certificates in Career and Technical Education and (14) fourteen Associate in Applied Science Degrees in Career and Technical Education.

Wabash Valley College offers (37) thirty-seven Certificates in Career and Technical Education and (18) eighteen Associate in Applied Science Degrees in Career and Technical Education.

Annual Enrollment Data by Semester, including Summer Term:

Headcount: 26,139      Full-time Equivalent: 3,787

Staff Data: Full-time 267    Part-time: 765

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, 2017 through June 30, 2018.

Dated at Olney, Illinois, this 16th day of October 2018.

Chairman, Board of Trustees: \_\_\_\_\_

G. Andrew Fischer

Secretary, Board of Trustees: \_\_\_\_\_

Renee Smith

Treasurer, Board of Trustees: \_\_\_\_\_

Ryan Hawkins

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
- Brent Todd, Lincoln Trail College, Robinson, IL
- Andrea Pampe, Olney Central College, Olney, IL
- Katie Hinderliter, Wabash Valley College, Mt. Carmel, IL

**Board Action:** Trustee Brenda Culver made a motion to approve the Annual Financial Report for the Fiscal Year ended June 30, 2018. Student Trustee Haylee Neuman 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Resolution Establishing Tax Levy Hearing:** The Board annually adopts a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in a greater than 5% increase in the proposed property tax levy over the previous year's extension (exclusive of bond and interest costs), a tax levy hearing must be held.

The resolution which follows would:

- 1) Establish a fiscal year of July 1, 2019 – June 30, 2020.
- 2) Require the publication of a public notice of a hearing on the tax levy.
- 3) Require a hearing on November 20, 2018.
- 4) Notify the public that a tax levy would be adopted by the Board on November 20, 2018.

The CEO recommended approval of the following resolution:

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for 2018 for taxes due and collectible in 2019:

1. Date of Fiscal Year: July 1, 2019 - June 30, 2020.
2. Publication of Notice of Public Hearing on Tax Levy: After November 6, 2018 and before November 13, 2018.
3. Public Hearing on Tax Levy: November 20, 2018, at the hour of 7:00 p.m. local time, Wabash Valley College, Mt. Carmel, Illinois.

Adoption of Tax Levy: November 20, 2018, following the Public Hearing.

**Board Action:** Trustee Al Henager made a motion to approve the Resolution Establishing Tax Levy Hearing as recommended. Student Trustee Haylee Neuman 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, James Lane. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. 2018 Estimated Tax Levy Resolution:** Mr. Hawkins reviewed the District's estimated tax levy for the year. The 2018 estimated tax levy resolution for taxes due and collectible in 2019 establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance. The CEO recommended approval of the following Estimated Tax Levy Resolution.

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2018**

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2017 was:

Education Purposes	\$2,651,857
Operations and Maintenance Purposes	1,136,510
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	743,849
Audit	76,139
Other	0
<b>Total</b>	<b>\$4,608,355</b>

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2018 is as follows:

Education Purposes	\$2,825,000
Operations and Maintenance Purposes	1,226,500
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	785,000
Audit	82,000
<b>Total</b>	<b>\$4,918,500</b>

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide a date in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2017 was \$2,126,054; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2018 is \$2,160,925.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, as follows:

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2018, exclusive of bond and interest costs, is \$4,918,500.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2018, exclusive of bond and interest costs, does exceed 105% of the taxes extended by the district in the year 2017.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2018 for debt service is a 1.6% increase over the taxes extended for debt service for 2017.

**Section 4:** Public notice shall be given in the following newspapers of general circulation in said district,

Marshall Advocate, Clark County  
Clay County Advocate-Press, Clay County  
Robinson Daily News, Crawford County  
Toledo Democrat, Cumberland County  
The Prairie Post, Edwards County  
Benton Gazette, Hamilton County  
McLeansboro Gazette, Hamilton County  
Newton Press-Mentor, Jasper County  
Lawrenceville Daily Record, Lawrence County  
Olney Daily Mail, Richland County  
Mt. Carmel Register, Wabash County  
Wayne County Press, Wayne County  
Carmi Times, White County/Hamilton County

and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF PROPOSED TAX INCREASE FOR  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529**

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2018 will be held on November 20, 2018, at 7:00 p.m. at Wabash Valley College, Mt. Carmel, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Ryan Hawkins, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: 618.393.2982.

- II. The corporate and special purpose property taxes extended or abated for the year 2017 were \$4,608,355.

The proposed corporate and special purpose property taxes to be levied for 2018 are \$4,918,500. This represents a 6.7% increase over the previous year extension.

- III. The property taxes extended for debt service for 2017 were \$2,126,054.

The estimated property taxes to be levied for debt service and public building commission leases for 2018 are \$2,160,925. This represents a 1.6% increase over the previous year.

- IV. The total property taxes extended or abated for 2017 were \$6,734,409.

The estimated total property taxes to be levied for 2018 are \$7,079,425. This represents a 5.1% increase over the previous year extension.

**Section 5:** This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 16th day of October 2018.

BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES  
COUNTIES OF RICHLAND, CLARK, CLAY,  
CRAWFORD, CUMBERLAND, EDWARDS,  
HAMILTON, JASPER, LAWRENCE, WABASH,  
WAYNE AND WHITE  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Chairman

ATTEST:  
\_\_\_\_\_  
Secretary

**Board Action:** Trustee James Lane made a motion to approve the 2018 Estimated Tax Levy Resolution 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Facilities Usage Fees:** The District administration has recently reviewed its current fee schedule for use of facilities and recommends the following adjustments made to the current fee structure:

	<u>Recommended Fee</u>	<u>Current Fee</u>
Playing Fields:		
Baseball/Softball	\$175 per game	\$ 40 per event
Soccer	\$ 75 per game	\$ 40 per event
Tennis Courts	\$ 45 per day	\$ 40 per event
Theater	\$ 75 per hour	\$ 45 per hour
Indoor Pool	\$ 65 per hour	\$ 45 per hour

The CEO recommended acceptance of the Facilities Usage Fees.

