

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**IECC Board of Trustees Meeting**

**Tuesday, December 12, 2023**



**Location:**

**Lincoln Trail College, Statesmen Grill  
11220 State Highway 1  
Robinson, IL 62454**

**Dinner/Meeting – 4:30 p.m.**

*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**

**Tuesday, December 12, 2023**

**4:30 p.m.**

**Lincoln Trail College, Statesmen Grill  
11220 State Highway 1  
Robinson, IL 62454**

1. Call to Order & Roll Call Chairman Carter
  
2. Welcome from the Chair Chairman Carter
  
3. Recognition of Visitors and Guests President Ambrose
  
- 3.A. Visitors and Guests
  
- 3.B. IECEA Representative
  
4. Public Hearing - Notice of Intent to Levy  
Additional Tax under 110 ILCS 805/3-  
14.3 Chairman Carter
  
5. Public Hearing - 2023 Tax Levy Chairman Carter
  
6. Public Comments
  
7. Reports
  
- 7.A. Trustees
  
- 7.B. Chancellor
  
- 7.C. Presidents & Divisions
  
8. Approval of Consent Agenda Chancellor Gower

8.A.	Disposition of Minutes	6
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8.E.	Affiliation Agreements	24
9.	Action on Items Removed from Consent Agenda	Chancellor Gower
10.	Policy First Reading (and Possible Approval)	Chancellor Gower
10.A.	Policy 100.28 Concealed Firearms	30
10.B.	Policy 300.3 Auxiliary Enterprises Fund	34
10.C.	Policy 400.4 Holiday, Leave, and Benefit Policy Non-Bargaining Unit Employees	36
11.	Policy Second Reading None.	Chancellor Gower
12.	Staff Recommendations for Approval	
12.A.	Certification of Tax Levy 2023	Chancellor Gower 41
12.B.	Resolution to Issue General Obligation Community	Chancellor Gower 46

*College Bonds- Resolution  
 providing for the issue of not  
 to exceed \$6,500,000  
 General Obligation Bonds of  
 the District for the purpose of  
 paying claims against the  
 District, providing for the  
 levy of a direct annual tax  
 sufficient to pay the principal  
 and interest on said bonds,  
 and authorizing the proposed  
 sale of said bonds to the  
 purchaser thereof.*

12.C. Fee Changes Fall 2024	Chancellor Gower	79
12.D. FY2023 Audit	Mr. Hawkins	80
12.E. Annual Financial Report	Mr. Hawkins	82
12.F. Certificate of Compliance with the Truth in Taxation Law	Chancellor Gower	85
12.G. Gravel and Fill for Temporary Broadband Technology Building	Mr. Hawkins	88
13. Bid Committee Report None.	Chancellor Gower	
14. District Finance	Mr. Hawkins	89
15. Executive Session	Chancellor Gower	
16. Approval of Executive Session Minutes	Chancellor Gower	
16.A. Written Executive Session Minutes		
16.B. Audio Executive Session Minutes		

16.C. Semi-Annual Review of Executive Session Minutes	98
17. Approval of Personnel Report	Ms. McDowell 100
18. Collective Bargaining	Chancellor Gower
19. Litigation	Chancellor Gower
20. Other Items	
21. Adjournment	

IECC Board of Trustees Meeting  
Tuesday, November 21, 2023 6:15 PM Central

Frontier Community College, Bob Boyles Hall  
2 Frontier Drive  
Fairfield, IL 62837

Guadalupe Amicone: Present  
Susan Batchelor: Present  
John Brooks: Present  
Roger Browning: Present via Zoom  
Gary Carter: Present  
Brenda Culver: Present  
Jan Ridgely: Present  
Barbara Shimer: Present  
Present: 8, Absent: 0

Also present at the meeting, in addition to trustees:

Ryan Gower, Chancellor  
Jay Edgren, President of Frontier Community College/Vice Chancellor Academic Affairs  
Tona Ambrose, President of Lincoln Trail College/Vice Chancellor Institutional Outreach  
Chris Simpson, President of Olney Central College/Vice Chancellor Business Operations  
Matt Fowler, President of Wabash Valley College/Vice Chancellor Student Affairs  
Ryan Hawkins, Chief Financial Officer/Treasurer  
Andrea McDowell, Director of Human Resources  
Sonja Holtz, Board Secretary

(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.)

1. Call to Order & Roll Call – Chairman Gary Carter called the meeting to order at 6:15 p.m. and directed the Board Secretary Sonja Holtz to call the roll.

2. Welcome from the Chair – Chairman Carter welcomed all who were present for the meeting.

3. Recognition of Visitors and Guests

3.A. Visitors and Guests – Paul Bruinsma & Nixie Hnetkovsky were present.

3.B. IECEA Representative - None

4. Public Comments – Nixie Hnetkovsky thanked the Board for their resolution of support for a future Athletic Facility at Frontier Community College.

5. Reports

5.A. Trustees - None

5.B. Chancellor - No additional information to his previously sent report.

5.C. Presidents & Divisions - Reports were presented by the Presidents.

#### 6. Approval of Consent Agenda

Motion to approve the consent agenda as presented. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1, Student Advisory Vote: Yea

6.A. Disposition of Minutes – Open meeting minutes as prepared for the special meeting held on July 13, 2023 and regular meeting held on October 17, 2023 were presented for approval.

6.B. Policy 100.4 Student Board Member – minor modifications to the policy to reference the appropriate state statute.

6.C. Policy 100.5 District Calendar – review policy to elaborate on the calendar’s approval authorities, timeline for completion, and dissemination upon completion, as well as making referenced to it as the academic calendar (vs the district calendar).

6.D. 2024 IECC Board Meeting Dates – a resolution setting forth that Trustees will meet on the third Tuesday of every month in 2024 with the exception of the December 2024 meeting, which shall be the second Tuesday of the month.

6.E. Facility Use Agreement- SIU/IECC Motorcycle Rider Course – an agreement with Southern Illinois University (SIU) for a continuation of their Motorcycle Rider Program facility use agreement for Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College.

6.F. Affiliation Agreements – Chancellor Gower recommended approval of affiliation agreements with Clay County Rehabilitation Center, Edwards County Health Office, IECC System Office, and SIHF Healthcare.

6.F.i. Standard Clinical- Clay Co. Rehabilitation Center, Edwards Co. Health Office

6.F.ii. Standard Non-Clinical- IECC System Office

6.F.iii. Negotiated Clinical- SIHF Healthcare

#### 7. Action on Items Removed from Consent Agenda - None

#### 8. Policy First Reading (and Possible Approval)

Motion to approve 600.2 Communications and Public Relations as presented. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1, Student Advisory Vote: Yea

#### 9. Policy Second Reading - None

#### 10. Staff Recommendations for Approval

10.A. Resolution Establishing Tax Levy Hearing

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2023**

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 2022 was:

Education Purposes	\$3,345,922
Operations and Maintenance Purposes	1,442,549
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	1,145,620
Protection, Health and Safety Purposes	201,871
Audit	<u>50,468</u>
 Total	 \$6,186,430

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2023 is as follows:

Education Purposes	\$3,750,000
Operations and Maintenance Purposes	1,610,000
Special Tax Levy	710,339
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	1,345,000
Protection, Health, and Safety Purposes	200,000
Audit	<u>60,000</u>
 Total	 \$7,675,339

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, after abatement, for the bond and interest purposes for 2022 was \$1,896,618; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2023 is \$731,625.

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 2023, exclusive of bond and interest costs, is \$7,675,339.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2023, exclusive of bond and interest costs, does exceed 105% of the taxes extended by the district in the year 2022.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2023 for debt service is a 61.4% decrease from the taxes extended for debt service for 2022.

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

- Marshall Advocate, Clark County
- Robinson Daily News, Crawford County
- Toledo Democrat, Cumberland County
- McLeansboro Gazette, Hamilton County
- Lawrenceville Daily Record, Lawrence County
- Wayne County Press, Edwards County & Wayne County
- The Hometown Register, Clay County, Jasper County,  
Richland County, Wabash County & White 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 2023 will be held on December 12, 2023, at 4:00 p.m. at Lincoln Trail College, Robinson, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Ryan Hawkins, Chief Financial 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 2022 were \$6,186,430.

The proposed corporate and special purpose property taxes to be levied for 2023 are \$7,675,339. This represents a 24.1% increase over the previous year's extension.

- III. The property taxes extended for debt service for 2022 were \$1,896,618.

The estimated property taxes to be levied for debt service and public building commission leases for 2023 are \$731,625. This represents a 61.4% decrease from the previous year.

- IV. The total property taxes extended or abated for 2022 were \$8,083,048.

The estimated total property taxes to be levied for 2023 are \$8,406,964. This represents a 4.0% increase over the previous year's extension.

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

Motion to approve the 2023 Estimated Tax Levy Resolution for taxes due and collectible in 2024 as presented. The estimated tax rate for 2023 levy, which is inclusive of all levies and anticipated bond issues, is consistent with the District's 20 year average at 43.80 cents per \$100 in equalized assessed valuation. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Student Advisory Vote: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 10.B. Revised 2023 IECC Board Meeting Dates

##### **Board Meeting Dates 2023**

Tuesday, January 17, 2023, 6:15 p.m., Olney Central College  
 Tuesday, February 21, 2023, 6:15 p.m., Wabash Valley College  
 Tuesday, March 21, 2023, 6:15 p.m., Frontier Community College  
 Tuesday, April 25, 2023, 6:15 p.m., Lincoln Trail College  
 Tuesday, May 16, 2023, 6:15 p.m., Olney Central College  
 Tuesday, June 20, 2023, 6:15 p.m., Wabash Valley College  
 Tuesday, July 18, 2023, 6:15 p.m., Frontier Community College  
 Tuesday, August 15, 2023, 6:15 p.m., Lincoln Trail College  
 Tuesday, September 19, 2023, 6:15 p.m., Olney Central College

Tuesday, October 17, 2023, 6:15 p.m., Wabash Valley College  
 Tuesday, November 21, 2023, 6:15 p.m., Frontier Community College  
 Tuesday, December 12, 2023, 4:30 p.m., Lincoln Trail College

Motion to approve a resolution setting forth that the Trustees will meet on the third Tuesday of every month with the exception of the December meeting which shall be the second Tuesday of the month at 4:30 p.m. This motion, made by Barbara Shimer and seconded by Brenda Culver, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Student Advisory Vote: Yea  
 Yea: 6, Nay: 0, Absent: 1

#### 10.C. LTC Vehicle Lease

Motion to approve an agreement to lease two 2024 Chevrolet Trax vehicles from the Lincoln Trail College Foundation. This motion, made by Barbara Shimer and seconded by Brenda Culver, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Student Advisory Vote: Yea  
 Yea: 6, Nay: 0, Absent: 1

### 11. Bid Committee Report

1. LTC Bucket Truck
2. LTC Digger Derrick Truck

Motion to accept the bids from Bison Aerial Equipment, LLC for a total of \$62,323 for the purchase of a bucket truck and \$52,815 for the purchase of a digger derrick truck for LTC's Telecom program. This motion, made by John Brooks and seconded by Jan Ridgely, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Student Advisory Vote: Yea  
 Yea: 6, Nay: 0, Absent: 1

#### 12. District Finance

Motion to approve payment of district obligations for November 2023 in the total amount of \$3,223,293.31. This motion, made by Jan Ridgely and seconded by Barbara Shimer, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Student Advisory Vote: Yea  
 Yea: 6, Nay: 0, Absent: 1

### 13. Executive Session - None

#### 14. Approval of Executive Session Minutes

45.A. Written Executive Session Minutes – It was recommended that the written minutes of the executive sessions held on July 13, 2023 and October 17, 2023 be approved and remain closed.

15.B. Audio Executive Session Minutes – It was recommended that the recorded audio minutes of the July 13, 2023 and October 17, 2023 executive session meetings be approved and remain closed.

Motion to approve the executive session minutes as presented. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Student Advisory Vote: Yea  
Yea: 6, Nay: 0, Absent: 1

## 15. Approval of Personnel Report

### 400.1 Employment of Personnel

#### A. Faculty, Exempt

1. Jena Combs, Music/Instrumental Instruction, LTC effective August 4, 2024

### 400.2 Change in Status

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

1. Candice Young, TRIO Upward Bound Counselor to TRIO Upward Bound Coordinator, LTC effective November 27, 2023
2. Jamie Barbee, TRIO Upward Bound Coordinator from LTC to OCC effective October 23, 2023

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

1. Quianna McGee, Part-time to Full-time Coordinator of Public Information and Marketing, WVC effective November 27, 2023

#### C. Classified, Non-Exempt

1. Russell Carie, Part-time Operations/Maintenance to Temporary, Full-time Maintenance Worker, WVC effective November 27, 2023 – November 27, 2024
2. Brianna Simpson, Office Assistant, FCC to SBDC Office Assistant effective November 27, 2023

Motion to approve the foregoing Personnel Report as presented. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Student Advisory Vote: Yea  
Yea: 6, Nay: 0, Absent: 1

16. Collective Bargaining - None

17. Litigation - None

18. Other Items - None

19. Adjournment

Motion to adjourn at 7:00 p.m. This motion, made by Susan Batchelor and seconded by Guadalupe Amicone, Carried.

Roger Browning: Absent, Susan Batchelor: Yea, John Brooks: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Student Advisory Vote: Yea  
Yea: 6, Nay: 0, Absent: 1

Approved:      Chairman: \_\_\_\_\_

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

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: December 12, 2023  
RE: Americans with Disabilities Act Policy & Procedure (100.12)

New Public Act 103-0058, Removing Barriers to Higher Education Success Act, effective 1/1/2024, prompted a review and revisions to our current ADA policy and procedure. The primary purpose of the Act is to establish acceptable documentation that must be considered to determine whether a student has a qualifying disability, and allowing for reasonable accommodations. Secondly, the Act provides for specific transparent and explicit methods by which the policy is to be disseminated to students.

