

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

July 19, 2022



Location:

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

Dinner & Meeting – 6:15 p.m. – Main Hall 101

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**

July 19, 2022

6:15 p.m.

**Wabash Valley College
Main Hall 101**

1. **Call to Order & Roll Call** Chairman Carter
2. **Welcome from the Chair**..... Chairman Carter
3. **Recognition of Visitors and Guests**..... Dr. Fowler
 - A. Visitors and Guests
 - B. IECEA Representative
4. **Public Comment**
5. **Reports**
 - A. Trustees
 - B. Chancellor
 - C. Presidents
 - D. Division Report: IECC International Program..... Cassandra Goldman
6. **Approval of Consent Agenda**.....Chancellor Gower
 - A. Disposition of Minutes
 - B. 2022-2023 IECC Catalog
 - C. Policy 500.11 FERPA
 - D. Policy 500.30 Withdraw
 - E. Affiliation Agreements:
 - i. Embarras River Basin Head Start
 - ii. Embarras River Basin Senior Center
 - iii. Happy Day Express
 - iv. Lawrence Crawford Association for Exceptional Citizens
 - F. CAISA (Counseling & Information for Sexual Assault/Abuse) & SAFE (Sexual Assault & Family Emergencies) MOU's
7. **Action on Items Removed from Consent Agenda**..... Chancellor Gower
8. **Policy First Reading (and Possible Approval)** Chancellor Gower
 - A. None

- 9. **Policy Second Reading**..... Chancellor Gower
 - A. None

- 10. **Staff Recommendations for Approval**
 - A. Semi-Annual Review of Closed Session Minutes..... Chancellor Gower
 - B. Appointment of Board Audit Committee Chancellor Gower
 - C. LTC Foundation/IECC Van Lease Agreement Chancellor Gower

- 11. **Bid Committee Report** Chancellor Gower

- 12. **District Finance**
 - A. Financial ReportMr. Hawkins
 - B. Approval of Financial ObligationsMr. Hawkins

- 13. **Executive Session**..... Chancellor Gower

- 14. **Approval of Executive Session Minutes**
 - A. Written Executive Session Minutes Chancellor Gower
 - B. Audio Executive Session Minutes Chancellor Gower

- 15. **Approval of Personnel Report** Mrs. McDowell

- 16. **Collective Bargaining**..... Chancellor Gower

- 17. **Litigation**..... Chancellor Gower

- 18. **Other Items**

- 19. **Adjournment**

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Welcome from the Chair

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Trustees**
- B. Chancellor**
- C. Presidents**
- D. Division Report: IECC International Program**

Agenda Item #6

Consent Agenda

- A. Disposition of Minutes**
- B. 2022-2023 IECC Catalog**
- C. Policy 500.11 FERPA**
- D. Policy 500.30 Withdraw Policy**
- E. Affiliation Agreements**
- F. CAISA (Counseling & Information for Sexual Assault/Abuse) & SAFE (Sexual Assault & Family Emergencies) MOU's**

Agenda Item #6A
Disposition of Minutes

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room at Olney Central College, Olney, Illinois, Tuesday, June 21, 2022.

AGENDA #1 – “Call to Order & Roll Call” – Chairman Gary Carter called the meeting to order at 6:15 p.m. and directed the Board Secretary, Renee Smith, to call the roll.

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

John D. Brooks, Roger Browning, Gary Carter, Brenda K. Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student Trustee Raechel Hnetkovsky was also present. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor.

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Ryan Hawkins, Chief Finance Officer and Board Treasurer.

Alex Cline, Director of Information & Communications Technology.

Andrea McDowell, Director of Human Resources.

Renee Smith, Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held May 17, 2022 were presented for disposition.

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

AGENDA #3 – “Recognition of Visitors & Guests” –

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

#3-B. IECEA Representative: Rob Mason was in attendance.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Chancellor: Chancellor Gower provided details on opportunities and challenges in addition to his electronic report.

#5-C. Report from Presidents: Reports were presented from the Presidents.