**Board Action:** Trustee Gary Carter made a motion to adjust the facilities usage fees 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Meal Plan Fees:** The District offers a meal plan which allows students to purchase meals in advance and receive a 10% discount on the cost. A student can purchase any of three plans for \$288.00, \$504.00, or \$720.00. The CEO recommended an additional plan be added costing \$855.00.

**Board Action:** Trustee James Lane made a motion to approve an additional meal plan costing \$855.00 as recommended. Student Trustee Haylee Neuman 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Bookstore Software:** The CEO reviewed details of a three year agreement with MBS Textbook Exchange for a software and hardware package for the District's bookstores. The CEO recommended the approval of the agreement with MBS Textbook Exchange.

**Board Action:** Trustee Al Henager made a motion to approve a three-year agreement with MBS Textbook Exchange for bookstore software and hardware. 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. Affiliation Agreements:** The CEO recommended approval of the affiliation agreements, as listed in full in the agenda, with the following medical institutions:

Carle Richland Memorial Hospital – Phlebotomy - OCC  
Clay County Medical Center – Phlebotomy - OCC  
Davies Community Hospital – Phlebotomy – OCC  
Lawrence County Hospital – Phlebotomy – OCC  
Gibson General Hospital – Phlebotomy - OCC  
Good Samaritan Hospital – Addendum – Medical Assistant – OCC

**Board Action:** Trustee Brenda Culver made a motion to approve the six aforementioned affiliation agreements as presented. 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – None.

**AGENDA #10 – “District Finance”** – The following District financial matters were presented.

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of September 30, 2018.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for October 2018, totaling \$732,514.04, 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 2018, 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – The following items were included in the CEO Report: Cohort Default Rates, Community College Higher Education Budget, Completer Report, Title III Grant, EDA Grant, and Enrollment.

**AGENDA #12 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting.

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, September 18, 2018.

**AGENDA #14 – “Approval of Personnel Report”** – Tara Buerster presented the following amended Personnel Report and the CEO recommended approval.

**400.1. Employment of Personnel**

**A. Professional Non-Faculty, Exempt**

Sarah Holtz, Assistant Program Director of Cosmetology, OCC, effective October 17, 2018

**400.2. Change in Status**

**B. Professional Non-Faculty, Non-Exempt**

1. Andrea Puckett, Coordinator of Financial Aid, OCC, to Director of Financial Aid, DO, effective October 17, 2018

**400.3. Retirement Ratification**

**C. Faculty**

1. Stephen Questelle, Workforce Education Instructor, effective January 1, 2019  
2.

**Addendum to Personnel Report**

**400.4 Employment**

**A. Professional Non-Faculty, Exempt**

1. Hayden McDuffee, Coordinator, Literacy Development, FCC, effective November 1, 2018, contingent upon continued grant funding.

**#14-A. Board Action to Addend Personnel Report:** Trustee Al Henager made a motion to addend the Personnel Report, add an addendum for item #400.4. Trustee James Lane 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 that the “Ayes” have it and the motion carried.

**#14-B. Board Action to Approve Amended Personnel Report:** Trustee Brenda Culver made a motion to approve the Amended Personnel Report as recommended. Student Trustee Haylee Neuman 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, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.



**AGENDA #17 – “Other Items”** – None.

**AGENDA #18 – “Adjournment”** – Student Trustee Haylee Neuman made a motion to adjourn. 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. The Chair declared the “Ayes” have it, the motion adopted, and the meeting was adjourned at 8:20 p.m.

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Public Hearing on 2018 Tax Levy**

**Agenda Item #4**

**Recognition of Visitors and Guests**

- A. Visitors and Guests**
- B. IECEA Representatives**

**Agenda Item #5**

**Public Comment**

**Agenda Item #6**

**Reports**

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

**Agenda Item #7**

**Policy First Reading (and Possible Approval)**



**Agenda Item #7A**

**Substance Abuse Policy 100.9**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 20, 2018  
RE: Substance Abuse Policy 100.9

Pursuant to section 22 of the Drug Free Schools and Communities Act (DFSCA) and the Drug-Free Workplace Act of 1988, and the Controlled Substance Act of 1970, the Illinois Eastern Community College District prohibits the unlawful possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance on college property or on the premises where college activity is occurring.

Under federal jurisdiction, the possession, sale, transfer, purchase, or use of cannabis, including medical marijuana, is unlawful. Therefore, although Illinois state legislation permits the authorized use of medical marijuana, under physician prescription, the possession, sale, transfer, purchase or use of all cannabis, is prohibited on college property or on the premises where college activity is occurring.

The amendments clarify that even though medical marijuana is legal in Illinois, it is still illegal on college campuses that receive federal funding because federal law prohibits marijuana.

I recommend the Board waive the second reading and approve the revisions to Policy 100.9.

TLB/rs

Attachment

**Substance Abuse Policy (100.9)**

Date Adopted: December 19, 1989

Revised: November 20, 2018

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events.

Section 22 of the Drug Free Schools and Communities Act Amendments of 1989 (DFSCA) added section 1213 to the Higher Education Act of 1965 (HEA), requiring that all institutions receiving federal financial assistance, including student financial aid, implement a drug prevention program.

Pursuant to section 22 of the DFSCA, Drug-Free Workplace Act of 1988, and the Controlled Substance Act of 1970, Illinois Eastern Communities Colleges prohibits the unlawful possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance on college property or on the premises where college activity is occurring.

Under federal jurisdiction, the possession, sale, transfer, purchase, or use of cannabis, including medical marijuana, is unlawful. Therefore, although Illinois state legislation permits the authorized use of medical marijuana, under physician prescription, the possession, sale, transfer, purchase or use of all cannabis, is prohibited on college property or on the premises where college activity is occurring.