The proposed revisions to both policy and procedure have been approved by the Cabinet. I would ask the Board to waive the second reading and approve Policy 100.12 as presented. As this is a Board Policy, we have included, for Board informational purposes only, the corresponding procedure.

RG/llb

Attachments

**Americans with Disabilities Act Policy (100.12)**

Date Adopted: March 15, 1994

Revised: October 20, 2015

Revised: December 8, 2020

Revised: 12/12/2023 (Pending Board Approval)

The Board of Trustees of Illinois Eastern Community Colleges is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990, its amendments, and Section 504 of the Rehabilitation Act of 1973, as amended, and other applicable federal and state regulations aimed at protecting the rights of individuals with disabilities. IECC complies with both the letter and the spirit of the law by:

For the purpose of this policy, Illinois Eastern Community Colleges (IECC) adopts the ADA description of an individual with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment.

IECC is dedicated to assuring compliance with ADA and related regulations by:

1. Providing opportunities to qualified persons with disabilities in employment and in access to education, programs, services, and activities, when doing so will not pose an undue hardship or fundamentally alter the operations of the institution.
2. Prohibiting discrimination or harassment of individuals with disabilities.
3. Appointing capable personnel with proper training to coordinate ADA compliance.
4. Raising the awareness of all employees the rights of students, staff, and faculty with disabilities, including the right to request reasonable accommodations. of the institution and providing institutional resources; Information is disseminated through:
  - 5. The iecc.edu website. (Ensuring, too, the IECC website is ADA compliant.) accessible to persons with disabilities, so they have equivalent access to the information and functionality provided to individuals without disabilities.; and
  - Various publications, including but not limited to, the academic catalog and student and faculty handbooks.
  - Student orientation.
4. implementing interactive procedures for receiving and responding to requests for reasonable accommodations in a timely manner;
6. Making compliance with the Americans with Disabilities Act a priority of the institution, subject to available resources, and taking appropriate steps to meet the deadlines established by the Equal Opportunity Commission and/or Congress.

In regard to employment or potential employment, it is the policy of Illinois Eastern Community Colleges to not only comply with all federal and state laws concerning the employment of persons with disabilities, but to also and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy IECC will not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

~~It is the responsibility of~~ Individual students, staff, and faculty members are responsible for self-identifying ~~to identify themselves~~ as ~~an~~ individuals with ~~a disability~~ disabilities in need of ~~seeking an~~ accommodation or modification. ~~Individual students, staff, and faculty members~~ They are also responsible for ~~providing documentation documenting~~ that confirms their disability status ~~(from an appropriate licensed professional)~~ and illustrates how their ~~to demonstrate how the~~ disability may affect their capacity to fulfill ~~limits their ability to complete~~ the essential requirements ~~functions~~ of their job or ~~limits the student's participation in~~ their access to education, services, programs, or activities of the institution. Students, staff, and faculty members ~~with disabilities~~ must maintain institutional standards of performance.

Procedures will, at a minimum:

- provide for a transparent and explicit method for determining eligibility for accommodations;
- describe the interactive process for receiving and responding to requests for reasonable accommodations in a timely manner;
- outline the process for addressing visitors with disabilities;
- address confidentiality;
- establish and name ADA Coordinators;
- include the process for filing a grievance.



100.12 ~~Americans with Disabilities Act Procedure~~ ADA: Processing Accommodation Requests

Date Adopted: March 15, 1994  
 Revised: March 6, 2019  
 Revised: January 13, 2021  
 Revised: 12/6/2023

**~~Procedure—Americans with Disabilities Act~~**

The following procedures ~~are pursuant to IECC's Americans with Disabilities Act (ADA) Policy and~~ describe the interactive course of action for processing accommodation requests ~~from individuals with disabilities~~. Reasonable accommodations will be considered on behalf of students, employees, and visitors who require modifications to policies, practices, or procedures in order to participate in college directed and supported functions or employment opportunities.

~~Under the Act, a disability is defined as any physical or mental impairment that substantially limits a major life activity. Having a history of impairment or being perceived as having an impairment may also qualify one as an individual with a disability. It is the individual's responsibility to disclose his/her needs and provide appropriate supporting documentation.~~

**ADA COORDINATORS**

To ensure compliance with the ADA policy, IECC has appointed a District ADA Coordinator with sufficient powers, authority, training, and staffing to coordinate ADA activities district wide. To assist the District ADA Coordinator, Deputy ADA Coordinators are assigned at the locations identified in Appendix A. The college president will notify the District ADA Coordinator when a new Deputy ADA Coordinator is appointed.

All ADA Coordinators, faculty, and staff will be properly trained in order to carry out their respective responsibilities relating to the ADA ~~policy and~~ procedures. The District ADA Coordinator will ensure Deputy ADA Coordinators, faculty, and staff are informed of new developments and common areas of interest ~~regarding the Americans with Disabilities Act that pertaining to federal or state laws impacting impact~~ IECC policy and procedures.

Colleges and the District Office will post the names, position titles, addresses, and telephone numbers for all IECC ADA Coordinators on a bulletin board that is in such a place so as to be generally seen by all students, employees, or visitors to the facility. All designated coordinators are listed in Appendix A and can also be found on the website at [www.iecc.edu/ada](http://www.iecc.edu/ada).

**REQUESTING AND PROCESSING ACCOMMODATION REQUESTS**

Students, employees, and visitors who desire a reasonable accommodation should contact an ADA Coordinator with questions and/or to schedule an appointment. The applicable ADA Coordinator will keep a written record of all conversations and actions taken throughout the process.

**1. Process for Students** (current or prospective)

- a) Student meets with the Deputy ADA Coordinator at their college of attendance/intended attendance. This meeting should be scheduled at the earliest date possible prior to the beginning of a semester for which accommodations are requested.
- b) Student submits a Student Request for Accommodations form, along with appropriate documentation, to their ADA coordinator. Documentation ~~for students (as mandated by Public Act 103-0058 Removing Barriers to Higher Education Success Act) must~~ may include any one of the following:
  - An Individualized Education Plan (IEP) or a 504 Plan. Additional documentation may be requested if the plan was not in effect immediately prior to the date when the student exited high school.
  - A plan or record of service for the student from a private school, a local educational agency, a state educational agency, or an institution of higher education provided under a Section 504 Plan.
  - A record of evaluation from a relevant licensed professional finding that the student has a disability. This documentation must:
    - ~~Be on typed or printed on official letterhead;~~
    - ❖ Clearly state the diagnosed disability;

100.12 Americans with Disabilities Act Procedure ADA: Processing Accommodation Requests

- ❖ Describe the functional limitations resulting from the disability;
- ❖ Be signed and dated by an evaluator qualified to make the diagnosis (include NPI number and license number of certification and area of specialization);
- ❖ Be current (within five years for learning disabilities and one year for psychiatric disabilities (unless of a permanent nature));
- ❖ Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested; and
- ❖ Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability
- A plan or record of disability from another institution of higher education.
- Documentation of a disability due to military service in the uniformed services.

~~NOTE: A current (within the last five years) Individualized Education Plan (IEP) satisfies the documentation requirement.~~

- c) Deputy ADA Coordinator **reviews the document(s) provided, requesting additional information as necessary, and** determines if the request for a reasonable accommodation can be granted. Every effort will be made to honor a request for a reasonable accommodation unless it is determined that doing so would pose an undue hardship or fundamentally alter the operations of the institution.
- d) Deputy ADA Coordinator provides a written response to the student within 7 days of receiving all required documentation.
- If the request is approved
    - ❖ an interactive process is coordinated by the Deputy ADA Coordinator, between the student and faculty/staff, in order to develop a comprehensive plan
    - ❖ the student provides faculty/staff with Accommodation Letter
    - ❖ faculty/staff will provide the accommodation(s) described in the Accommodation Letter
    - ❖ student is responsible for contacting the Deputy ADA Coordinator if accommodations are not implemented in an effective and a timely manner
  - If the request is denied
    - ❖ the Deputy ADA Coordinator notifies the District ADA Coordinator prior to informing student of decision.
    - ❖ the student may appeal the decision by contacting the District ADA Coordinator within 10 business days upon receipt of the written denial.
    - ❖ the District ADA Coordinator will review the appeal, in consultation with Chancellor (or designee), to determine if the original decision is upheld or repealed.
- e) Student must, each semester, make an appointment with the Deputy ADA Coordinator to make arrangements for reasonable accommodations; a comprehensive plan is not automatically developed. Contact should be made at the earliest date possible prior to the beginning of a semester for which accommodations are requested.

## 2. Process for Employees

- a) Employee completes an IECC Employee **ADA** Accommodation Request form describing the nature of the disability and the requested accommodation and submits to the Deputy ADA Coordinator for Employment (or designee). At the employee's request, a supervisor may assist in the process of initiating the request.
- b) Human Resources will make contact with the employee upon receipt of request.
- c) Deputy ADA Coordinator for Employment determines if the request for a reasonable accommodation can be granted. Every effort will be made to honor a request for a reasonable accommodation unless it is determined that doing so would pose an undue hardship or fundamentally alter the operations of the institution.
- d) Deputy ADA Coordinator for Employment provides a written response to the employee within 7 business days of receiving all required documentation.
- If the request is approved
    - ❖ an interactive process is coordinated by <sup>18</sup>the Deputy ADA Coordinator for Employment (and

100.12 Americans with Disabilities Act Procedure ADA: Processing Accommodation Requests

District ADA Coordinator as necessary), between the employee and supervisor in order to develop a comprehensive plan.

- ❖ Human Resources will provide the employee and supervisor an Accommodation Letter
- ❖ supervisor will provide the accommodation(s) described in the Accommodation Letter
- ❖ employee is responsible for contacting the Deputy ADA Coordinator for Employment if accommodations are not implemented in an effective and a timely manner
- If the request is denied
  - ❖ the Deputy ADA Coordinator for Employment notifies the District ADA Coordinator prior to informing employee of decision.
  - ❖ the employee may appeal the decision by contacting the District ADA Coordinator within 10 business days upon receipt of the written denial.
  - ❖ the District ADA Coordinator will review the appeal, in consultation with the Chancellor (or designee), to determine if the original decision is upheld or repealed.

**3. Process for Visitors**

Staff who are responsible for planning events, special activities, and programs are additionally responsible for considering accessibility by attendees. If the event is publicized, provide information regarding who to contact in order to request special accommodations, advising that sufficient advanced notice is required.

**CONFIDENTIALITY**

ADA Coordinators are committed to ensuring all information regarding students, employees, and applicants is maintained as confidential as required or as permitted by law. Disability information collected for the benefit of any student does not become part of the student's academic record and will only be shared with faculty and other personnel who must be informed of necessary restrictions or accommodations. Information regarding an employee's or applicant's disability and the reasonable accommodation request will only be shared with the employee's supervisor(s) and other personnel who must be informed of necessary restrictions or accommodations. All medical information will be kept in the employee's leave file which is separate from the employee's personnel file. This information is only accessible by human resources personnel.

**SERVICE ANIMALS**

A service animal under ADA titles II and III (see § 35.136) is defined as a dog or a miniature horse that is individually trained to do work or perform tasks for people with disabilities. The service animal's work or task must be directly related to the individual's disability. Service animals have access to any area on campus that is generally open to the public. Expectations are:

- All animals must be under the handler's control. Animals must be kept on a leash, harness, or tether unless doing so would interfere with the animal's ability to perform their work or task. In those circumstances, the handler may use voice commands, hand signals or other effective means to maintain control of the animal.
- The service animal must be housebroken. It is the handler's sole responsibility to ensure that the animal is taken outside to relieve itself and to dispose of waste material appropriately.

A handler will be required to remove a service animal from campus under the following conditions:

- The animal is not under the handler's control
- The animal is not housebroken.
- The animal has been identified as posing a safety risk to others.

Emotional, support, comfort, or therapy animals are not service animals under Title II and Title III of the ADA and are not permitted on campus (see Title III Part 36 definitions). Non-service animals are often used to ameliorate stress or provide comfort to others and are not limited to individuals with disabilities. Although some animals are part of a medical therapy plan, please note that a doctor's letter or therapy plan does not certify an animal as a service animal.

**QUESTIONS**

Questions regarding the IECC ADA Policy and/or the American with Disabilities Act should be directed to the District ADA Coordinator.

**GRIEVANCES**

Students and employees who believe IECC has not met its obligations under the ADA should refer to IECC's Policy to Address a Complaint (100.16).

100.12 Americans with Disabilities Act Procedure ADA: Processing Accommodation Requests**Appendix A**

Student ADA related questions and inquiries should be directed to the Deputy ADA Coordinators below:

**Frontier Community College**

Lori Noe  
 Director of ~~Instructional Support Services~~  
 Learning Commons  
 noel@iecc.edu  
 2 Frontier Drive  
 Fairfield, IL 62837-2601  
 Ph: 618-847-9128

**Lincoln Trail College**

Rena Gower  
 Director of ~~Instructional Support Services~~  
 Learning Commons  
 gowerr@iecc.edu  
 11220 State Highway 1  
 Robinson, IL 62454-5707  
 Ph: 618-544-8657

**Olney Central College**

Chad Groves  
 Director of ~~Instructional Support Services~~  
 Learning Commons  
 grovesc@iecc.edu  
 305 North West Street  
 Olney, IL 62450-1099  
 Ph: 618-395-7777

**Wabash Valley College**

Karissa Anderson  
 Director of ~~Instructional Support Services~~  
 Learning Commons  
 andersonk@iecc.edu  
 2200 College Drive  
 Mt. Carmel, IL 62863-2699  
 Ph: 618-262-8641

**MSHA-Mining & Industry Training**

Laurel Taylor  
 Associate Dean of Business and Industry  
 taylorl@iecc.edu  
 JALC West Frankfort Extension Center  
 19 West Frankfort Plaza  
 West Frankfort, IL 62896  
 Ph: 618-879-9461

**Adult Basic Education Students (Districtwide)**

Rodney Ranes  
 Program Director, Adult Education  
 ranesr@iecc.edu  
 2 Frontier Drive  
 Fairfield, IL 62837-2601  
 Ph: 618-842-3711

Employee ADA related questions and inquiries should be directed to the Deputy ADA Coordinator for Employment:

Andrea McDowell  
 Director of Human Resources  
 Illinois Eastern Community Colleges  
 233 East Chestnut Street  
 Olney, IL 62450-2298  
 Ph: 618-393-2982

Inquiries regarding the ADA Policy and Procedure and all Appeals should be directed to:

Libby McVicker  
 Title IX/District ADA Coordinator  
 Illinois Eastern Community Colleges  
 320 East North Avenue  
 Noble, IL 62868  
 Ph: 618-393-3491

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 12, 2023

RE: Health Savings Accounts, Calendar Year 2024

In February of 2010, the Board approved the offering of a Qualified High Deductible Health Plan. The Board also implemented a plan allowing Health Savings Accounts (HSA) that enabled qualified employees to set aside money in pre-tax dollars.