#5-D. Report from Cabinet: None.

AGENDA #6 – “Policy First Readings (and Possible Approval)” – None.

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

AGENDA #8 – “Staff Recommendations for Approval” –

#8-A. Renewal of Property, Casualty & Liability Insurance Coverage: CFO Ryan Hawkins recommended approval of Wright Specialty as the District’s provider of insurance coverage for property, commercial general liability, college board legal, and errors and omissions, commercial automobile, commercial liability, worker’s compensation, student professional liability, fiduciary liability, cyber liability, and student accident and death. The new premium is \$413,089.00.

Board Action: Trustee John Brooks made a motion to approve the District’s property, casualty, and liability insurance coverage as recommended. Trustee Roger Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. FY2023 Budget Resolution: Chancellor Gower presented the following resolution. The Resolution sets forth the fiscal year, dates for publication of the notice of a public hearing on the budget, establishes a date by which a tentative budget will be available for public inspection, establishes a public hearing on the budget for Tuesday, August 16, 2022 at Frontier Community College, and states that the budget will be adopted by the Board on August 16, 2022, following the hearing. The Chancellor recommended approval of the following budget resolution:

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the budget for said community college district for the 2023 fiscal year:

1. Date of Fiscal Year: July 1, 2022 – June 30, 2023.
2. Publication of Notice of Public Hearing on Budget: On or before June 24, 2022.
3. Tentative Budget to be available for Public Inspection at the District Business Office: On and after June 24, 2022.
4. Public Hearing on Budget: August 16, 2022, at the hour of 6:15 p.m. local time, Frontier Community College, 2 Frontier Drive, Fairfield, Illinois 62837.
5. Adoption of Budget: August 16, 2022, following the Public Hearing.

Board Action: Trustee Brenda Culver made a motion to approve the foregoing Budget Resolution for Fiscal Year 2023. Trustee Roger Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Tentative Budget: Prior Board action required that the tentative budget be made available to the public by June 24 and mailed to the Board of Trustees. The tentative budget will remain available for public inspection through the scheduled August 16 Budget Hearing and Board meeting. Publication of the budget's availability and notice of the Public Hearing on the Budget was made in district newspapers.

The fiscal year 2023 tentative budget was sent to the Board of Trustees under separate cover. The document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2023. It was based on information available at the time of publication. If new information becomes available, changes will be made to the final budget and those changes will be reviewed with the Board on August 16 prior to approval of a final budget.

The tentative budget projects revenue of \$32,664,258 and expenditures of \$36,086,750 in the District's operating funds.

As required by law, a Public Hearing on the Budget will be held on August 16, 2022 and following the hearing, a final budget will be presented to the Board for its approval.

Chancellor Ryan Gower recommended approval of the FY2023 tentative budget as presented.

Board Action: Trustee Brenda Culver made a motion to approve the FY2023 tentative budget as recommended. Trustee Roger Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Building and Maintenance Fund Resolution: State statute requires that the Board of Trustees approve by a resolution granting authority to budget and expend funds collected from tax revenues for the purpose of operations and maintenance of the district campuses and properties.

WHEREAS, expenses payable from taxes levied for operations, building and maintenance purposes and for the purchase of school grounds are subject to 110 ILCS 805/3-20.3.

WHEREAS, funds expended for obligations incurred for the improvement, maintenance, repair or benefit of buildings and property, including cost of interior decorating and the installation, improvement, repair, replacement and maintenance of building fixtures, for the rental of buildings and property for community college purposes or for the payment of all premiums for insurance upon buildings and building fixtures shall be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds,

WHEREAS, payment of all salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment, or the cost of a professional survey of the conditions of school building, or any one or more of the preceding items may not be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds without resolution of the Board of Trustees,

SO BE IT RESOLVED, that the Board of Trustees of the Illinois Eastern Community College District No. 529 by resolution authorizes the Chancellor of the District to budget and expend funds from a tax levied for operations, building and maintenance purposes for the payment of salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items.