~~Substance abuse is defined as unauthorized possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment in violation of this policy are subject to disciplinary action including, but not limited to, referral to counseling, academic suspensions or expulsions for students, and termination of employment for employees. Any illegal substance abuse instance will result in involvement of law enforcement officials.~~

Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

**Agenda Item #8**

**Policy Second Reading**

**None**

**Agenda Item #9**

**Staff Recommendations for Approval**

**Agenda Item #9A**

**Certificate of Compliance with the Truth in Taxation Law**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 20, 2018

RE: Certificate of Compliance with the Truth in Taxation Law

At the October 16th Board meeting, the Board approved the District's estimated aggregate tax levy and required that notice of the District's levy be placed in District newspapers and that a hearing be conducted on the levy pursuant to the Truth in Taxation Law which requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the District.

Since the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended upon the levy of the preceding year, public notice was given and a public hearing was held on the District's intent to adopt a tax levy in an amount which is more than 105% of such extension for the preceding year.

The Board estimated the aggregate amount of taxes to be levied for the year 2018 is \$4,918,500 and that the aggregate amount of taxes estimated to be levied for the year 2018 did exceed 105% of the taxes actually extended by the district in the year 2017. Public notice was placed in the following newspapers of general circulation in District,

Marshall Advocate, Clark County  
Clay County Advocate-Press, Clay County  
Robinson Daily News, Crawford County  
Toledo Democrat, Cumberland County  
The Prairie Post, Edwards County  
Benton Gazette, Hamilton County  
McLeansboro Gazette, Hamilton County  
Newton Press-Mentor, Jasper County  
Lawrenceville Daily Record, Lawrence County  
Olney Daily Mail, Richland County  
Mt. Carmel Register, Wabash County  
Wayne County Press, Wayne County  
Carmi Times, White County/Hamilton County

The notice was published not more than 14 days nor less than 7 days prior to the hearing. A public hearing was held in the manner and time described in the notice.

I ask the Board's approval of the attached Truth in Taxation Certificate of Compliance.

TLB/akb

**TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of Illinois Eastern 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 Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

**CHECK ONE OF THE CHOICES BELOW:**

The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.

The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.

The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2018 levy.

Date: \_\_\_\_\_

Presiding Officer: \_\_\_\_\_  
(Signature)



**NOTICE OF PROPOSED TAX INCREASE FOR  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529**

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2018 will be held on November 20, 2018, at 7:00 p.m. at Wabash Valley College, Mt. Carmel, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Ryan Hawkins, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: 618.393.2982.

- II. The corporate and special purpose property taxes extended or abated for the year 2017 were \$4,608,355.

The proposed corporate and special purpose property taxes to be levied for 2018 are \$4,918,500. This represents a 6.7% increase over the previous year extension.

- III. The property taxes extended for debt service for 2017 were \$2,126,054.

The estimated property taxes to be levied for debt service and public building commission leases for 2018 are \$2,160,925. This represents a 1.6% increase over the previous year.

- IV. The total property taxes extended or abated for 2017 were \$6,734,409.

The estimated total property taxes to be levied for 2018 are \$7,079,425. This represents a 5.1% increase over the previous year extension.

**Section 5:** This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 16th day of October 2018.

BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES  
COUNTIES OF RICHLAND, CLARK, CLAY,  
CRAWFORD, CUMBERLAND, EDWARDS,  
HAMILTON, JASPER, LAWRENCE, WABASH,  
WAYNE AND WHITE  
STATE OF ILLINOIS

By: \_\_\_\_\_ G. Andrew Fischer  
Chairman

ATTEST:  
\_\_\_\_\_  
Renee Smith  
Secretary

**Agenda Item #9B**

**Certificate of Tax Levy for Calendar Year 2018**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 20, 2018  
RE: Certification of Tax Levy for Calendar Year 2018

The Board must certify IECC's tax levies for calendar year 2018. The Certificate of Tax Levy is attached for your review. Prior years' information is also presented for comparison purposes.

In addition to the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, Medicare and other insurance.

The tax rate for calendar year 2018 is estimated at 43.82 cents per \$100 in equalized assessed valuation.

I recommend that the Certificate of Tax Levy for calendar year 2018 be approved as presented.

TLB/akb

Attachments

**CERTIFICATE OF TAX LEVY**

Richland, Clark, Clay, Crawford, Cumberland,

Community College District No. 529 County(ies) Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White

Community College District Name Illinois Eastern Community Colleges District #529 and State of Illinois

We hereby certify that we require:

the sum of \$ 2,825,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 1,226,500 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 450,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 235,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 82,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 0 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ 100,000 to be levied as a special tax for (specify) worker's compensation & unemployment purposes, on the taxable property of our community college district for the year 2018.

Signed this 20th day of November, 2018.

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Chairman of the Board of Said Community College District

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Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 1.

This 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.

.....  
(Detach and return to Community College District)

This is to certify that the Certificate of Tax Levy for Community College District No. \_\_\_\_\_ County(ies) of \_\_\_\_\_  
\_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable  
property of said community college district for the year 20\_\_\_\_\_ was filed in the office of the County Clerk of this county on  
\_\_\_\_\_, 20\_\_\_\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district and additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20\_\_\_\_ is \$\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