Historically, the Board has contributed \$1,000 to each qualifying employee's HSA on an annual basis. This contribution is for bargaining unit faculty and non-bargaining unit employees working at least 40 hours of service per week and enrolled in one of the three qualifying high-deductible health options. Qualifying employees that begin mid-year receive a pro-rated contribution.

I recommend that the Board make a \$1,000 contribution for Calendar Year 2024 to each qualified 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.

RG/akb

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: December 12, 2023  
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 academic year and the District's fiscal year.

The following resolution clarifies that under GASB guidelines, taxes levied by the District for calendar year 2023 will be collected late in calendar year 2024 and that income from the collection of such funds will be allocated 100% to Fiscal Year 2025 (July 1, 2024 – June 30, 2025).

I ask the Board's adoption of this resolution.

RG/akb  
Attachment



## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: December 12, 2023  
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 a standard clinical affiliation agreement with the following organizations:

- CTF Illinois

IECC wishes to enter into a non-standard clinical affiliation agreement with the following organization:

- Good Samaritan of Vincennes

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

RG/sc



**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**  
Frontier Community College | Lincoln Trail College | Olney Central College | Wabash Valley College  
**CLINICAL AFFILIATION AGREEMENT**

THIS AGREEMENT is made and entered into as of the date of last signature by and between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its degree and certificate programs (hereinafter referred to as DISTRICT #529) and CTF ILLINOIS

\_\_\_\_\_ (hereinafter referred to as AGENCY): of Olney IL  
\_\_\_\_\_  
(city) (state)

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the students and IECC 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 of patient care which are appropriate for educational experiences for observation and participation by the students and IECC Faculty and/or staff of the DISTRICT #529, subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing Service or Department Supervisor 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 will be responsible for the teaching and guidance of the students in the clinical laboratory experience and will be available to the students.

The specific assignment of learning experiences to specific students will be made and arranged by the IECC Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Department Supervisor, or Coordinator on behalf of the AGENCY. IECC Faculty assumes full responsibility and supervision of the 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 IECC Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of patient care and safeguard of patients assigned to students. The AGENCY professional personnel will retain full and final decisions for patient care assigned to 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.

IECC Faculty and students 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 race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

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 IECC Faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new IECC Faculty member of DISTRICT #529 participating in the program will arrange with the appropriate department director or supervisor, on behalf of the AGENCY, for an orientation prior to the assignment of the new IECC Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the department director, supervisor, or Director of Nursing Service on behalf of the AGENCY, and by the IECC Faculty, Department Head, and/or Associate Dean, on behalf of DISTRICT #529.

9. The students and IECC Faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

10. 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.

11. IECC Faculty and students shall be covered by occurrence type professional liability insurance in the amount of one million (\$1,000,000) per occurrence and five million (\$5,000,000) annual aggregate prior to any assignment for practice at the AGENCY.

12. 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 IECC Faculty and students.

13. This agreement will remain in effect until July 1, 2025 at which time it will be reviewed for renewal. 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 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 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 \_\_\_\_\_.

Signature: 

Name: Melissa McDaniel

Title: Executive Vice President

Date: 11/3/23

ILLINOIS EASTERN COMMUNITY  
COLLEGES DISTRICT #529

\_\_\_\_\_  
Chair, IECC Board of Trustees

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

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. 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 requests.

**ANNUAL LETTER OF RENEWAL OF  
PRACTICAL EDUCATION AFFILIATION AGREEMENT BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGE  
AND  
GOOD SAMARITAN**

THIS ANNUAL LETTER OF RENEWAL ("Letter"), entered into between ILLINOIS EASTERN COMMUNITY COLLEGE ("University"), and GOOD SAMARITAN ("Facility" and together with University the "Parties" with each individually a "Party"), shall serve to extend the Term of the Practical Education Affiliation Agreement ("Agreement") between the Parties for One (1) Year, and is effective as of the latest date executed by the Parties.

WHEREAS, it is to the mutual benefit of Facility and University to cooperate in educational programs pursuant to the existing Agreement dated on or about December 14th, 2021 and

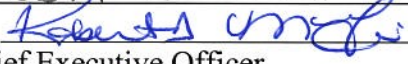
WHEREAS, pursuant to Section 6.1 of the Agreement, the Parties wish to hereby extend the Term of the Agreement for an additional One (1) Year period,

NOW THEREFORE, for and in consideration of the mutual covenants and agreements set forth herein, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

The Agreement is hereby renewed for an additional One (1) Year period, beginning on the date of the final signature below.

ILLINOIS EASTERN COMMUNITY COLLEGE      GOOD SAMARITAN HOSPITAL  
"University"      "Facility"

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: Robert D. McLin  
Signature:   
Title: Chief Executive Officer  
Date: 10/26/23

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 12, 2023

RE: Concealed Firearms Policy (100.28)

The scope of the Concealed Firearms Policy has been broadened to include the prohibition of weapons on IECC property. Currently the IECC Student Code of Conduct indicates weapons on the premises are a violation of the Code of Conduct, but there is no formal policy defining a weapon. These revisions provide definitions, restrictions, expectations, and exceptions pertaining to weapons and ensures applicability is extended to faculty/staff, and visitors, as well as students.

The proposed revisions have been reviewed and approved by legal counsel, and subsequently approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 100.28 as presented.

RG/llb

Attachments

**Weapons and Concealed Firearms Policy (100.28)**

Date Adopted: November 19, 2013

Revised: October 20, 2015

Revised: December 12, 2023 (Pending Board Approval)

**CONCEALED FIREARMS**

The Board of Trustees of Illinois Eastern Community Colleges (IECC) is committed to providing a safe and secure environment for the IECC community and its guests. In support of this commitment, IECC prohibits the possession, use, and/or storage of weapons on IECC property, with limited exceptions outlined within this policy. ~~It is the policy of the Board of Trustees to comply with the provisions of the Illinois Firearm Concealed Carry Act, PA 98-63, and subsequent amendments by Administrative Rule and Public Act. Under that Act, the Board hereby adopts the definitions contained therein,~~

**DEFINITIONS**

"Concealed firearm" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.

"Handgun" means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

"IECC property" means any property owned, leased, occupied, operated, or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to vehicles, academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways.

"Licensee" means a person issued a valid license to carry a concealed handgun.

"Weapon" includes, but is not limited to:

1. Firearm, handgun, firearm ammunition, BB gun, pellet gun, paintball gun, tear gas gun, stun, taser, or other similar type devices;
2. Dagger, dirk, knife with a blade of at least 3 inches in length, stiletto, ax, hatchet, or other deadly or other similar type devices;
3. Bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other similar type devices;
4. Bomb, bombshell, grenade, firework, bottle, or other container containing an explosive, toxic, or noxious substance (other than an object containing a nonlethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older);
5. Dangerous chemicals or fuels; and
6. Any other weapons outlined in Article 33 of the Illinois Criminal Code of 2012 (720 ILCS 5/33A-1)

**PROHIBITED ACTIVITIES**

IECC prohibits all employees (faculty and staff), students, and individuals visiting or conducting business on IECC property from possessing, carrying, displaying, brandishing, storing, or using/discharging any weapon (including firearms) on IECC property, even if that person has a valid federal or state license to possess or carry the weapon.

**PROHIBITED AREAS**

~~The Board declares the following as prohibited areas as set forth under Section 65, of the Act. A licensee under this Act shall not knowingly carry a concealed firearm on or into any real property owned,~~

~~including parking areas, sidewalks, and common areas owned or under the control of Illinois Eastern Community Colleges.~~

#### FIREARMS AND DISTRICT VEHICLES

~~Further, the Board prohibits persons from carrying a firearm within a vehicle owned, leased, or controlled by the district.~~

#### ENFORCEMENT OF EXISTING POLICY

~~The Board directs the administration to enforce existing regulations, or policies regarding student, employee, or visitor misconduct and to discipline those who violate these regulations and policies, including suspension and expulsion.~~

#### DESIGNATED PARKING LOTS

~~The Board directs the Administration to set forth regulations, or policies regarding the storage or maintenance of firearms, which must include designated areas where persons can park vehicles that carry firearms.~~

#### WEAPON PROHIBITION EXCEPTIONS

**1. FIREARMS Possession for instructional/research purposes.**

~~Students Weapons used in connection with safety or education courses are permitted in prohibited areas to carry or use of firearms for the limited purpose of instruction, research, and/or curriculum in officially recognized district approved educational programs, including but not limited to gunsmithing. Further, students may carry and use firearms are permissible in approved courses and at approved sites for purposes of instruction and attainment of concealed carry permits.~~

**2. Possession by law enforcement.**

~~Weapons are permitted in prohibited areas for use by on duty law enforcement personnel conducting official business.~~

**3. FIREARMS IN "CASE" AND PARKING AT PROHIBITED PARKING LOTS **Concealed firearms in a parking lot.****

~~Notwithstanding the prohibition against firearms in parking lots owned and operated by the District, Board recognizes that Under the Illinois Firearm Concealed Carry Act (430 ILCS 66/1), any licensee, prohibited from carrying a concealed firearm into a District parking area as specified in the Act and Board policy, shall be permitted to carry a concealed firearm on or about his or her person within a vehicle when entering into or exiting from an IECC the parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. For purposes of this exception, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.~~

#### CONCEALED CARRY IN A PROHIBITED PARKING LOT

~~Additionally, Aa licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within an IECC prohibited parking lot area only for the limited purpose of storing within or retrieving a firearm from within the vehicle's trunk. However, the firearm must be unloaded at the time the individual exits the vehicle or retrieves the firearm from the trunk.~~

#### POSTING OF SIGNS

~~The District IECC shall clearly and conspicuously post signs at the entrance to buildings, premises, or real property stating to signify that the carrying of firearms is weapons are prohibited. and these signs shall be clearly and conspicuously posted at the entrance to IECC buildings, premises, or real property specified as a prohibited areas. Signs shall be of a uniform design and shall comply with established state regulations as to size and content. Unless otherwise provided herein or by applicable law, the~~



failure of IECC to post a sign in accordance with this paragraph shall not comprise a defense to a charge of violation of this policy and any applicable sanctions.

#### SUSPENSION OF CONCEALED CARRY LICENSE

~~Student and licensees are hereby notified that a concealed carry license shall be suspended by the appropriate authorities if an order of protection, including an emergency order of protection, plenary order of protection, or interim order of protection under Article 112A of the Code of Criminal Procedure of 1963 or under the Illinois Domestic Violence Act of 1986, is issued against a licensee.~~

~~Students and licensees shall not carry a concealed firearm while under the influence of alcohol, other drug or drugs, intoxicating compound or combination of compounds, or any combination thereof, under the standards set forth in subsection (a) of Section 11-501 of the Illinois Vehicle Code.~~

#### VIOLATION OF ENFORCEMENT OF EXISTING POLICY

~~The Board directs the administration to enforce existing regulations, or policies regarding student, employee, or visitor misconduct and to discipline those who violate these regulations and policies, including suspension and expulsion. Students in violation of this policy are subject to disciplinary action per the Student Code of Conduct. Employees in violation of this policy are subject to disciplinary action which may include dismissal. Visitors in violation of this policy are subject to removal/restriction from IECC property. Violations of this policy may result in law enforcement involvement and violators may be subject to criminal prosecution.~~

Violations of this policy should be reported to the Chancellor or any one of the Presidents/Vice-Chancellors.

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: December 12, 2023  
RE: Auxiliary Enterprises Fund, Policy 300.3

This policy, based on its last revision date, was targeted for review via the policy and procedure monitoring process formalized earlier this year. Upon review, the policy remains accurate with a minor revision reflective of actual practice.

The proposed revision has been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 300.3 as presented.

RG/rh

Attachment

BUSINESS - 300

**Auxiliary Enterprises Fund (300.3)**

Date Adopted: December 19, 1989

Revised: TBD (Pending Board Approval)

The Auxiliary Enterprises Fund exists to furnish a service to students and staff that is directly related to the cost of the service and for which a fee is to be charged. Intercollegiate athletics, funds of student clubs, and purchases for resale are also included in this fund.

Recognized campus organizations shall deposit their funds with the college business office. ~~person the college President may select to be the custodian of this fund.~~

Allocation for student activity funds is determined on an annual basis by the Board of Trustees, after recommendation from each college President.

Procedures for operation of the Auxiliary Enterprises Fund shall be outlined in a procedure manual.

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 12, 2023

RE: Leave and Benefit Policy -Non-Bargaining Unit Employees (400.4)

The Paid Leave for All Workers Act (820 ILCS 192/) goes into effect for “covered” employers on January 1, 2024. As a “covered” employer, Illinois Eastern Community Colleges is required to amend our current policy to be in compliance with state law. The Act requires covered employers to provide all employees, regardless of their full or part-time status, with up to 40 hours of paid personal leave to be used for any reason.

The proposed amendments to the Leave and Benefit Policy do not add any additional hours to full-time employees. The proposed amendments do add a mechanism through which part-time employees can earn paid leave time in compliance with state law.