Board Action: Trustee Roger Browning made a motion to adopt the foregoing Building and Maintenance Fund Resolution as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Inter-Funds Loans Resolution: During each fiscal year, transfers are required to be made between existing designated funds to meet obligations of the District.

Each fiscal year the Board of Trustees is asked to approve a resolution authorizing these inter-fund loans and transfers. These inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of meeting the ordinary and necessary expenditures of the district.

The CFO recommended that the Board adopt the following resolution which authorizes the Treasurer of the District to make inter-fund loans as required during fiscal year 2023, and that such inter-fund loans be repaid and retransferred to the proper fund no later than June 30, 2023.

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 desires to affect certain inter-fund loans for fiscal year 2023, pursuant to 110 ILCS 805/3-34, and

WHEREAS, these inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the District.

SO BE IT RESOLVED, that the Board of Trustees hereby authorizes the Treasurer of the District to make inter-fund loans as required for fiscal year 2023, and to make the necessary transfers therefor

BE IT FURTHER RESOLVED, that each such inter-fund loan must be repaid and retransferred to the proper fund no later than June 30, 2023.

Board Action: Trustee Brady Waldrop made a motion to approve the Inter-Funds Loan Resolution. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Working Cash Fund Resolution: CFO Ryan Hawkins presented the following resolution. The Board of Trustees is required to approve a resolution authorizing the permanent transfer of interest earned on the Working Cash Fund to the General Fund for the purpose of paying general obligations of the District.

The Treasurer of the District has or will transfer approximately \$80,000 from the Working Cash Fund to the General Fund prior to June 30, 2022.

Only interest is transferred and the principal of the Working Cash Fund remains intact. If for any reason the principal was spent and the District was unable to repay it, the Working Cash Fund would be depleted. A Working Cash Fund could only be reestablished by approval of a voter referendum.

The CFO recommended the Board adopt the following resolution authorizing the Treasurer to permanently transfer approximately \$80,000 Working Cash Fund interest to the General Fund on or before June 30, 2022.

WHEREAS, the Board of Trustees approved the permanent transfer of interest earned on the Working Cash Fund monies to the General Fund on or before June 30, 2022;

WHEREAS, the Board of Trustees initiated this transfer pursuant to 110 ILCS 805/3-33.6 for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the district;

WHEREAS, the Board used these funds for aforesaid purposes and no repayment of this money is required;

SO BE IT RESOLVED that the Board of Trustees authorizes the Treasurer of the District to permanently transfer approximately \$80,000 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2022.

Board Action: Student Trustee Raechel Hnetkovsky made a motion to approve the Inter-Funds Loan Resolution. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Payment of Accrued Bills: The District's fiscal year ends on June 30, and under general accounting rules, the District pays bills incurred in June, but invoiced in July, as expenses for Fiscal Year 2022. By July 30 all accrued bills received during this run-out period will be paid. Therefore, these accrued bills will be paid before the Board approves them.

At each regular Board meeting, the Board receives an electronic copy of bills for review and payment. At the August Board meeting, that electronic report will include current bills for approval plus the bills that were paid in the accrual period.

The Chancellor recommended approval to pay the FY2022 accrued bills prior to Board approval, with the understanding that these bills will be made available electronically for Board review at the August Board meeting

Board Action: Trustee Jan Ridgely made a motion to pay the FY2022 accrued bills prior to Board approval, with the understanding that these bills will be made available electronically for Board review at the August Board meeting, as recommended. Trustee Roger Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Lease Agreements: The following IECC leases were presented for Board information and for Board of Trustees approval as indicated:

1. IECC/LTC Storybrooke Pre-K (Regional Office of Education #12) Lease – The lease began on September 18, 2019 and is for approximately 4,200 square feet in the Industrial Annex of LTC for classroom facilities for a pre-k program. The lease term is being extended to May 31, 2023, at \$2,160 per month rent, with an annual auto renewal if mutually agreed to in writing.
2. IECC/SIU School of Medicine – The lease is for office space at Olney Central College and includes 120 square feet of office and common space which includes break room, restrooms, and conference room for facilitation of the Center of Rural Health and Social Service Development through Southern Illinois University's School of Medicine. Pursuant to Section #5 of the lease, SIU Medicine has exercised their fourth and final option to renew this lease. The current lease period is July 1, 2022, through June 30, 2023. The lease provides for rent at \$125 per month.
3. IECC/C.E.F.S. Economic Opportunity Corporation WIA – This lease with C.E.F.S. is for office space at Olney Central College and includes 120 square feet of office and common space which includes break room, restrooms, and conference room for facilitation of the

Workforce Investment Act. The lease period is July 1, 2022, through June 30, 2024, at the current monthly rent of \$225.00.

4. IECC/Twin Rivers Lease – The lease began January 2018 and is for approximately 560 square feet of office space for the facilitation of the Twin Rivers Regional Vocational System. The lease term is being extended to June 30, 2023, at the monthly rent of \$225.
5. IECC/Rise Broadband – The lease is for the placement of broadband equipment on the District radio station tower located at 15511 River Road, Mt. Carmel, Illinois. Lease term is for one (1) year from October 6, 2022, to October 5, 2023. Additionally, the agreement automatically renews for four (4) additional terms of one (1) year unless Landlord notifies tenant within 30 days of lease term.

The following leases are submitted as informational review of outstanding commitments of the District:

1. IECC/WVC Foundation Lease – Wabash Valley College Administration occupies approximately 1,600 square feet of the Foundation Building at 2201 College Drive, Mt. Carmel, Illinois. In exchange for this use, the College District provides mowing, snow clearing and routine maintenance of the building. This lease period is being renewed for five years, commencing July 1, 2020, and will expire June 30, 2025.
2. IECC/FCC Foundation Lease – The Frontier Community College Foundation purchased a facility commonly known as Bobcat Den for the use of Illinois Eastern Community College District #529/Frontier Community College. The District leased the building on July 28, 2014. In exchange for usage of the building, the college provides maintenance to the building's interior and exterior, provides janitorial services, telephone, insurance, gas, and electric service to the Bobcat Den. The Foundation has agreed to extend the lease to June 30, 2025, under the current lease agreement.
3. IECC and Prairie State Generating Company – Lease for the Coal Mining Training Program facility located in Venedy, IL, beginning November 2009 and continuing month to month until terminated by 30 days' notice of either party. No monthly rental charge is paid.
4. IECC/WVC WVJC Radio Tower – Lease of Property – The District leased 1.68 acres in Wabash County for thirty years for the placement of the WVJC antenna from October 1, 1976, to September 30, 2006. The current owner has agreed to extend the lease from July 1, 2013, for thirty years to June 30, 2043, at a cost of \$30.00 for the thirty-year period.
5. IECC/OCC Oil Derrick Lease of Property – The District leases an approximate 2,209 square feet piece of property, including access thereto, located at the North West corner of the intersection of Illinois Route 130 and St. John Street. The City of Olney has erected an oil derrick on this property for which the City pays the District rent of \$1.00 per year. The lease was extended on August 18, 2009, for twenty years to August 17, 2029.
6. IECC/WRC – The lease is for the softball field and baseball field and is leased to Britton's Bullpen in exchange for mowing and maintenance of the two fields and two adjoining buildings. Lease term from July 1, 2019, through June 30, 2024.

7. IECC/Wabash Telephone Cooperative – The lease is for the placement of an upright communications cabinet and communications equipment on approximately 25 square feet of space inside the Telecommunications Switch Room. The lease also provides approximately 100 square feet of ground on the property for an antennae tower structure. Wabash Telephone Cooperative is responsible for maintenance and repair of the property placed at the site. This agreement shall commence on August 1, 2019 and shall continue thereafter for an initial term of ten (10) years. This agreement shall automatically renew for three (3) five (5) year terms.
8. IECC/FCC and Fairfield Park District of Fairfield, Illinois – Intergovernmental Agreement between IECC/FCC and Fairfield Park District of Fairfield, Illinois, as amended by Board action on January 14, 2015, for the Lease, Operation and Use of a certain softball diamond at Southwest Park, Fairfield, Illinois through the duration of the existing leaseholds of the Park District and any extension or renewal thereof through and including July 1, 2040, unless sooner terminated by the Lessors.