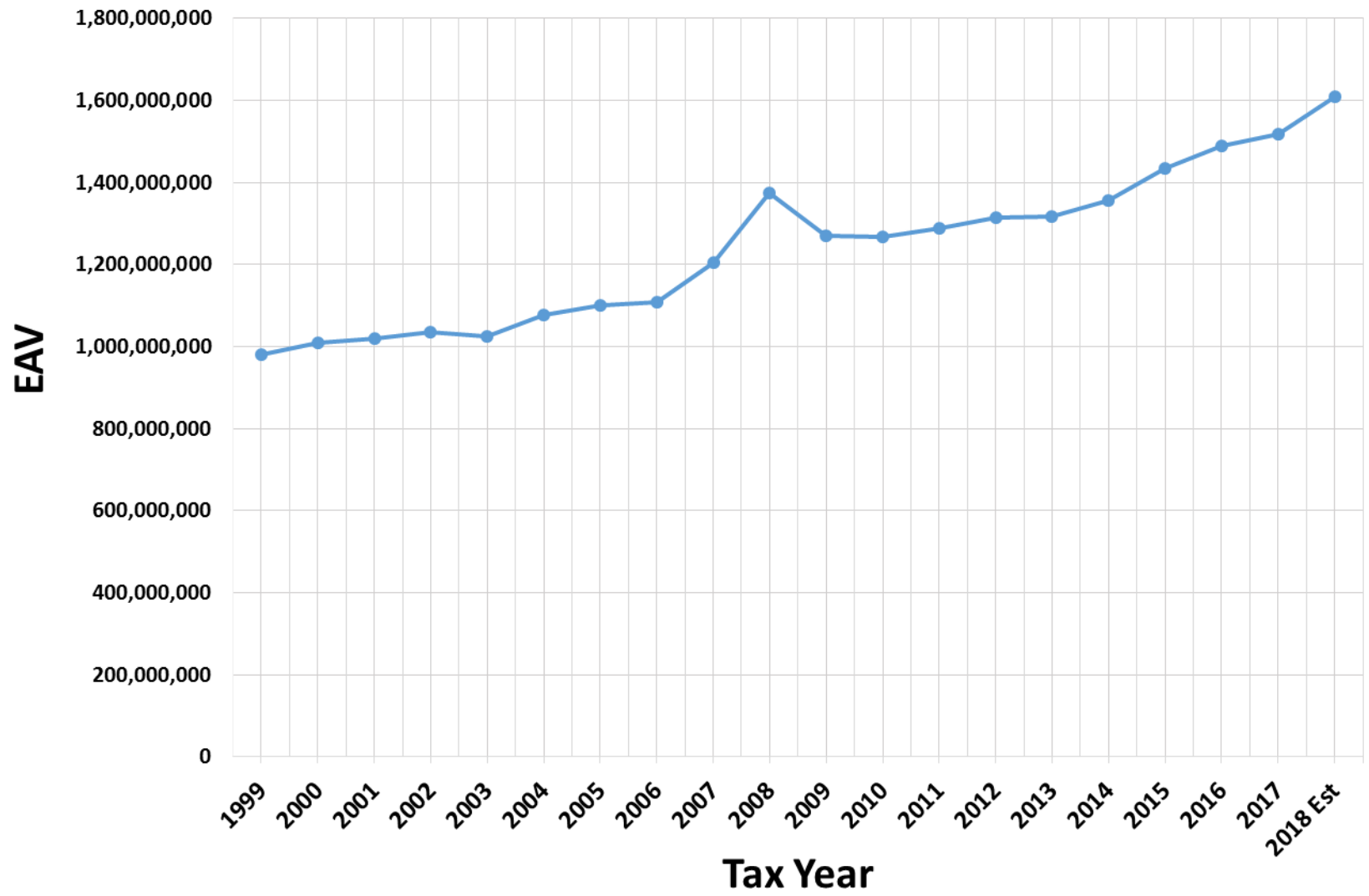
## Illinois Eastern Community Colleges Tax Levy History

It is necessary to certify our tax levies for tax year 2018. This information and that of prior years is presented below to assist in evaluating next year's levy.

<b>TAX YEAR</b>	<b>ACTUAL EAV</b>	<b>EDUCATIONAL LEVY</b>	<b>BUILDING LEVY</b>	<b>OPERATING LEVY</b>	<b>OPERATING TAX EXTENSION</b>	<b>ACTUAL TAX RATE</b>	
1999	980,620,689	1,837,500	787,500	2,625,000	2,451,552	41.76	
2000	1,010,227,912	1,837,500	787,500	2,625,000	2,525,570	45.13	
2001	1,019,727,226	1,925,000	825,000	2,750,000	2,549,318	44.41	
2002	1,034,733,922	1,925,000	825,000	2,750,000	2,586,835	44.44	
2003	1,023,487,154	1,925,000	825,000	2,750,000	2,558,718	43.72	
2004	1,077,939,382	1,925,000	825,000	2,750,000	2,694,848	44.99	
2005	1,101,476,437	2,100,000	900,000	3,000,000	2,753,691	42.55	
2006	1,109,341,717	2,135,000	915,000	3,050,000	2,773,354	42.71	
2007	1,203,320,686	2,450,000	1,050,000	3,500,000	3,008,302	42.11	
2008	1,373,502,477	2,135,000	915,000	3,050,000	3,019,810	39.36	
2009	1,268,645,929	2,450,000	1,050,000	3,500,000	3,171,615	41.63	
2010	1,266,328,720	2,450,000	1,050,000	3,500,000	3,165,822	43.84	
2011	1,289,013,277	2,450,000	1,050,000	3,500,000	3,202,552	44.46	
2012	1,313,132,171	2,353,750	1,008,750	3,362,500	3,263,408	44.46	
2013	1,316,174,679	2,450,000	1,050,000	3,500,000	3,287,696	46.45	
2014	1,355,971,691	2,450,000	1,050,000	3,500,000	3,389,930	46.01	
2015	1,434,729,746	2,450,000	1,050,000	3,500,000	3,535,634	45.19	
2016	1,487,918,606	2,625,000	1,125,000	3,750,000	3,683,392	43.98	
2017	1,518,650,175	2,712,500	1,162,500	3,875,000	3,793,344	44.44	
						43.77	Average
Estimated:							
2018	1,610,000,000	2,825,000	1,226,500	4,051,500	4,018,983	43.82	(Estimated)

In addition to the Educational and Building Fund, our certificate of tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, for insurance purposes: (tort liability, Medicare, worker's compensation and unemployment), and for financial audit purposes.

# Equalized Assessed Valuation



## Extension Tax Rate





**Agenda Item #9C**

**GASB Designation of Tax Levy Year**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 20, 2018  
RE: GASB Designation of Tax Levy Year

Under guidelines established by the Governmental Accounting Standards Board (GASB), IECC may designate the fiscal year that the District's tax levy is to be recognized as income. Currently, the District levies and extends taxes based upon a calendar year. The calendar year overlaps the District's school year and the District's fiscal year.