In reviewing our policy, and as a part of our ongoing efforts to be more competitive in attracting and retaining quality employees, we are also recommending changes to section B, Winter Break. The recommended changes would allow the District to compensate employees for required work time over break as opposed to issuing time off. This would primarily assist Operations & Maintenance Supervisors with staffing shortages.

I recommend the Board waive the second reading and approve the revisions to Policy 400.4.

RG/alm

Attachment

**Holiday, Leave, and Benefit Policy - Non-Bargaining Unit Employees (400.4)**

Date Adopted: May 20, 1997  
 Revised: September 17, 2002  
 Revised: November 15, 2005  
 Revised: June 20, 2006  
 Revised: December 12, 2006

Revised: April 21, 2020  
 Revised: June 16, 2020  
 Revised: January 19, 2021  
 Revised: September 20, 2022  
 Revised: December 12, 2023 (Effective 1/1/2024)  
 (Pending Board Approval)

Revised: February 21, 2017  
 Revised: March 17, 2020

The purpose of this policy is to describe the Board-approved holidays, leave days, and benefits for IECC employees not covered by the Collective Bargaining Agreement.

- I. **Leave.** One (1) leave day is the equivalent of eight (8) hours; paid leave days can be used in half-hour increments. Unless otherwise noted, leave days described below are not paid out upon termination. Leave policy provisions for modified-time employees shall be prorated according to time employed in relation to full-time employees.
  - A. **Sick Leave.** Each full-time employee shall, on the first day of employment of the employee's initial year, be granted a pro-rated share of working days up to a total of seventeen (17) Sick Leave days with pay.

After the initial year of employment, and at the beginning of every fiscal year thereafter, each full-time employee will receive Sick Leave according to the following schedule:

<u>Years of Continuous Full-time Service</u>	<u>Sick Leave Days Per Year</u>
2-9	10 12
10-15	13 15
16-20	16 18
21-25+	19 21

Any unused Sick Leave will be allowed to accumulate. An accounting of accumulated Sick Leave will be made semi-annually.

The Chancellor, or a designee, may require the employee on Sick Leave to provide a statement from the employee's physician. In addition, the Chancellor may require that the employee be examined by a physician determined by the Chancellor. In the latter case, the cost of the examination will be borne by the Board of Trustees.

~~B. **Personal Emergency Leave.** Employees may use a designated amount of their Sick Leave for Personal Emergency Leave each year. Personal Emergency Leave also includes absences due to emergencies (e.g. illness, injury, medical appointment) of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Advance approval for such leave shall be secured from the employee's immediate supervisor, as soon as possible. Employees may use Personal Emergency Leave according to the following schedule:~~

<del>Years of Continuous Full-time Service</del>	<del>Personal Emergency Days allowed per Year</del>
<del>Initial Year</del>	

	Up to ½ of sick days awarded at time of employment
2-9	6
10-15	7.5
16-20	9
21-25+	10.5

- B. Personal Leave: Full-time Employees. A full-time employee shall be granted, without loss of pay or benefits, ~~five (5) two (2)~~ Personal Leave days per fiscal year for ~~any reason of their choosing personal reasons~~ as outlined in (820 ILCS 192/) Paid Leave for All Workers Act. Where foreseeable, notice of ~~Application for~~ such leave should be made to the employee's immediate supervisor five (5) days prior to the time ~~personal said leave is desired.~~ ~~Unused Personal Leave shall accumulate as Sick Leave to a maximum of fourteen (14) additional sick days.~~ Personal leave hours must be used by the end of the fiscal year and will not be carried over. Unused hours are not paid out at the time of termination. If the full-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less.

Personal Leave: Part-time Employees. A part-time eligible employee shall be granted paid time off for any reason of their choosing as outlined in (820 ILCS 192/) Paid Leave for All Workers Act. Part-time employees will earn one (1) hour of personal leave for every 40 hours worked. Personal leave will begin accumulating on the first day of employment and is available for use after the employees first payroll is processed. Application for such leave should be made to the employee's immediate supervisor five (5) days prior to the time said leave is desired. Unused hours are not paid out at the time of termination. If the part-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less. The personal leave balance may never exceed 40 hours.

Employees are considered ineligible for this leave if they are considered one of the following:

1. A student enrolled in and regularly attending classes and who is employed on a temporary basis at less than full time.
2. A temporary employee who is employed for less than 2 consecutive calendar quarters during a calendar year and who does not have a reasonable expectation that they will be rehired.

Personal Leave. Part-Time Instructors (Adjuncts). A part-time eligible instructor (Adjunct) will receive an amount based on working 28 hours per week, front loaded at the beginning of each semester. Personal leave will begin accumulating on the first day of employment and is available for use after the employees first payroll is processed. Application for such leave should be made to the employee's immediate supervisor five (5) days prior to the time said leave is desired. Unused hours are not paid out at the time of termination. If the part-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less. The personal leave balance may never exceed 40 hours.

- C. Required Court Appearance Leave. Full-time employees shall be granted leave with pay to appear in court as a witness or a member of a jury. Compensation received for such court appearances shall accrue to the College District.

Part-time hourly employees: Part-time employees who 1) work 20 hours or more per week and 2) have been employed by IECC for 6 months or more will be eligible for Required Court Appearance Leave. Part-time employees who meet the above criteria will receive the equivalent

of their average daily income. Average daily income will be calculated by the Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

Part-time faculty: Part-time faculty who 1) teach at least 3 hours for the semester and 2) have been employed by IECC for more than one semester will be eligible for Required Court Appearance Leave. Part-time faculty who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

- D. Funeral Leave. Full-time employees shall be granted Funeral Leave for the purpose of attending the funeral, without loss of pay, under the following terms and conditions.

Maximum Three (3) Days of Leave at Full Pay – For a death within the immediate family, which means the full-time employee's spouse, child, parent, sibling, parent-in-law, or member of the immediate household of the employee.

Maximum One (1) Day Leave at Full Pay. For a death of a near relative.

- E. Unpaid Leave of Absence. The Chancellor may grant up to 2 weeks leave of absence without pay to a full-time employee. The Board may grant up to one year's leave of absence without pay to a full-time employee, and up to an additional year upon request and Board approval. Such leaves may be granted for advanced study, exchange teaching or assignment, travel, governmental service, or other personal reasons. Applications for leaves shall be filed with the President and then the Chancellor not later than 90 days prior to the beginning of the date that the leave would commence.

Vacation, sick, personal days, and other benefits shall not accrue during an employee's Unpaid Leave of Absence. An employee may, however, elect to continue to participate in the District group insurance plan at the employee's sole expense, provided the employee makes acceptable arrangements to pay the premium during the term of his/her unpaid leave.

- F. Absences Due to Attendance at Educational Meetings and Conferences. Approved attendance at educational meetings and conferences may be granted without loss of salary. Attendance must be approved in advance by the employee's immediate supervisor in accordance with established guidelines. Employees authorized to represent the college or district shall be allowed expenses according to the regulations of the District.

## II. Holidays and Winter Break

- A. Official Holidays. Paid holidays for all full-time employees include: Martin Luther King, Jr. Day, Presidents' Day, Spring Holiday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving and the following Friday, Christmas Day, New Year's Day.

~~B. Floating Holiday. Full-time employees shall be granted one (1) Floating Holiday per fiscal year. Floating Holiday time may also be granted for Winter Break time compensation (see below). Floating Holidays do not accumulate and must be used during the fiscal year. Full-time employees must have been employed before March 1 to be eligible for the Floating Holiday. Application for such leave should be made to the employee's immediate supervisor five (5) days prior to the time said leave is desired. (Effective July 1, 2003).~~

- B. Winter Break. The administration establishes Winter Break for full-time employees in accordance with the academic calendar. ~~Full-time Exempt~~ employees who are required to work over Winter Break shall be given ~~Floating Holiday Personal Leave~~ time equivalent to the time they were required to work over Winter Break. ~~Non-exempt employees who are required to work over~~

Winter Break shall be paid double time.

### **III. Benefits**

Insurance Benefits. Major medical and dental insurance shall be made available for full-time employees. Full-time employees electing to carry dependent coverage may have the premiums for this coverage deducted through payroll deductions.

#### Related Policies

Vacation Leave Policy 400.12

Family and Medical Leave Policy 400.20

Family Bereavement Leave Policy 400.27



MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: December 12, 2023  
RE: Certification of Tax Levy for Calendar Year 2023

The Board must certify IECC’s tax levies for calendar year 2023. The Certificate of Tax Levy is attached for your review. Prior years’ information is also presented for comparison purposes.

The tax rate for calendar year 2023 is estimated at 43.79 cents per \$100 in equalized assessed valuation. The following table details the tax rate by levy line compared with the prior year:

	<b>2023 Est. Tax Rate</b>	<b>2022Tax Rate</b>	<b>\$ Change</b>
Education	0.1741	0.1686	0.0055
Operations & Maintenance	0.0747	0.0727	0.0020
Special Tax Levy	0.0333	0.0000	0.0333
Tort	0.0464	0.0384	0.0080
Audit	0.0028	0.0025	0.0003
Medicare	0.0128	0.0122	0.0006
PHS	0.0093	0.0102	(0.0009)
Worker’s Comp	0.0032	0.0036	(0.0004)
Bonds	0.0813	0.0965	(0.0152)
Total	0.4379	0.4047	0.0332

I recommend that the Certificate of Tax Levy for calendar year 2023 be approved as presented.

RG/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 \$ 3,750,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ 1,610,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ 717,433 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of \$ 1,000,000 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 \$ 275,000 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 \$ 60,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ 200,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of \$ 70,000 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 2022.

Signed this 12th day of December 2023.

Chairman of the Board of Said Community College District
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 \$.

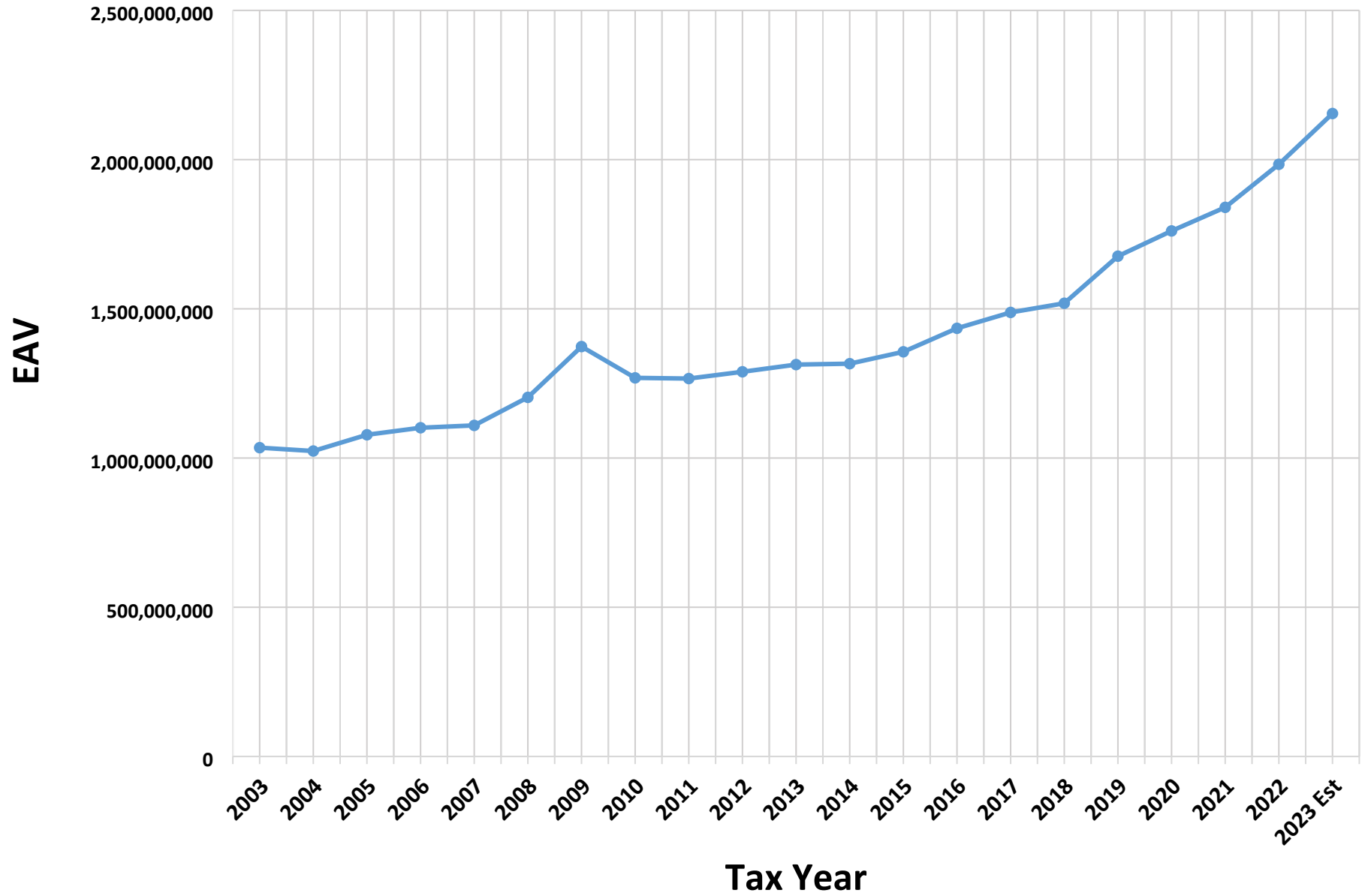
## Illinois Eastern Community Colleges Tax Levy History

It is necessary to certify our tax levies for tax year 2023. This information and that of prior years is presented below to assist in evaluating next year's levy.