Ryan Hawkins recommended approval of the lease agreements as presented.

Board Action: Trustee Brenda Culver made a motion to approve the lease agreements as recommended. Trustee Brady Waldrop seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Affiliation Agreement: IECC wishes to enter into an affiliation agreement with Deaconess Hospital, Henderson, Kentucky site. The Chancellor recommended approval.

Board Action: Trustee Barbara Shimer made a motion to approve the affiliation agreement as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – The following bid recommendation is based on the lowest responsible bid, considering conformity with specifications, terms of delivery, quality, and serviceability.

The Bid Committee recommends not accepting the bid received from Kieffer Brothers Construction Company, Inc. for a total of \$123,351.

Wabash Valley College Main Hall Roof Repair	
Company	Bid
Kieffer Brothers Construction Company, Inc. Mt. Carmel, IL	\$123,351

Board Action: Trustee John Brooks made a motion to accept the recommendation of the bid committee and reject the bid received for the Wabash Valley College Main Hall Roof Repair Project. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly Treasurer’s Report was presented.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for June, 2022, totaling \$1,751,265.23, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for June, 2023, in the amounts listed. Trustee Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #12 – “Approval of Executive Session Minutes” .

#12-A – “Written Executive Session Minutes” – No executive session was held during the regular meeting, May 17, 2022.

#12-B - “Audio Executive Session Minutes” - No executive session was held during the regular meeting, May 17, 2022.

AGENDA #13 – “Approval of Personnel Report” – Human Resources Director Andrea McDowell presented the following Personnel Report and recommended approval.

400.1. Employment of Personnel

A. Administrative

1. Roger Eddy, Interim President, OCC, effective July 1, 2022.

B. Professional, Non-Faculty, Non-Exempt

1. Dane Inman, College Admission Representative, DO/WVC, effective June 27, 2022.

2. Joseph Jackman, Perkins Project Coordinator, DO, effective July 5, 2022.

C. Classified

1. Tyler Henry, Information Systems Technician, FCC, effective June 27, 2022.

400.2. Change in Status

A. Administrative

1. Krystle Riggle, Coordinator of Financial Aid, LTC, to Program Director of Financial Aid, DO, effective May 30, 2022.

B. Professional, Non-Faculty, Non-Exempt

1. Trina Dunkel, Student Services Specialist, WVC/DO, to Coordinator of Financial Aid, WVC/DO, effective June 27, 2022.

C. Classified

1. Marty Fatheree, Maintenance/Custodian, OCC, to Maintenance Worker, WRC, effective June 27, 2022.
2. Chelsea Dulaney, Office Assistant, FCC, to Student Services Specialist, DO/FCC, effective June 27, 2022.

400.3. Classification Change

The following employees will change from Classified to Professional, Non-Faculty, Non-Exempt, effective July 4, 2022.

1. Eric Resor, Advisor, FCC
2. Angel Kerner, Advisor, LTC
3. Jodi Schneider, Advisor, OCC
4. Brandi Rich-Beard, Advisor, OCC
5. Kara Blanton, Advisor, FCC

400.4. Approval to Hire District Librarian Position Prior to July Board Meeting

400.5. Reassignment

1. Rodney Raney, Program Director of Adult Education, FCC, effective July 1, 2022.

400.6. Special Assignments FY 23 (Attachment)

400.7. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Anne Hustad	Southern Illinois University Carbondale, IL	22

400.8. Resignation Ratifications

A. Administrative

1. Brent Todd, Dean of Instruction, LTC, effective June 22, 2022.

B. Professional, Non-Faculty, Non-Exempt

1. Emma Rudolphi, Director of Cozy Corner, OCC, effective June 15, 2022.

C. Classified

1. Sarah Kennedy, Custodian, LTC, effective August 6, 2022.

#13. Board Action to Approve Personnel Report: Trustee Roger Browning made a motion to approve the Personnel Report as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #14 – “Collective Bargaining” – None.