The following resolution clarifies that under GASB guidelines, taxes levied by the District for calendar year 2018 will be collected late in calendar year 2019 and that income from the collection of such funds will be allocated 100% to Fiscal Year 2020 (July 1, 2019 – June 30, 2020).

I ask the Board's adoption of this resolution.

RH/akb

Attachment



**Agenda Item #9D**

**2019 Statewide Emergency Capital Funding**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 20, 2018  
RE: 2019 Statewide Emergency Capital Funding

On September 12, the Illinois State legislature authorized \$11,300,000 of the state fiscal year 2019 capital budget be released to the community college network. Of this amount, IECC was awarded \$240,970.

IECC is to provide a 25% local match for the projects, for a total commitment of \$82,612 for fiscal year 2019. The two approved projects are a heat exchanger at Olney Central College for \$28,582 (\$21,437 state funded) and applied fluid acrylic to the Applied Arts building roof at Wabash Valley College for an estimated \$295,000 (\$219,533 state funded).

The District will be working with the Illinois Capital Development Board (CDB) to get these projects completed. Due to the size and current status of the OCC project, the CDB will reimburse IECC the state share after all expenses are paid. The CDB has requested IECC complete a Trust Agreement for the local share of the WVC project only. The trust fee for this will be \$1,500. The agreement authorizes the CDB to request funds or make payment on account. IECC has right to all interest earned on the account while it is held in trust.

I ask the Board's approval of the Trust Agreement with First National Bank in Olney and authorization of the local funding for the two projects.

TLB/akb

Attachment

## TRUST AGREEMENT

This Agreement is made and entered into by and between Illinois Eastern Community Colleges - Wabash College whose address is 2200 College Drive, Mt. Carmel, IL 62863-2699 hereinafter called the Using Educational Agency, and a Bank First National Bank in Olney whose address is 101 E Main Street, Olney, IL 62450 hereinafter called Bank.

### WITNESSETH

WHEREAS the USING EDUCATIONAL AGENCY is required by law to pay a contribution to that certain project, known as Capital Development Board project number CDB project # (810-044-014), in the amount of seventy five thousand four hundred and sixty seven dollars; and

WHEREAS , the USING EDUCATIONAL AGENCY may elect to deposit the contribution under a Trust Agreement, with an Illinois Bank of the Using Educational Agency's choice, pursuant to 71 Illinois Administrative Code 30.110, as amended October 1, 1984.

NOW THEREFORE, the parties do hereby agree:

1. That the USING EDUCATIONAL AGENCY does simultaneously with execution hereof deposit with Bank funds totaling seventy five thousand four hundred and sixty seven dollars (\$75,467).
2. That the funds so deposited with the Bank shall be described as the "contribution" and shall be held by the Bank in trust according to the terms of this agreement.
3. That the USING EDUCATIONAL AGENCY shall receive any interest thereon.
4. That earnings on the trust corpus shall be paid by the BANK to the USING EDUCATIONAL AGENCY not less frequently than quarterly.
5. That the Executive Director (in his official capacity) or the Administrator Of Fiscal Management of the Capital Development Board are the only persons authorized to direct the BANK to make payment out of the trust, other than payment of earnings to the USING EDUCATIONAL AGENCY in accordance with Section 4 hereof
6. The right of the Executive Director of the Capital Development Board

to direct payment is restricted in that any such funds so directed shall be made payable only to: "The Order of State Treasurer of Illinois, Capital Development Board, Contributory Trust Fund".

7. That the BANK shall pay such funds within two (2) working days upon the receipt of the written direction of the Executive Director of the Capital Development Board, and that any agreement between the BANK and the USING EDUCATIONAL AGENCY, shall, in no way, affect the duty of the BANK to so pay upon demand.
  
8. That the BANK, as Trustee, shall invest in securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois, or time deposits, open accounts, certificates of deposit, savings accounts or enter into a re-purchase agreement; however, all time deposits, open accounts, certificates of deposit, savings accounts shall be covered by a pledge of securities to cover the difference between the FDIC insurance and the total unsecured amount ( of the type listed in Paragraph 2, below) on deposit with the depositor bank of the Trustee Bank. A "safekeeping receipt" for such deposits shall be submitted to the USING EDUCATIONAL AGENCY covering the securities pledged, and a certified statement to the effect that all monies invested have been adequately protected, shall be submitted to CDB by the BANK. Should the re-purchase agreement cover securities other than those listed in Paragraph 2 of this Section, such agreements shall also be subject to the pledge of securities provision as described in this Section. The term "securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois" means: direct obligations of the United States Government; general obligations of the State of Illinois; notes, bonds, debentures or participation certificates of the Federal Mortgage Association, Federal Intermediate Credit Bank, Federal Home Loan Bank, Federal Land Bank, Illinois Building Authority, Illinois Toll Highway Commission of Illinois State Toll Highway Authority; Public Housing Authority Notes; obligations of the Export-Import Bank of Washington, D.C.; general obligations  
  
municipal  
  
bonds (including school districts) within the State of Illinois rated "A" or better by Moodys; and Farmers Home Administration Insured Notes provided such notes are quoted and are non-amortized.
  
9. That the USING EDUCATIONAL AGENCY shall be responsible for obtaining the written execution of the Trust Agreement by the BANK. Any costs or service fees of the BANK shall be borne by





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Paula Sorensen

Administrator of Fiscal Management  
CAPITAL DEVELOPMENT BOARD

**Agenda Item #9E**  
**International Tuition Rate**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 20, 2018  
RE: International Tuition Rate

Following the determination of the District's chargeback rate and out of state tuition rates, the Board can establish the tuition rate for the District's International students.

The rate per semester hour for International students will be \$341.51.

The rate per semester hour for second year International students will be \$230.00.

I ask Board approval of these proposed International rates.

TLB/rs

**Agenda Item #9F**

**Tax Abatement for Lawrence County**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 20, 2018  
RE: Ten Year Tax Abatement for Lawrence County

William W. Gray, Chairman of the Lawrence County Board has submitted to the District a proposed ten (10) year tax abatement on Newly Constructed Residential Housing and on Newly Constructed Businesses that employ 50 or more employees to encourage new construction and promote growth in Lawrence County. The proposal would abate 100% of the Equalized Assessed Valuation of the described properties for year one and then a 10% reduction on abatement until full collection of the property taxes due in year eleven.