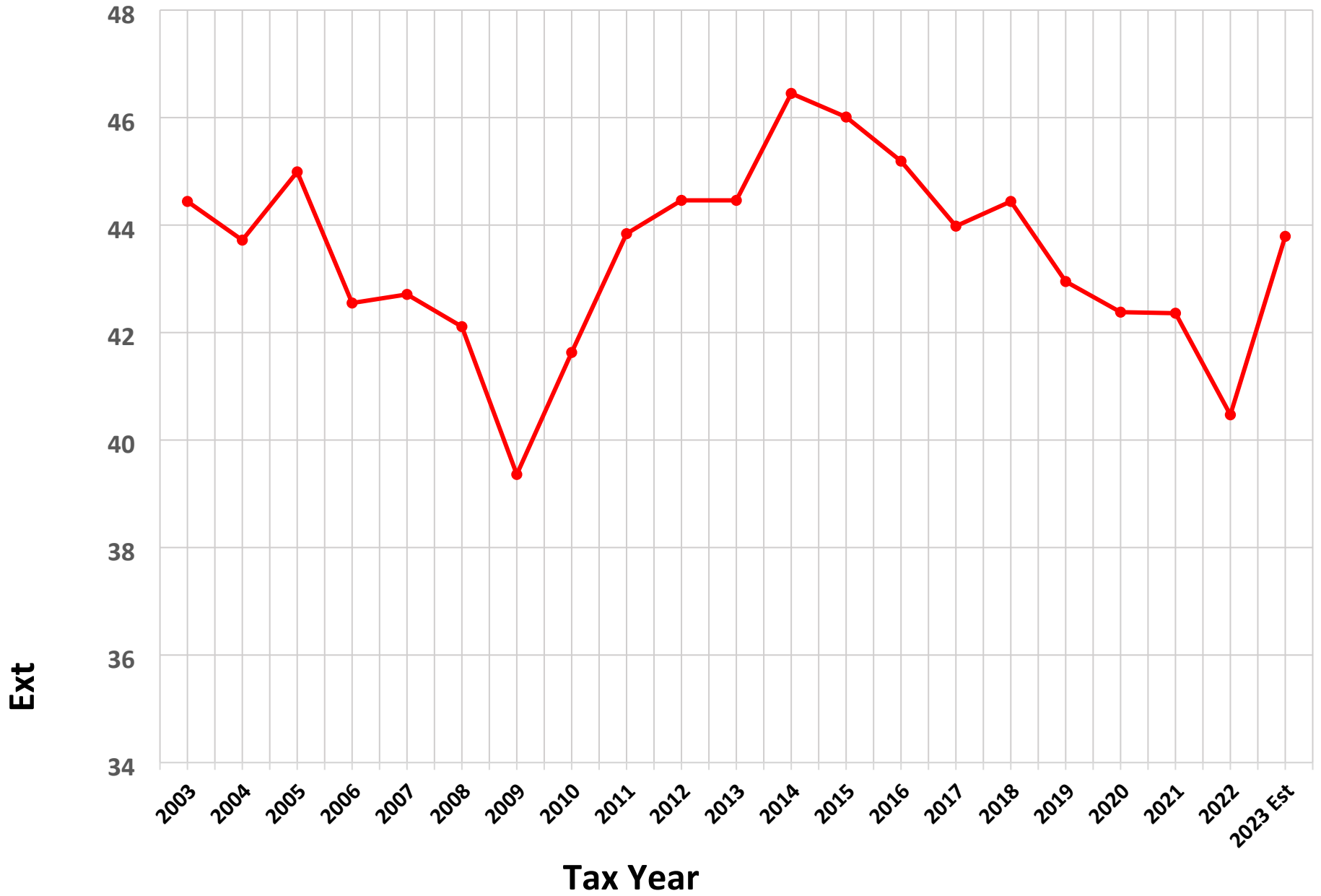
<b>TAX YEAR</b>	<b>ACTUAL EAV</b>	<b>EDUCATIONAL LEVY</b>	<b>BUILDING LEVY</b>	<b>OPERATING LEVY</b>	<b>OPERATING TAX EXTENSION</b>	<b>ACTUAL EXTENSION TAX RATE</b>	
2000	1,010,227,912	1,837,500	787,500	2,625,000	2,525,570	45.13	
2001	1,019,727,226	1,925,000	825,000	2,750,000	2,549,318	44.41	
2002	1,034,733,922	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	
2018	1,582,056,888	2,825,000	1,226,500	4,051,500	3,955,636	44.12	
2019	1,676,407,734	2,925,000	1,270,000	4,195,000	4,182,306	43.01	
2020	1,761,041,185	3,115,000	1,325,000	4,440,000	4,402,603	42.48	
2021	1,840,036,736	3,175,000	1,375,000	4,550,000	4,550,000	42.36	
2022	1,984,266,679	3,325,000	1,435,000	4,760,000	4,788,471	40.47	
						43.58	Average
Estimated:							
2023	2,154,452,590	3,750,000	1,610,000	5,360,000	5,359,997	43.79	(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 issuances, for insurance purposes: (tort liability, Medicare, worker's compensation and unemployment), for protection health and safety purposes, and for financial audit purposes.

# Equalized Assessed Valuation



# Extension Tax Rate



MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 12, 2023

RE: Resolution providing for the issue of not to exceed \$6,500,000 General Obligation Bonds of the District for the purpose of paying claims against the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

The District has now met all legal requirements for the issuance of \$6,500,000 General Obligation Community College Bonds, for the purpose of paying claims against the District.

On October 2, 2023, the Board Chairman called for a public hearing concerning the intent of the Board to issue Funding Bonds. The Board conducted a public hearing concerning such issuance on October 17, 2023. On October 24, 2023, the Board published a Notice of Intent to issue the bonds, which began a 30-day petition period. There were no objections filed or petitions delivered within this 30-day period.

The resolution which follows authorizing the issuance of the Taxable General Obligation Community College Bonds is a draft and includes several blank items due to the need for the bonds to be sold under current market conditions. It is anticipated the rate of interest on said bonds will be at or near 4%. The final maturity of the bonds is expected to be December 1, 2027.

I ask the Board's approval of the final resolution authorizing the issuance of \$6,500,000 Taxable General Obligation Community College Bonds, Series 2024.

RG/akb

Enclosure

MINUTES of a regular public meeting of the Board of Trustees of 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 Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, in said Community College District at 4:30 o'clock P.M., on the 12th day of December, 2023.

\* \* \*

The meeting was called to order by the Chairman, and upon the roll being called, Gary Carter, the Chairman, and the following Trustees were physically present at said location: \_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The Chairman announced that the next item for consideration was the issuance of not to exceed \$6,500,000 general obligation bonds to be issued by the District pursuant to Article 3A of the Public Community College Act for the purpose of paying claims against the District, and that the Board of Trustees would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The Chairman then explained that the resolution sets forth the parameters for the issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said

parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

Whereupon Trustee \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:



RESOLUTION providing for the issue of not to exceed \$6,500,000 General Obligation Bonds of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

\* \* \*

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the "*District*"), has by resolution (the "*Intent Resolution*") declared its intention to, pursuant to Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), issue funding bonds of the District in the aggregate principal amount of \$6,500,000 as therein provided for the purpose of paying outstanding and unpaid claims against the District (the "*Claims*"); and

WHEREAS, pursuant to and in accordance with the provisions of said Article of the Act and the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), notice of intention to issue said bonds was published in the *Hometown Register*, the same being a newspaper having general circulation within the District, an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, having heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, at least thirty (30) days have expired since the date of the publishing of such notice of intention to issue said bonds, and no petition with the requisite number of valid signatures thereon has been filed with the Secretary of the Board (the "*Secretary*") requesting that the proposition to issue said bonds be submitted to the legal voters of the District; and

WHEREAS, the Claims are not more than the aggregate amount of \$6,500,000 and consist of the District's outstanding General Obligation Debt Certificates (Limited Tax), Series 2023, dated October 10, 2023 (the "*Certificates*"), all as identified and set forth in detail in the Intent Resolution heretofore duly adopted by the Board; and

WHEREAS, the Certificates are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, there are insufficient funds on hand and available to apply toward the payment of any part of the Claims in the aggregate amount not exceeding \$6,500,000; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue said bonds to the aggregate amount of \$6,500,000 for the purpose of paying the Claims; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$6,500,000 of said bonds be issued; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board, on the 2nd day of October 2023, executed an order calling a public hearing (the "*Hearing*") for the 17th day of October, 2023, concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Hometown Register* and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 17th day of October, 2023, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 17th day of October, 2023; and

WHEREAS, it is necessary and in the best interests of the District that the Certificates be called for redemption prior to their maturity, and it is necessary and desirable to make such call for the redemption of the Certificates on their earliest possible and practicable call date, and provide for the giving of proper notice to the registered owners of the Certificates:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Authorization.* It is hereby found and determined that the Board has been authorized by law to borrow an amount not to exceed \$6,500,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District to said amount, the proceeds of said bonds to be used for paying the Claims, and it is necessary and for the best interests of the District that there be issued not to exceed \$6,500,000 of said bonds.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$6,500,000 for the purpose aforesaid; and that bonds of the District (the “*Bonds*”) shall be issued to said amount and shall be designated “General Obligation Bonds, Series 202[ ]” with such alternative series designation and additional description set forth in the Bond Notification (as hereinafter defined). The Bonds, if issued, shall be dated such date as set forth in the Bond Notification, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (unless otherwise provided in the Bond Notification) (but no single Bond shall represent

installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption (without option of prior redemption) on December 1 of each of the years (not later than 2028), in the amounts (not exceeding \$2,300,000 per year) and bearing interest at the rates (not exceeding 6.00% per annum) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on June 1 and December 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent (which shall be the Treasurer of the Board, the Purchaser (as hereinafter defined) or a bank or trust company authorized to do business in the State of Illinois) set forth in the Bond Notification (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office or the principal office, as applicable (the “*Principal Office*”) of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the Chairman of the Board (the “*Chairman*”) and the Secretary, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer, as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners. (a) General.* The District shall cause books (the “*Bond Register*”) for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the Principal Office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District for the Bonds. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the Principal Office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized

denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. If so requested by the Purchaser, the following provisions shall

apply: Upon initial issuance, the ownership of each such Bond may be registered in the Bond Register in the name of Cede & Co., or any successor thereto (“Cede”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). In such event, all of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chairman, Secretary, and Vice Chairman of the Board, the Vice President of Administrative Services of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute

owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the



District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

*Section 5. Redemption. (a) Mandatory Redemption.* The Bonds maturing on the date or dates, if any, indicated in the Bond Notification shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on December 1 of the years, if any, and in the principal amounts, if any, as indicated in the Bond Notification.

On or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(b) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond

shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

*Section 6. Redemption Procedure.* Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the Principal Office of the Bond Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Notice of redemption having been given as aforesaid, and notwithstanding the failure to receive such notice, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

*Section 7. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraph [6] and the paragraphs thereafter as may be appropriate shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED  
NO. \_\_\_\_\_

REGISTERED  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON,  
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE

COMMUNITY COLLEGE DISTRICT NO. 529

GENERAL OBLIGATION BOND, SERIES 202[\_\_\_]

See Reverse Side for  
Additional Provisions

Interest            Maturity                            Dated  
Rate: \_\_\_\_%    Date: December 1, 20\_\_    Date: \_\_\_\_\_, 2023 [CUSIP: 763536 \_\_]

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 1 and December 1 of each year, commencing \_\_\_\_\_ 1, 20\_\_, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal [corporate trust] office of

\_\_\_\_\_, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, by its Board of Trustees, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the Chairman and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized

facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

\_\_\_\_\_  
SPECIMEN  
Chairman, Board of Trustees

\_\_\_\_\_  
SPECIMEN  
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

\_\_\_\_\_  
SPECIMEN  
Treasurer, Board of Trustees

Date of Authentication: \_\_\_\_\_, 20\_\_

CERTIFICATE  
OF  
AUTHENTICATION

Bond Registrar and Paying Agent:

\_\_\_\_\_  
\_\_\_\_\_

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Bonds, Series 202[\_\_\_], of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois.

\_\_\_\_\_,  
as Bond Registrar

By \_\_\_\_\_  
SPECIMEN  
Authorized Officer

[Form of Bond - Reverse Side]

**COMMUNITY COLLEGE DISTRICT NO. 529**

**COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON,  
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE AND STATE OF ILLINOIS**

**GENERAL OBLIGATION BOND, SERIES 202[\_\_\_]**

[6] This Bond is one of a series of bonds issued by the District to pay claims against the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Mandatory Redemption provisions, as applicable, will be inserted here].

[8] [Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.]

[9] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal [corporate trust] office of the Bond Registrar in \_\_\_\_\_, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.



[10] The Bonds are issued in fully registered form in the denomination of \$ \_\_\_\_\_ each or authorized integral multiples thereof. This Bond may be exchanged at the principal [corporate trust] office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date[, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds].

[11] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

**(ASSIGNMENT)**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_  
attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 8. Sale of Bonds.* Either the Chairman or the Vice Chairman of the Board, together with the Chief Financial Officer of the District (the “*Designated Representatives*”) are hereby authorized to proceed not later than the 12th day of June, 2024, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Bond Registrar, be by the Treasurer delivered the purchaser thereof (the “*Purchaser*”) upon receipt of the purchase price therefor, the same being not less than 99.00% of the principal amount of the Bonds (exclusive of any original issue discount), plus any accrued interest to date of delivery.

The Purchaser of the Bonds shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois (“*PMA*”), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of The Bond Buyer’s Municipal Marketplace; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Debt Reform Act, or (iii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however*, that the Purchaser as set forth in either (b) or (c) shall be selected only upon the recommendation of PMA that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the Bonds; and *further provided*, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with

PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Bonds, the Chairman and Vice Chairman of the Board and the Chief Financial Officer of the District are each hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Chairman, Secretary, Treasurer, Vice Chairman of the Board, and Chief Financial Officer of the District and any other officers of the District, as shall be appropriate, each shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the

“*Purchase Contract*”). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract.

The Bonds before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the “*Official Statement*”) and the use by the District of any Term Sheet relating to the Bonds (the “*Term Sheet*”) are hereby ratified, approved and authorized; the execution and delivery of the Official Statement and the Term Sheet are hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement, the Official Statement, the Term Sheet and the Bonds.