Although Chairman Gray estimated that only approximately six new homes were constructed in Lawrence County in the last year, a tax abatement on residential property has not generally been approved by the Board of Trustees.

I would ask that the Board advise the Lawrence County Board that abatement of 100% of property taxes due on residential property would not be acceptable, but the Board might favorably consider an abatement on business construction that employed 50 people or more.

TLB/rs

Attachment

**RESOLUTION # \_\_\_\_\_**

**REGARDING TEN (10) YEAR TAX ABATEMENT**

**LAWRENCE COUNTY, ILLINOIS**

**WHEREAS**, that the Lawrence County Board and the following taxing bodies within Lawrence County are proposing a ten (10) year Tax Abatement on “New Residential Housing” and on “Newly Constructed” Businesses that employ fifty (50) employees or more in an effort to encourage new construction and promote growth in Lawrence County.

**WHEREAS**, Abatement will be a gradual Abatement of ten percent (10%) per year until the end of the ten (10) year period effective from \_\_\_\_\_,  
\_\_\_\_\_.

**WHEREAS**, all persons or businesses that qualify for said Abatement shall be requested to notify the Lawrence County Assessor’s Office.

**NOW THEREFORE, BE IT RESOLVED**, by the Lawrence County Board and the following taxing bodies hereby authorizes a ten (10) year Tax Abatement on New Residential Housing and Newly Constructed Businesses that employ at least fifty (50) employees or more beginning \_\_\_\_\_, \_\_\_\_\_.

DATED: the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**EXHIBIT “A”**

**The following abatement schedule shall apply as follows, for “New Residential Housing” and “Newly Constructed Businesses” that employ 50 employees or more, a ten 10 year graduated schedule:**

**100% of the equalized assessed value of the improvements for year 1;**

**90% of the equalized assessed value of the improvements for year 2;**

**80% of the equalized assessed value of the improvements for year 3;**

**70% of the equalized assessed value of the improvements for year 4;**

**60% of the equalized assessed value of the improvements for year 5;**

**50% of the equalized assessed value of the improvements for year 6;**

**40% of the equalized assessed value of the improvements for year 7;**

**30% of the equalized assessed value of the improvements for year 8;**

**20% of the equalized assessed value of the improvements for year 9;**

**10% of the equalized assessed value of the improvements for year 10; and**

**0% of the equalized assessed value of the improvements for year 11 and thereafter.**

**Agenda Item #9G**  
**2019 Holiday Calendar**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 16, 2018  
RE: 2019 Holiday Calendar

Attached is a proposed schedule of holidays for Illinois Eastern Community Colleges' full-time staff for Calendar Year 2019. There is no change in the number of holidays from previous years.

I request Board approval of the 2019 Holiday Calendar.

TLB/tab

## ILLINOIS EASTERN COMMUNITY COLLEGES

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

### Calendar Year 2019

Monday	January 21	Martin Luther King Jr. Day
Monday	February 18	President's Day
Friday	April 19	Spring Holiday
Monday	May 27	Memorial Day
Thursday	July 4	Independence Day
Monday	September 2	Labor Day
Monday	October 14	Columbus Day
Monday	November 11	Veteran's Day
Thursday Friday	November 28 November 29	Thanksgiving
	December 19, 20, 23, 24	Winter Break
	December 25	Christmas
	December 26, 27, 30, 31	Winter Break
	January 1, 2020	New Year's Day

**Agenda Item #9H**

**Affiliation Agreements**

**Hamilton Memorial Hospital – Phlebotomy – FCC**  
**Aperion Care Bridgeport – Basic Nurse Assistant Program – OCC**  
**Good Samaritan Hospital Vincennes – Phlebotomy – OCC**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 20, 2018  
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 institutions:

Hamilton Memorial Hospital - Phlebotomy Program - FCC  
Aperion Care Bridgeport – Basic Nurse Assistant Program – OCC  
Good Samaritan Hospital Vincennes – Phlebotomy – OCC

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

TLB/rs

Attachment

**AFFILIATION AGREEMENT  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
District # 529**

**Frontier Community College**

**Phlebotomy Program**

AND

**HAMILTON MEMORIAL HOSPITAL**

**P O Box 429**

**611 S. Marshall Avenue**

**McLeansboro IL 62859**

**(618) 643-2361**

THIS AGREEMENT made and entered into this twentieth day of November 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and HAMILTON MEMORIAL HOSPITAL (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 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 related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy 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 Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the

Director of Laboratory 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. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy 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 DISTRICT #529, and will comply with the policies of the health AGENCY.

Phlebotomy students and 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.

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 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 and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.
7. DISTRICT #529 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. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;
10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.
12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students

enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.



IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the twentieth day of November, 2018.

HAMILTON MEMORIAL HOSPITAL  
P O BOX 429  
611 S MARSHALL AVE.  
MCLEANSBORO IL 62859  
(618) 643-2361

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
FRONTIER COMMUNITY COLLEGE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phlebotomy Instructor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Dean of Instruction

\_\_\_\_\_  
President, Frontier Community College

\_\_\_\_\_  
Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Adopted 6-2005

**OLNEY CENTRAL COLLEGE  
BASIC NURSE ASSISTANT PROGRAM**

**AFFILIATION AGREEMENT**

**Aperion Care Bridgeport**

Agency

**900 E. Corporation Street**

Street Address

**Bridgeport, IL**

(hereinafter referred to as AGENCY).

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of October, 2018, by and between OLNEY CENTRAL COLLEGE (hereinafter referred to as the College) and

WITNESSETH THAT:

WHEREAS, the College desires to make use of the AGENCY'S facilities for clinical nursing laboratory practice by students of the Nurse Assistant Program for the College, and

WHEREAS, the AGENCY has agreed to make its facilities available to the College and faculty of the College 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 the College, subject to the conditions and limitations contained herein.
2. The initial affiliation agreement and yearly renewal of said facilities of the AGENCY will be made by the Associate Dean of Nursing and Allied Health on behalf of the College and the Administrator and/or the Director of Nursing 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. The semester-by-semester communication and scheduling will be done by the Nurse Assistant Faculty of the college.
3. The College will be responsible for the teaching and guidance of the students in the clinical nurse assistant laboratory practice, and will be available to the nurse assistant students.

The specific assignment of learning experiences for each student will be made and arranged by the Faculty on behalf of the College, in consultation with the Patient Care Manager, Supervisor, or Coordinator on behalf of the AGENCY. The College Faculty will assume supervision of the nurse assistant students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity to all applicable rules, regulations, and policies of the AGENCY; and the Faculty on behalf of the College will be responsible for maintaining proper standards of nursing care of patients assigned to nurse assistant students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nurse assistant students.

5. Supervision of the health requirement of all students making use of any of the AGENCY'S facilities, as contemplated herein, will be the responsibility of the Nurse Assistant Faculty of the College, and will comply with the policies of the health AGENCY.

Nurse Assistant students and Nurse 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.

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, the College will furnish the AGENCY, upon request, the TB results for each participating student showing that said student fully complies with the health requirements of the AGENCY. The Nurse Assistant Instructor is required to keep records of TB tests.

6. The faculty of the College participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. The College Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Faculty member of the College 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 Faculty member to any clinical area.

7. The Nurse Assistant Faculty of the College 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. Nurse assistant students shall be covered by liability 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 this agreement will be made every three years in the spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in College's Basic Nurse Assistant Program, at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete at the agency their nursing laboratory experience needed for completion of the program.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its  
duly authorized officials this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**AGENCY: Aperion Care Bridgeport**

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT 529, OLNEY CENTRAL COLLEGE

**Olney Central College**

\_\_\_\_\_  
Director of Nursing

\_\_\_\_\_  
Associate Dean of Nursing and Allied Health

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
President, Olney Central College

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Revised: 5/23/96; 5/3/06; 9/18/2018

AFFILIATION AGREEMENT  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
District # 529  
Olney Central College Phlebotomy Program  
AND

Good Samaritan Hospital  
520 S 7<sup>th</sup> St.  
Vincennes, IN 47591

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and \_\_\_\_\_ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 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 related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy 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 Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory 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. DISTRICT #529 faculty will:
  - be responsible for the teaching the didactic portion of the Phlebotomy Program;
  - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
  - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.
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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy 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 DISTRICT #529, and will comply with the policies of the health AGENCY.

Phlebotomy students and 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.

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT

#529 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 and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

7. DISTRICT #529 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. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY

ILLINOIS EASTERN  
COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Chairman, IECC Board of Trustees

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Adopted 6-2005



**Agenda Item #10**

**Bid Committee Report**

**None**

**Agenda Item #11**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
October 31, 2018**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$5,759,457.95
Operations & Maintenance	\$1,089,261.12
Operations & Maintenance (Restricted)	\$977,376.91
Bond & Interest	\$1,864,516.76
Auxiliary	\$1,462,398.24
Restricted Purposes	(\$57,610.23)
Working Cash	\$240,949.16
Trust & Agency	\$545,438.32
Audit	(\$18,173.67)
Liability, Protection & Settlement	<u>\$530,191.88</u>
<b>TOTAL ALL FUNDS</b>	<b><u><u>\$12,393,806.44</u></u></b>

Respectfully submitted,

Ryan Hawkins, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**October 31, 2018 & 2017**

	<b>ALL FUNDS</b>	
	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2018</b>
<b>ASSETS:</b>		
CASH	\$ 12,393,806	\$ 12,880,418
IMPREST FUND	21,300	21,300
CHECK CLEARING	12,500	12,500
INVESTMENTS	19,490,000	18,590,000
RECEIVABLES	1,194,670	3,078,125
INVENTORY	452,424	507,898
OTHER ASSETS	462,250	456,087
FIXED ASSETS (Net of Depr)	16,126,767	17,349,514
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 50,153,717</b>	<b>\$ 52,895,842</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ (68,600)	\$ 214,942
ACCOUNTS PAYABLE	2,754,937	124,199
DEFERRED REVENUE	89,589	85,538
L-T DEBT GROUP (FUND 9)	7,370,668	9,391,550
OPEB (Prior Year Restated for GASB 75 Implementation)	15,228,583	15,463,329
<b>TOTAL LIABILITIES:</b>	<b>25,375,177</b>	<b>25,279,558</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	21,344,334	25,576,464
INVESTMENT IN PLANT (Net of Depr)	16,126,767	17,349,514
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(22,599,251)	(24,854,879)
RESERVE FOR ENCUMBRANCES	9,906,690	9,545,185
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>24,778,540</b>	<b>27,616,284</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 50,153,717</b>	<b>\$ 52,895,842</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 For the Periods Ended October 31, 2018 & 2017

	FY 2019 <u>YEAR-TO-DATE</u>	FY 2018 <u>YEAR-TO-DATE</u>
<b>REVENUES:</b>		
LOCAL GOVT SOURCES	\$ 4,793,140	\$ 4,700,297
STATE GOVT SOURCES	2,471,347	3,880,396
STUDENT TUITION & FEES	7,773,038	7,189,274
SALES & SERVICE FEES	1,451,904	1,488,826
FACILITIES REVENUE	8,317	3,980
INVESTMENT REVENUE	53,872	33,940
OTHER REVENUES	781,946	112,576
<b>TOTAL REVENUES:</b>	<u>17,333,564</u>	<u>17,409,289</u>
 <b>EXPENDITURES:</b>		
INSTRUCTION	3,324,784	2,947,817
ACADEMIC SUPPORT	151,322	152,566
STUDENT SERVICES	484,266	455,862
PUBLIC SERV/CONT ED	5,272	-
OPER & MAINT PLANT	954,243	1,026,226
INSTITUTIONAL SUPPORT	4,667,425	2,184,928
SCH/STUDENT GRNT/WAIVERS	2,702,335	2,787,779
AUXILIARY SERVICES	2,023,607	1,944,261
<b>TOTAL EXPENDITURES:</b>	<u>14,313,254</u>	<u>11,499,439</u>
 <b>TRANSFERS AMONG FUNDS:</b>		
INTERFUND TRANSFERS	<u>-</u>	<u>-</u>
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	<u>-</u>	<u>-</u>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>	 <u>\$ 3,020,310</u>	 <u>\$ 5,909,850</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS ONLY  
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2017-2019**