*Section 9. Tax Levy.* In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR

A TAX SUFFICIENT TO PRODUCE THE SUM OF:

2023	\$2,400,000	for interest and principal up to and including June 1, 2025
2024	\$2,400,000	for interest and principal
2025	\$2,400,000	for interest and principal
2026	\$2,400,000	for interest and principal
2027	\$2,400,000	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the Chairman, Secretary and Treasurer who are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks of The Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, Illinois (the “*County Clerks*”), in a timely manner to effect such abatement.

*Section 10. Filing of Resolution.* Forthwith upon the passage of this Resolution, the Secretary is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2023 to 2027, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general community college purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Bond and Interest Fund of 202[ ]” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer.

*Section 11. Use of Bond Proceeds.* The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Any accrued interest received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying and canceling the Claims, and that portion thereof not needed to pay such costs shall be deposited with the holders of the Claims, and used solely and only to pay and cancel the Claims. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be distributed by PMA, the Purchaser or the Bond Registrar on behalf of the District from the proceeds of the Bonds.

*Section 12. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the Chairman, Secretary and Treasurer, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such

advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 13. Designation of Issue.* The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

*Section 14. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 15. Duties of Bond Registrar.* If requested by the Bond Registrar, the Chairman and Secretary are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Bonds as provided for herein;
- (d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.



*Section 16. Call of the Certificates.* In accordance with the redemption provisions of the resolution authorizing the issuance of the Certificates, the District by the Board does hereby make provision for the payment of and does hereby call (subject only to the delivery of the Bonds) the Certificates for redemption on the earliest possible and practicable call date as set forth in the Bond Notification, said call date being not more than 90 days after the date of issue of the Bonds. The District is hereby authorized and directed to give timely notice of the call for redemption of the Certificates. The form and time of the giving of such notice regarding the redemption of the Certificates shall be as specified in the resolution authorizing the issuance of the Certificates.

*Section 17. Continuing Disclosure Undertaking.* The Chairman is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). If the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

*Section 18. Municipal Bond Insurance.* In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the “*Municipal Bond Insurance Policy*”) issued by a bond insurer (the “*Bond Insurer*”), and as long as such Municipal

Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the Chairman on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

*Section 19. Record-Keeping Policy and Post-Issuance Compliance Matters.* On January 20, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 20. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 21. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 12, 2023.

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Chairman, Board of Trustees

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Secretary, Board of Trustees

Trustee \_\_\_\_\_ moved and Trustee \_\_\_\_\_  
seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following Trustees voted NAY: \_\_\_\_\_

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

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

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF RICHLAND        )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 12th day of December, 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$6,500,000 General Obligation Bonds of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of December, 2023.

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Secretary, Board of Trustees

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 12, 2023

RE: Fee Changes Fall 2024

The Cabinet has reviewed and is proposing a series of changes to the current fee structure for students at Illinois Eastern Community Colleges. Presently, the District assesses a \$10 per credit hour fee for courses held in a computer lab, \$10 per course for science lab-based courses, and \$35 per course for courses offered as online or hybrid delivery.

In order to simplify the student billing, decrease inconsistencies in application of these fees, and ensure fiscal stability, the proposal is to eliminate these fees and increase the current existing Technology Fee. At this time, each student is assessed a mandatory fee of \$5 per credit hour. The recommendation would be to increase this fee to \$9 per credit hour.

This proposal is estimated to generate net new revenue of approximately \$30,000 while minimally impacting the average student bill.

I ask the Board's approval to remove the Computer Lab, Science Lab, and Online Hybrid Course fee and increase the Technology Fee to \$9 per credit hour starting with the Fall 2024 term.

RG/akb

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 12, 2023

RE: FY2023 Audit

Martin Hood LLC has completed the financial statement audit of Illinois Eastern Community Colleges for the year ended June 30, 2023. The audit team spent a total of two weeks on site performing their audit over the financial statements and the federal awards schedule.

The Audit Committee comprised of Trustee Roger Browning and Trustee Jan Ridgley met with the Chancellor, Chief Financial Officer and the independent auditors November 29, 2023.

I ask that the Board pass the resolution to accept the audit and have it forwarded to the Illinois Community College Board by December 30, 2023.

RG/akb  
Attachment



**RESOLUTION OF THE BOARD OF TRUSTEES**

**ANNUAL AUDIT**

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community College District 529,

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board,

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community College District #529, accepts and approves the annual audit of the district as submitted by Martin Hood LLP.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District 529 authorizes the Chancellor to submit the audit to the Illinois Community College Board.

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

\_\_\_\_\_  
Chairman

December 12, 2023  
Date

\_\_\_\_\_  
Secretary

December 12, 2023  
Date

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 12, 2023

RE: 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 December 30, in a newspaper of general circulation in the district. A copy of this publication must be filed with the ICCB by January 15.

Attached is the Annual Financial Report for IECC that will be published.

Mr. Chairman, I recommend the Board approve the Annual Financial Report for IECC so that it may be published locally and filed with the ICCB on a timely basis.

RG/akb

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529**  
**ANNUAL FINANCIAL REPORT**  
**For the Fiscal Year Ended June 30, 2023**

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: \$ 1,984,266,679  
 Total District Bonded Debt: \$ 3,330,000

Tax Revenues:	<u>Extensions</u>	<u>Rates</u>
Education Fund	\$ 3,345,922	0.1686
Operations and Maintenance Fund	\$ 1,442,549	0.0727
Bond and Interest Fund	\$ 1,896,618	0.0929
Liability, Protection, and Settlement Fund	\$ 1,145,620	0.0577
Audit Fund	\$ 50,468	0.0025
Protection, Health, and Safety	\$ 201,871	0.0102

**STATEMENT OF REVENUE AND EXPENDITURES**  
**For the Fiscal Year Ended 2023**

<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	\$ 4,123,066	\$ 2,816,934	\$ 1,976,222	\$ 1,393,834
State Government	13,217,168	-	-	445,304
Federal Government	27,451	-	-	-
Student Tuition and Fees	11,008,033	1,034,782	-	-
Other Sources	<u>714,166</u>	<u>185,795</u>	<u>-</u>	<u>7,103,272</u>
<b>TOTAL REVENUE</b>	<u>29,089,884</u>	<u>4,037,511</u>	<u>1,976,222</u>	<u>8,942,410</u>
 <u>EXPENDITURES BY PROGRAM</u>				
Instruction	13,285,253	537	-	-
Academic Support	558,281	-	-	-
Student Services	2,325,771	140	-	-
Public Services	21,571	-	-	-
Auxiliary Enterprises	5,648	-	-	-
Operation and Maintenance of Plant	48,922	3,835,017	-	356,694
Institutional Support	7,238,482	172,862	2,184,211	5,624,553
Scholarships, Student Grants, and Waivers	<u>4,952,302</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<u>28,436,230</u>	<u>4,008,556</u>	<u>2,184,211</u>	<u>5,981,247</u>
OTHER FINANCING USES: Operating Transfers-In / (Out)	<u>(3,585,513)</u>	<u>100,000</u>	<u>-</u>	<u>1,900,000</u>
FUND BALANCE (Deficit), July 1, 2022	<u>18,183,902</u>	<u>3,903,480</u>	<u>518,083</u>	<u>5,250,919</u>
FUND BALANCE (Deficit), June 30, 2023	<u>\$ 15,252,040</u>	<u>\$ 4,032,435</u>	<u>\$ 310,094</u>	<u>\$ 10,112,082</u>

Illinois Eastern Community Colleges District 529 is one of thirty-nine tax supported community college districts in the State recognized by the Illinois Community College Board and Illinois Board of Higher Education, and offers a wide variety of educational opportunities. IECC delivers educational offerings from its four locations; Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College, in all or portions of 12 counties.

The District offers 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 (8) eight Vocational Skills areas and GECC Credential.

Frontier Community College offers (17) seventeen Certificates in Career and Technical Education and (7) seven Associate in Applied Science degrees.

Lincoln Trail College offers (19) nineteen Certificates in Career and Technical Education and (4) four Associate in Applied Science Degrees in Career and Technical Education.

Olney Central College offers (28) twenty-eight Certificates in Career and Technical Education and (13) thirteen Associate in Applied Science Degrees in Career and Technical Education.

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

Annual Enrollment Data by Semester, including Summer Term:

Headcount: 17,947	Full-time Equivalent: 2,920
Staff Data: Full-time 309	Part-time: 589

All accounts of said Illinois Eastern Community Colleges District No. 529 were audited by Martin Hood LLC, Certified Public Accountants, for the fiscal year July 1, 2022, through June 30, 2023.

Dated at Olney, Illinois, this 12th day of December 2023.

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

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

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

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. 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 requests. 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
- Jackie Shamhart, Lincoln Trail College, Robinson, IL
- Lynne Welker, Olney Central College, Olney, IL
- Katie Hinderliter, Wabash Valley College, Mt. Carmel, IL

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 12, 2023

RE: Certificate of Compliance with the Truth in Taxation Law

At the November 21st 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.

The estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, does exceed 105% of the aggregate amount of property taxes extended upon the levy of the preceding year.

The Board estimated the aggregate amount of taxes to be levied for the year 2023 is \$7,675,339 and that the aggregate amount of taxes estimated to be levied for the year 2023 did exceed 105% of the taxes actually extended by the district in the year 2022. Public notice was placed in the following newspapers of general circulation in District,

Marshall Advocate, Clark County  
Robinson Daily News, Crawford County  
Toledo Democrat, Cumberland County  
McLeansboro Gazette, Hamilton County  
Lawrenceville Daily Record, Lawrence County  
Wayne County Press, Edwards County & Wayne County  
The Hometown Register, Clay County, Jasper County,  
Richland County, Wabash County & White 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.

RG/akb  
Enclosure

**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 2023 levy.

Date: December 12, 2023

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 2023 will be held on December 12, 2023, at 4:30 p.m. at Lincoln Trail College, Robinson, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Ryan Hawkins, Chief Financial 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 2022 were \$6,186,430.

The proposed corporate and special purpose property taxes to be levied for 2023 are \$7,675,339. This represents a 24.1% increase over the previous year's extension.

- III. The property taxes extended for debt service for 2022 were \$1,896,618.

The estimated property taxes to be levied for debt service and public building commission leases for 2023 are \$731,625. This represents a 61.4% decrease from the previous year.

- IV. The total property taxes extended or abated for 2022 were \$8,083,048.

The estimated total property taxes to be levied for 2023 are \$8,406,964. This represents a 4.0% increase over the previous year's extension.

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

ADOPTED this 21st day of November 2023.

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: \_\_\_\_\_ Gary Carter  
Chairman

ATTEST: \_\_\_\_\_ Sonja Holtz

Secretary

## MEMORANDUM

TO: Board of Trustees

DATE: December 12, 2023

FROM: Ryan Gower

RE: Gravel and Fill for Temporary Broadband Technology Building

The District recently completed construction of an approximately 5,000 square feet building to house the Broadband Telecom Lab on the north campus of Lincoln Trail College. As the building was being constructed, the building elevation change was more than originally thought, leaving roughly four feet of elevation on the southeast corner of the building.

The District has been working to identify the best way to remedy, but also improve the general area so the program can access the pole yard and other outdoor lab areas with their heavy equipment.

To ensure the work necessary to accomplish the objectives is met, we sought multiple quotes from local vendors. However, the quotes received varied in both scope, cost, and material. In reviewing those quotes, we recommend utilizing RKN, LLC for a total of \$33,740. The work proposed will provide fill to taper the current elevation change on the east and south of the building, provide a gravel road that will enter both the north and south overhead doors, and provide a graveled area around the east and south of the building for the program equipment.

I recommend the Board accept the quoted work under 805/3-27.1 (J), *contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000* and waive bidding requirements associated with the project.

RG/akb



**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
November 30, 2023**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$ 8,243,446.40</b>
<b>Operations &amp; Maintenance</b>	<b>2,300,646.55</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>1,623,494.39</b>
<b>Bond &amp; Interest</b>	<b>559,359.67</b>
<b>Auxiliary</b>	<b>2,026,268.90</b>
<b>Restricted Purposes</b>	<b>(36,354.27)</b>
<b>Working Cash</b>	<b>11,012.43</b>
<b>Trust &amp; Agency</b>	<b>614,010.60</b>
<b>Audit</b>	<b>11,719.26</b>
<b>Liability, Protection &amp; Settlement</b>	<b>847,464.30</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 16,201,068.23</u></b>

Respectfully submitted,

Ryan Hawkins, Treasurer

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
November 30, 2023

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>ASSETS</b>						
Cash	\$ 8,258,746	\$ 2,300,647	\$ 1,623,494	\$ 559,360	\$ 2,046,769	\$ (36,354)
Investments	8,001,264	2,250,001	11,001,851	-	3,400,184	-
Accounts Receivable	1,433,503	242,278	-	-	263,516	-
Other Receivables	876,104	5,808	3,500	-	8,764	32,612
Restricted Cash	-	-	3,947,286	-	-	-
Inventory	-	-	-	-	638,738	-
Other Assets	162,096	-	-	-	-	444,410
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 18,731,713</u>	<u>\$ 4,798,734</u>	<u>\$ 16,576,131</u>	<u>\$ 559,360</u>	<u>\$ 6,357,971</u>	<u>\$ 440,668</u>
<b>LIABILITIES</b>						
Accounts Payable	\$ 16,103	\$ 5,211	\$ 25,406	\$ -	\$ (6,950)	\$ (132)
Accrued Payroll Liabilities	(3,439)	-	-	-	-	-
Other Accrued Liabilities	68,849	-	29,331	-	26,979	3,544
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>81,513</u>	<u>5,211</u>	<u>54,737</u>	<u>-</u>	<u>20,029</u>	<u>3,412</u>
<b>FUND BALANCES</b>						
Non-Spendable	-	-	-	-	638,738	-
Restricted						
Board Designated	10,624,956	1,217,212	-	-	-	-
Other Purposes	-	2,725,211	13,820,684	559,360	-	-
Encumbered	10,909,467	851,100	2,700,710	-	1,610,290	1,212,204
Unassigned	(2,884,224)	-	-	-	4,088,914	(774,948)
Total Fund Balances	<u>18,650,199</u>	<u>4,793,523</u>	<u>16,521,394</u>	<u>559,360</u>	<u>6,337,942</u>	<u>437,256</u>
Total Liabilities and Fund Balances	<u>\$ 18,731,712</u>	<u>\$ 4,798,734</u>	<u>\$ 16,576,131</u>	<u>\$ 559,360</u>	<u>\$ 6,357,971</u>	<u>\$ 440,668</u>

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
November 30, 2023

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>ASSETS</b>					
Cash	\$ 11,012	\$ 614,011	\$ 11,719	\$ 847,464	\$ 16,236,868
Investments	6,256,882	-	-	-	30,910,182
Accounts Receivable	-	-	-	-	1,939,297
Other Receivables	51,482	116,254	-	-	1,094,524
Restricted Cash	-	-	-	-	3,947,286
Inventory	-	-	-	-	638,738
Other Assets	-	-	-	-	606,506
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 6,319,376</u>	<u>\$ 730,265</u>	<u>\$ 11,719</u>	<u>\$ 847,464</u>	<u>\$ 55,373,401</u>
<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ -	\$ -	\$ 123,035	\$ 162,673
Accrued Payroll Liabilities	-	-	-	-	(3,439)
Other Accrued Liabilities	-	-	-	-	128,703
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>123,035</u>	<u>287,937</u>
<b>FUND BALANCES</b>					
Non-Spendable	6,315,000	-	-	-	6,953,738
Restricted					
Board Designated	-	-	-	-	11,842,168
Other Purposes	4,376	720,281	8,719	240,594	18,079,225
Encumbered	-	9,984	3,000	483,835	17,780,590
Unassigned	-	-	-	-	429,742
Total Fund Balances	<u>6,319,376</u>	<u>730,265</u>	<u>11,719</u>	<u>724,429</u>	<u>55,085,463</u>
Total Liabilities and Fund Balances	<u>\$ 6,319,376</u>	<u>\$ 730,265</u>	<u>\$ 11,719</u>	<u>\$ 847,464</u>	<u>\$ 55,373,400</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended November 30, 2023

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>REVENUES</b>						
Property Taxes	\$ 2,834,460	\$ 1,281,764	\$ 169,600	\$ 1,586,848	\$ -	\$ -
Replacement Taxes	176,768	176,768	-	-	-	-
ICCB Grants	6,035,082	-	-	-	-	681,919
Federal Grants	-	-	-	-	-	3,757,125
Tuition & Fees	9,151,625	782,130	-	-	257,947	-
Charges for Services	19,634	46,265	-	-	1,300,404	-
Interest	107,829	41,872	31,317	11,538	46,904	4,558
Other Revenues	60,176	41	6,550,000	-	119,655	(13,026)
Total Revenues	<u>18,385,574</u>	<u>2,328,840</u>	<u>6,750,917</u>	<u>1,598,386</u>	<u>1,724,910</u>	<u>4,430,576</u>
<b>EXPENDITURES</b>						
Payroll	5,943,040	477,029	-	-	882,923	763,452
Benefits	1,036,433	105,177	-	-	95,431	178,479
Contractual Services	926,557	260,193	235,252	-	140,693	156,896
Supplies	787,295	152,028	4,447	-	1,165,704	128,369
Travel	100,067	-	-	-	146,729	25,168
Fixed	9,819	355	-	1,349,119	135,820	5,785
Utilities	22,521	558,008	-	-	325	-
Capital Outlay	76,373	72,895	1,185,496	-	7,090	325,644
Other	125,801	109	32,147	-	64,083	730,134
Scholarships, Student Grants, & Waivers	3,756,852	-	-	-	200,577	2,339,370
Total Expenditures	<u>12,784,758</u>	<u>1,625,794</u>	<u>1,457,342</u>	<u>1,349,119</u>	<u>2,839,375</u>	<u>4,653,297</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>5,600,816</u>	<u>703,046</u>	<u>5,293,575</u>	<u>249,267</u>	<u>(1,114,465)</u>	<u>(222,721)</u>
<b>TRANSFERS</b>						
Net Transfers	(2,202,656)	58,041	1,450,000	-	694,615	-
Total Transfers	<u>(2,202,656)</u>	<u>58,041</u>	<u>1,450,000</u>	<u>-</u>	<u>694,615</u>	<u>-</u>
Net Change in Fund Balance	<u>3,398,160</u>	<u>761,087</u>	<u>6,743,575</u>	<u>249,267</u>	<u>(419,850)</u>	<u>(222,721)</u>
Fund Balance - Beginning	15,252,040	4,032,436	9,777,819	310,093	6,757,792	659,977
Fund Balance - Ending	<u>\$ 18,650,200</u>	<u>\$ 4,793,523</u>	<u>\$ 16,521,394</u>	<u>\$ 559,360</u>	<u>\$ 6,337,942</u>	<u>\$ 437,256</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended November 30, 2023

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>REVENUES</b>					
Property Taxes	\$ -	\$ -	\$ 43,198	\$ 950,236	\$ 6,866,106
Replacement Taxes	-	-	-	-	353,536
ICCB Grants	-	-	-	-	6,717,001
Federal Grants	-	-	-	-	3,757,125
Tuition & Fees	-	-	-	-	10,191,702
Charges for Services	-	22,924	-	-	1,389,227
Interest	10,676	7,901	277	6,417	269,289
Other Revenues	-	350,206	-	60,083	7,127,135
Total Revenues	<u>10,676</u>	<u>381,031</u>	<u>43,475</u>	<u>1,016,736</u>	<u>36,671,121</u>
<b>EXPENDITURES</b>					
Payroll	-	-	-	-	8,066,444
Benefits	-	-	-	45,708	1,461,228
Contractual Services	-	171	59,000	235,247	2,014,009
Supplies	-	26,536	-	33,568	2,297,947
Travel	-	9,998	-	-	281,962
Fixed	-	-	-	253,046	1,753,944
Utilities	-	-	-	-	580,854
Capital Outlay	-	-	-	31,758	1,699,256
Other	-	(119,335)	-	-	832,939
Scholarships, Student Grants, & Waivers	-	262,916	-	-	6,559,715
Total Expenditures	<u>-</u>	<u>180,286</u>	<u>59,000</u>	<u>599,327</u>	<u>25,548,298</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>10,676</u>	<u>200,745</u>	<u>(15,525)</u>	<u>417,409</u>	<u>11,122,823</u>
<b>TRANSFERS</b>					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>10,676</u>	<u>200,745</u>	<u>(15,525)</u>	<u>417,409</u>	<u>11,122,823</u>
Fund Balance - Beginning	<u>6,308,700</u>	<u>529,520</u>	<u>27,244</u>	<u>307,020</u>	<u>43,962,641</u>
Fund Balance - Ending	<u>\$ 6,319,376</u>	<u>\$ 730,265</u>	<u>\$ 11,719</u>	<u>\$ 724,429</u>	<u>\$ 55,085,464</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**November 30, 2023**

	<b>ALL FUNDS</b>	
	<b>Fiscal Year 2023</b>	<b>Fiscal Year 2022</b>
<b>ASSETS:</b>		
CASH	\$ 16,201,068	\$ 17,182,954
IMPREST FUND	21,300	21,300
CHECK CLEARING	14,500	14,500
CDB PROJECT TRUST	3,947,286	3,909,022
PREPAID EXPENSES	162,096	141,263
INVESTMENTS	30,910,182	21,647,889
RECEIVABLES	2,927,562	3,112,727
ACCRUED REVENUE	106,260	5,029
INTERFUND RECEIVABLES	-	-
INVENTORY	638,738	610,360
OTHER ASSETS	444,410	454,866
FIXED ASSETS (Net of Depr)	24,529,929	19,855,194
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 79,903,331</b>	<b>\$ 66,955,104</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ -	\$ -
ACCOUNTS PAYABLE	231,724	934,041
ACCRUED EXPENSES	-	
INTERFUND PAYABLES	-	
DEFERRED REVENUE	56,214	53,667
L-T DEBT GROUP (FUND 9)	2,925,237	4,398,092
OPEB (Prior Year Restated for GASB 75 Implementation)	5,856,409	13,963,316
OTHER LIABILITIES	-	-
<b>TOTAL LIABILITIES:</b>	<b>9,069,584</b>	<b>19,349,116</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	37,304,874	29,675,509
INVESTMENT IN PLANT (Net of Depr)	24,529,929	19,855,194
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(8,781,646)	(18,361,408)
RESERVE FOR ENCUMBRANCES	17,780,590	16,436,693
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>70,833,747</b>	<b>47,605,988</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 79,903,331</b>	<b>\$ 66,955,104</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS ONLY  
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2022-2024**

College	Category	FISCAL YEAR 2022			FISCAL YEAR 2023			FISCAL YEAR 2024			
		Budget	Spent Thru November	% of Budget	Budget	Spent Thru November	% of Budget	Tentative Budget	Spent Thru November	% of Budget	% of Year
Frontier	Bills		\$ 224,391			\$ 305,399			\$ 277,898		
	Payroll		737,536			839,045			845,016		
	Waivers		478,303			413,910			499,130		
	Totals	\$ 3,688,586	1,440,230	39%	\$ 3,873,183	1,558,354	40%	\$ 3,936,161	1,622,044	41%	42%
Lincoln Trail	Bills		\$ 406,814			\$ 406,056			\$ 464,577		
	Payroll		897,798			857,244			856,805		
	Waivers		640,213			627,089			746,495		
	Totals	\$ 4,977,953	1,944,825	39%	\$ 4,727,391	1,890,389	40%	\$ 4,480,373	2,067,877	46%	42%
Olney Central	Bills		\$ 600,710			\$ 705,577			\$ 982,813		
	Payroll		1,570,525			1,696,817			1,645,638		
	Waivers		457,966			527,122			541,127		
	Totals	\$ 7,367,058	2,629,201	36%	\$ 7,402,072	2,929,516	40%	\$ 7,643,937	3,169,578	41%	42%
Wabash Valley	Bills		\$ 446,405			\$ 538,969			\$ 715,503		
	Payroll		1,159,601			1,196,996			1,123,003		
	Waivers		918,854			828,969			908,810		
	Totals	\$ 5,775,220	2,524,860	44%	\$ 6,271,689	2,564,934	41%	\$ 5,915,330	2,747,316	46%	42%
Workforce Educ.	Bills		\$ 94,066			\$ 71,754			\$ 71,810		
	Payroll		319,458			247,490			280,691		
	Waivers		337,658			570,970			822,425		
	Totals	\$ 3,378,641	751,182	22%	\$ 2,761,446	890,214	32%	\$ 2,619,370	1,174,926	45%	42%
District Office	Bills		\$ 194,015			\$ 290,728			\$ 326,939		
	Payroll		518,133			566,704			722,200		
	Waivers		-			-			-		
	Totals	\$ 1,991,105	712,148	36%	\$ 2,334,026	857,432	37%	\$ 2,741,040	1,049,139	38%	42%
District Wide	Bills		\$ 1,595,933			\$ 1,436,966			\$ 1,394,092		
	Payroll		495,632			786,815			946,716		
	Waivers		120,409			30,671			238,865		
	Totals	\$ 7,148,722	2,211,974	31%	\$ 7,711,317	2,254,452	29%	\$ 7,145,460	2,579,673	36%	42%
<b>GRAND TOTALS</b>		<b>\$ 34,327,285</b>	<b>\$ 12,214,420</b>	<b>36%</b>	<b>\$ 35,081,124</b>	<b>\$ 12,945,291</b>	<b>37%</b>	<b>\$ 34,481,671</b>	<b>\$ 14,410,553</b>	<b>42%</b>	<b>42%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Revenues & Expenditures Report**  
**For the Period Ended November 30, 2023**

**Unaudited**

	<b>FY 2024</b>		<b>FY 2023</b>		<b>Increase (Decrease)</b>	
	<b>Amount</b>	<b>% of Total</b>	<b>Amount</b>	<b>% of Total</b>	<b>\$</b>	<b>%</b>
	Property Taxes	\$ 4,116,224	19.87%	\$ 3,264,098	18.15%	\$ 852,126
Replacement Taxes	353,537	1.71%	519,406	2.89%	(165,869)	-31.934%
ICCB Grants	6,035,082	29.13%	4,982,879	27.71%	1,052,203	21.116%
Tuition & Fees	9,933,755	47.96%	9,038,367	50.26%	895,388	9.907%
Charges for Services	65,899	0.32%	35,511	0.20%	30,388	85.573%
Interest	149,699	0.72%	61,163	0.34%	88,536	144.754%
Other Revenues	60,217	0.29%	81,666	0.45%	(21,449)	-26.264%
	<u>\$ 20,714,413</u>	<u>100.00%</u>	<u>\$ 17,983,090</u>	<u>100.00%</u>	<u>\$ 2,731,323</u>	<u>15.188%</u>

	<b>FY 2024</b>		<b>FY 2023</b>		<b>Increase (Decrease)</b>	
	<b>Amount</b>	<b>% of Total</b>	<b>Amount</b>	<b>% of Total</b>	<b>\$</b>	<b>%</b>
	Salaries	\$ 6,420,069	44.55%	\$ 6,191,111	47.83%	\$ 228,958
Employee Benefits	1,141,610	7.92%	980,372	7.57%	161,238	16.447%
Contractual Services	1,186,749	8.24%	1,003,390	7.75%	183,359	18.274%
Materials	939,323	6.52%	990,984	7.66%	(51,661)	-5.213%
Travel & Staff Development	100,067	0.69%	76,969	0.59%	23,098	30.009%
Fixed Charges	10,174	0.07%	9,092	0.07%	1,082	11.901%
Utilities	580,530	4.03%	423,353	3.27%	157,177	37.127%
Capital Outlay	149,269	1.04%	202,867	1.57%	(53,598)	-26.420%
Other	3,882,762	26.94%	3,067,153	23.69%	815,609	26.592%
	<u>\$ 14,410,553</u>	<u>100.00%</u>	<u>\$ 12,945,291</u>	<u>100.00%</u>	<u>\$ 1,465,262</u>	<u>11.319%</u>