College	Category	FISCAL YEAR 2017			FISCAL YEAR 2018			FISCAL YEAR 2019			% of Year
		Anticipated Budget	Spent Thru October	% of Bdgt	Anticipated Budget	Spent Thru October	% of Bdgt	Anticipated Budget	Spent Thru October	% of Bdgt	
Frontier	Bills		\$ 652,479			\$ 628,166			\$ 673,074		
	Payroll		614,718			617,391			620,382		
	Totals	\$ 4,089,274	1,267,197	31%	\$ 4,189,416	1,245,557	30%	\$ 4,550,604	1,293,456	28%	33%
Lincoln Trail	Bills		693,519			790,796			817,314		
	Payroll		587,412			616,686			614,487		
	Totals	\$ 4,198,705	1,280,931	31%	\$ 4,531,653	1,407,482	31%	\$ 4,788,234	1,431,801	30%	33%
Olney Central	Bills		748,650			825,353			991,113		
	Payroll		1,144,890			1,187,601			1,179,898		
	Totals	\$ 7,158,163	1,893,540	26%	\$ 7,303,330	2,012,954	28%	\$ 7,449,755	2,171,011	29%	33%
Wabash Valley	Bills		1,198,343			952,387			1,078,626		
	Payroll		845,428			791,319			805,334		
	Totals	\$ 6,124,837	2,043,771	33%	\$ 6,136,568	1,743,706	28%	\$ 6,236,897	1,883,960	30%	33%
Workforce Educ.	Bills		1,021,658			1,045,619			1,067,965		
	Payroll		312,082			297,280			265,998		
	Totals	\$ 5,106,047	1,333,740	26%	\$ 4,869,942	1,342,899	28%	\$ 4,258,339	1,333,963	31%	33%
District Office	Bills		93,164			92,928			111,117		
	Payroll		314,714			306,393			327,575		
	Totals	\$ 1,349,414	407,878	30%	\$ 1,614,463	399,321	25%	\$ 1,519,023	438,692	29%	33%
District Wide	Bills		491,189			692,961			835,888		
	Payroll		230,043			240,223			254,456		
	Totals	\$ 2,339,438	721,232	31%	\$ 2,705,152	933,184	34%	\$ 2,883,536	1,090,344	38%	33%
<b>GRAND TOTALS</b>		<b>\$30,365,878</b>	<b>\$ 8,948,289</b>	<b>29%</b>	<b>\$ 31,350,524</b>	<b>\$9,085,103</b>	<b>29%</b>	<b>\$31,686,388</b>	<b>\$9,643,227</b>	<b>30%</b>	<b>33%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**October 31, 2018**

	FY 2019		FY 2018		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
Salaries	\$ 4,068,129	42.19%	\$ 4,056,893	44.65%	\$ 11,236	0.277%
Employee Benefits	816,415	8.47%	748,726	8.24%	67,689	9.041%
Contractual Services	360,765	3.74%	294,776	3.24%	65,989	22.386%
Materials	716,603	7.43%	598,165	6.58%	118,438	19.800%
Travel & Staff Development	57,977	0.60%	42,980	0.47%	14,997	34.893%
Fixed Charges	101,685	1.05%	107,246	1.18%	(5,561)	-5.185%
Utilities	390,011	4.04%	399,854	4.40%	(9,843)	-2.462%
Capital Outlay	26,847	0.28%	10,996	0.12%	15,851	0.000%
Other	3,104,795	32.20%	2,825,467	31.10%	279,328	9.886%
	<u>\$ 9,643,227</u>	<u>100.00%</u>	<u>\$ 9,085,103</u>	<u>100.00%</u>	<u>\$ 558,124</u>	<u>6.143%</u>

**Agenda Item #12**

**Chief Executive Officer's Report**



**Agenda Item #13**

**Executive Session**

**Agenda Item #14**

**Approval of Executive Session Minutes**

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

**Agenda Item #15**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** November 16, 2018  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the Personnel Report. Additional information for items 400.1, 400.2, 400.3., and 400.4 have been sent under separate cover.

## **INDEX**

- 400.2. Employment of Personnel**
- 400.3. Change in Status**
- 400.3. Special Assignment**
- 400.4. Resignation Ratification**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Professional Non-Faculty, Exempt

1. Stephanie Nutall, Title III Project Director, OCC (GR), effective November 26, 2018, pending successful completion of background check and approval by Department of Education.

### B. Faculty, Non-Bargaining Unit

1. Wendy Coles, Workforce Education Instructor, effective January 2, 2019, pending successful completion of background check.
2. Calvin Melvin, Workforce Education Instructor, effective January 7, 2019, pending successful completion of background check.

## 400.2. Change-in-Status

### A. Professional Non-Faculty, Non-exempt

1. Alyssa Maglone, Administrative Assistant to the Dean, OCC to Coordinator of Curricular Reporting and Articulation, DO, effective November 26, 2018.
2. Taryn Bunting, Administrative Assistant, OCC, to Coordinator of Financial Aid, OCC, effective November 21, 2018.

## 400.3 Special Assignment

### A. Other

1. Luke Harl, Interim Title III Project Director, 50% of time, effective October 29, 2018.

## 400.4 Resignation Ratification

### A. Faculty

1. Dr. Laura Bruck, Assistant Professor, WVC, effective May 11, 2019.

**Agenda Item #16**

**Collective Bargaining**

**Agenda Item #17**

**Litigation**



**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