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

	Funding Source	Estimated Budget										
Center for Technology - LTC	CDB	\$11,160,000										
Applied Technology Center - OCC	CDB	\$3,076,400										
Power Hub - WVC	CDB	\$300,000										
Parking Lot Resurfacing	CDB	\$918,392										
LTC - Crawford County Recreational Center	Local	\$4,779,011										
WVC - Main Hall Roof Replacement	PHS	\$253,800										
WVC - Science Building East Canopy	Local	\$58,041										
LTC - Athletic Facility	2023 Debt Certificates	\$2,400,300										
<b>GRAND TOTAL</b>		<b>\$22,945,944</b>	<b>Board Approval</b>	<b>Preliminary Design</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>	

11/30/2023

## MEMORANDUM

TO: IECC Board of Trustees

FROM: Ryan Gower

DATE: December 12, 2023

SUBJECT: Semi-Annual Review of Executive Session Minutes

A. The following written executive session minutes were reviewed in June 2023 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995
2. Tuesday, August 15, 1995
3. Tuesday, September 19, 1995
4. Friday, August 2, 1996
5. Tuesday, January 17, 2012
6. February 19, 2019
7. October 15, 2019
8. December 10, 2019
9. January 21, 2020
10. February 18, 2020
11. July 21, 2021
12. July 19, 2022
13. October 18, 2022

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in December 2023:

1. July 13, 2023
2. August 15, 2023
3. September 19, 2023
4. October 17, 2023

C. The following written executive session minutes have been approved and opened to the public record:

1. April 19, 2022
2. August 16, 2022
3. September 20, 2022

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of

the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. July 19, 2022
2. August 16, 2022
3. September 20, 2022
4. October 18, 2022
5. February 21, 2023
6. May 16, 2023
7. July 13, 2023
8. August 15, 2023
9. September 19, 2023
10. October 17, 2023

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. April 19, 2022

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. November 15, 2022
2. January 17, 2023
3. March 21, 2023
4. April 25, 2023
5. June 20, 2023
6. July 18, 2023
7. November 21, 2023

G. It is recommended the following previously approved closed meeting minutes be opened to the public:

1. February 21, 2023
2. May 16, 2023

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Ryan Gower  
**DATE:** December 12, 2023  
**RE:** Personnel Report

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

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Bargaining Unit Faculty Seniority List 2023-2024 (attachment)**
- 400.4. Resignation Ratification**

# PERSONNEL REPORT

## **400.1 Employment of Personnel**

### **A. Classified, Non-Exempt**

1. Caleb Dunn, Maintenance/Groundskeeper, FCC effective January 2, 2024

## **400.2 Change in Status**

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

1. Jamie Barbee, TRIO Upward Bound Coordinator, OCC to College & Career Specialist, DO effective December 18, 2023

## **400.3 Bargaining Unit Faculty Seniority List 2023-2024 (attachment)**

## **400.4 Resignation Ratification**

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

1. Denise Givens, TRIO Upward Bound Counselor, OCC effective November 29, 2023
2. Javier Milla, Head Men's & Women's Soccer Coach, LTC effective December 20, 2023

### Faculty Seniority List for 2023/2024 (Bargaining Unit)

TEACHING AREA	NAME	SENIORITY YEARS		TOTAL YEARS	
<b>ACCOUNTING</b>	KRISTI URFER	1999	2010		Interim Dean
		2011	2024	24	1 year seniority for 23-24 AY
	JOHN KENDALL	2010	2024	14	1 year seniority for 23-24 AY
<b>ADMINISTRATIVE INFO TECH</b>	JOHN KENDALL	2002	2010	8	
	SHASTA BENNETT	2003	2009	6	
	AMIE MAYHALL	2003	2009	6	
<b>ADVANCED MANUFACTURING</b>	JAY CARTER	2009	2024	15	1 year seniority for 23-24 AY
<b>AGRICULTURAL TECHNOLOGY</b>	DOUG ROBB	2007	2024	17	1 year seniority for 23-24 AY
	ALEXANDRA MAHRENHOLZ	2022		1	1 year seniority for 22-23 AY
	STEVE HNETKOVSKY	2007	Dec-22	15.5	
	ALEXANDRA HAMBLIN	2022	2024	2	1 year seniority for 23-24 AY
<b>ART</b>	MICHAEL CONN	2008	2017	9	Dean of Instruction 07/17
	MARY YAMATO	2023	2024	1	1 year seniority for 23-24 AY
<b>AUTO SERVICE TECH</b>	RODNEY MAXEY	2003	2024	21	1 year seniority for 23-24 AY
	TYLER BOYLES	2008	2024	16	1 year seniority for 23-24 AY
	BRIAN WICK	2005	2009	4	
<b>CHEMICAL SCIENCES</b>	AARON LINEBERRY	2015	2024	9	1 year seniority for 23-24 AY
	STEVE HNETKOVSKY	2022	2024	1.5	*1 year seniority for 23-24 AY .
	BEN BOMER	Jan-23	2024	1.5	*1 year seniority for 23-24 AY
<b>COLLISION REPAIR TECH</b>	LONNIE BARNES	Jan-18	103 20224	6.5	1 year seniority for 23-24 AY

**COMPUTER TELEPHONY**

TRAVIS MATTHEWS	2011	2018	7
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**DIESEL EQUIPMENT TECHNOLOGY**

SCOTT BALDING	2002	2024	22	1 year seniority for 23-24 AY
ERIC SCHELLER	2012	2024	12	1 year seniority for 23-24 AY

**EARLY CHILDHOOD DEVELOPMENT**

CARLA CADWALADER	2013	2024	11	1 year seniority for 23-24 AY
DANIELLE TRAPP	Jan-23	2024	1.5	1 year seniority for 23-24 AY

**ELECTRICAL DISTRIBUTION SYSTEMS**

DUSTIN WIGGINS	2021	2024	3	1 year seniority for 23-24 AY
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**ELECTRONICS TECHNOLOGY**

JAY CARTER	2005	2009	4
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**ENGLISH**

KELLY PAYNE	2004	2024	20	1 year seniority for 23-224 AY
CONNOR YORK	2021	2024	3	*1 year seniority for 23-24 AY
KIMBERLY WELLEN	2021	2024	3	*1 year seniority for 23-24 AY
CHASE BRAMLET	2022	2024	2	1 year seniority for 23-24 AY

**FOREIGN LANGUAGE**

ELAINE HASTY	2022	2024	2	1 year seniority for 23-24 AY
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**GUNSMITHING**

BRIAN WICK	2009	2024	15	1 year seniority for 23-24 AY
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**HEALTH INFORMATICS**

JODI PEACH	2015	2021	6
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**HEALTH PROGRAMS**

PAULETTA GULLETT	2009	2015	6	
LAURIE JENKINS	Jan-15	2019	4.5	
JARED GULLETT	Jan-20	2024	4.5	1 year seniority for 23-24 AY
JODI PEACH	2021	2024	3	1 year seniority for 23-24 AY

**HISTORY**

DAVID DENTON	1990	2024	34	1 year seniority for 23-24 AY
ANDREW MCMURRAY	2013	2024	11	1 year seniority for 23-24 AY
AUSTIN ALEXANDER	2023	2024	1	1 year seniority for 23-24 AY



	CYNTHIA BOYCE	2012 2014	2013 2015	2	
<b>HUMANITIES</b>					
	CYNTHIA BOYCE	2013 2015	2014 2023	8.5	Dean of Instruction 01/23 1
<b>INDUSTRIAL MAINTENANCE TECH</b>	JOSEPH YOUNG	2022	2024	1.5	year seniority for 23-24 AY
<b>INFORMATION SYSTEMS TECHNOLOGY</b>					
	JANE MCCORMICK	2021	2024	3	1 year seniority for 23-24 AY
<b>LIFE SCIENCE</b>					
	ANURADHA ROY	1987	2024	37	1 year seniority for 23-24 AY
	RICHARD POSKIN	1999	2024	25	1 year seniority for 23-24 AY
	CHRISTIAN MATHEWS	2000	2024	24	1 year seniority for 23-24 AY
	NIXIE HNETKOVSKY	2003	2024	21	*1 year seniority for 23-24 AY
	CARRIE BROWN	2003	2024	21	*1 year seniority for 23-24 AY
	NICK SHORT	2006	2024	18	1 year seniority for 23-24 AY
	TODD GILL	2013	2024	11	1 year seniority for 23-24 AY
	SARAH BERGBOWER	2015	2024	9	1 year seniority for 23-24 AY
<b>MARKETING BUSINESS MANAGEMENT</b>					
	AMIE MAYHALL	2021	2024	3	*1 year seniority for 23-24 AY
	TOSHA BAKER	2021	2024	3	*1 year seniority for 23-24 AY
<b>MATHEMATICS</b>					
	C. ALLEN BROWN	1993	2024	31	1 year seniority for 23-24 AY
	LAUREL CUTWRIGHT	2001	2024	23	1 year seniority for 23-24 AY
	KIMBERLY SCHUCKER	2007	2024	17	1 year seniority for 23-24 AY
	MARY (LINDA) MONGE	2009	Jan-13		Interim Dean (12-13-13)
		2015	2024	13.5	1 year seniority for 23-24 AY
	TAMMIE BOHNHOFF	2012	2024	12	1 year seniority for 23-24 AY
<b>MEDICAL OFFICE ASSISTANT</b>					
	SHASTA BENNETT	2009	2024	15	1 year seniority for 23-24 AY
	AMIE MAYHALL	2009	2021	12	

**MICROCOMPUTER SUPPORT SPECIALIST**

TRAVIS MATTHEWS	2008	2011	3
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**MUSIC**

ANDREW PITTMAN	2013	2024	11	1 year seniority for 23-24 AY
WADE BAKER	2017	2024	7	1 year seniority for 23-24 AY
MICHAEL PATILLA	2021	2024	3	1 year seniority for 23-24 AY
JOHN MCCARTY	2023	2024	1	1 year seniority for 23-24 AY

**NURSING**

ANNE HUSTAD	2005	2024	19	1 year seniority for 23-24 AY
SHIRLEY SMITHENRY	2006	2024	18	*1 year seniority for 23-24 AY
ANGELIA WILLIAMS	2006	2024	18	*1 year seniority for 23-24 AY
CHERYL DILL	Jan-07	2024	17.5	1 year seniority for 23-24 AY
PAULETTA GULLETT	2015	2024	9	1 year seniority for 23-24 AY
MEGAN BUNNAGE	2017	2024	7	**1 year seniority for 23-24 AY
KAREN MARKS	2017	2024	7	**1 year seniority for 23-24 AY
BECKY COLEMAN	Jan-18	2024	6.5	1 year seniority for 23-24 AY
JULIANNA FLEMING	2018	2024	6	1 year seniority for 23-24 AY
LAURIE JENKINS	2019	2024	5	***1 year seniority for 23-24 AY
VANESSA LOWE	2019	2024	5	***1 year seniority for 23-24 AY
CLARE ROOSEVELT	2021	2024	3	1 year seniority for 23-24 AY 1
TRACY SMITH	2022	2024	2	year seniority for 23-24 AY
KRISTINA ISAAC	Jan-23	2024	1.5	1 year seniority for 23-24 AY

**PHYSICAL THERAPY ASSISTANT**

LISA HOIPKEMIER	2020	2024	4	1 year seniority for 23-24 AY
KINSEY WHITAKER	Mar-21	2024	3.5	1 year seniority for 23-24 AY

**PHYSICS**

ROBERT MASON	1999	2024	25	1 year seniority for 23-24 AY
ANDREW KING	Jan-21	2024	13.5	1 year seniority for 23-24 AY

**PROCESS TECHNOLOGY**

TINA LINDLEY	2019	2024	5	1 year seniority for 23-24 AY
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**PSYCHOLOGY**

JASON HORTIN	2009	2024	15	*1 year seniority for 23-24 AY
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	PHIL THORSEN	2009	2024	15	*1 year seniority for 23-24 AY
<b>RADIO TV BROADCASTING</b>					
	KYLE PEACH	2006	2024	18	1 year seniority for 23-24 AY
<b>RADIOGRAPHY</b>					
	LISA RAUCH	2013	2024	11	1 year seniority for 23-24 AY
	BRITTANY OCHS	2020	2024	4	1 year seniority for 23-24 AY
<b>REMEDIAL EDUCATION</b>					
	TRAVIS MATTHEWS	2004	2006	2	
<b>SOCIAL SERVICES</b>					
	RONDA HOCKGEIGER	Jan-20	2024	4.5	1 year seniority for 23-24 AY
<b>SPEECH</b>					
	JILL WINTER	2003	2024	21	1 year seniority for 23-24 AY
	JESSICA MCDONALD	2018	2024	6	1 year seniority for 23-24 AY
<b>SPORTS MANAGEMENT</b>					
	TYLER BROWNING	2017	2024	7	1 year seniority for 23-24 AY
<b>TELECOMMUNICATIONS TECHNOLOGY</b>					
	TRAVIS MATTHEWS	2000	2004		
		2006	2008		
		2018	2024	12	1 year seniority for 23-24 AY
	DENNIS YORK	2020	2024	4	1 year seniority for 23-24 AY
<b>TRUCK DRIVING</b>					
	JOSEPH BROWN	Jan-18	2024	6.5	1 year seniority for 23-24 AY
<b>WELDING</b>					
	RENO BEMONT	2011	2024	13	1 year seniority for 23-24 AY
	CURTIS MARSHALL	2012	2024	12	1 year seniority for 23-24 AY
	MAVERIC FISHER	2022	2024	2	1 year seniority for 23-24 AY

**\*/\*\*/\*\* = Same Seniority**