AGENDA #15 – “Litigation” – None.

AGENDA #16 – “Other Items” – None.

AGENDA #17 – “Adjournment” – Trustee Jan Ridgely made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 7:53 p.m.

Agenda Item #6B

2022-2023 IECC Academic Catalog

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: July 19, 2022
RE: 2022 – 2023 IECC Academic Catalog

The District’s academic catalog sets forth courses and programs and establishes the District policies that apply to the operation of the District and its students. Throughout the year, the Board and Administration act on various items that impact the catalog. These changes are recorded on the IECC Catalog Change Log. Changes that effect the current academic year are also posted as an addendum on the iecc.edu website. All items on the Catalog Change Log are incorporated into the next academic year’s catalog. The catalog, along with all posted addenda, are the binding document for the District’s relationship with students.

Because high school counselors and District personnel continue to use the catalog when advising students, the District will print 815 catalogs for a price of approximately \$6,766.00. Creasey Printing will print the catalog.

A link to the proposed 2022-2023 catalog has been sent to the Board for review. Following is a summary of changes that were made since the 2021-2022 catalog was printed.

I ask for the Board’s approval to print the 2022-2023 IECC academic catalog and to post it on the website.

RG/am

Attachment

Agenda Item #6C
Policy 500.11 FERPA

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: July 19, 2022
RE: Policy 500.11 FERPA

A review of policy and procedure was conducted to ensure IECC's compliance with the recently enacted Student Debt Assistance Act (Public Act 102-0998). As a result, policy 500.11 Family Educational Rights and Privacy was revised to strike language that might be interpreted as out of compliance with Section 10 of the Act as it relates to withholding transcripts due to student indebtedness.

The proposed policy revision has been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 500.11 as presented.

RG/sc

Attachments

Family Educational Rights and Privacy (500.11)

Date Adopted: December 13, 1994

Revised: May 6, 2003

Revised: June 20, 2017

Revised: April 17, 2018

Revised: October 20, 2020

Revised: July 19, 2022 (Pending Approval)

A. Purpose

Illinois Eastern Community Colleges (IECC) respects the rights of students and their education records regarding privacy, confidentiality, inspection and review, amendment, and disclosure. The intent of this policy is to be in accordance with the Family Educational Rights and Privacy Act of 1974,

20 U.S.C. § 1232g, 34 CFR Part 99 (collectively, "FERPA"), and other existing requirements, and to ensure that every endeavor is made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes.

B. Definitions

1. *Eligible student*: A student who has reached 18 years of age or is attending a post-secondary institution.
2. *Education record*: Any record directly related to a student and maintained by IECC or by a party acting for IECC. The following documents **are not** considered education records:
 - a) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker;
 - b) Employment records of individuals employed by the colleges other than as student employees;
 - c) Records created or received by IECC after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. *Record*: Information recorded in any medium, including, but not limited to, handwritten, printed, computer media, video or audio tape, film, microfilm, and microfiche.
4. *Directory information*: Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. IECC has designated the following as directory information:
 - a) Name
 - b) Current/permanent address
 - c) Telephone number
 - d) Email address
 - e) Date of birth
 - f) Current term hours carried
 - g) Major field of study

- h) Classification (freshman, sophomore, continuing)
 - i) Academic unit
 - j) Dates of attendance/anticipated graduation date
 - k) Degrees and honors earned and dates (including commencement)
 - l) Most recent previous educational agency or institution attended prior to IECC
 - m) Participation in officially recognized activity or sport (including weight/height for athletes)
 - n) Picture
5. *Personally identifiable information:* Information contained in an education record of a student which can be used to distinguish or trace an individual's identity. The following are considered personally identifiable, confidential, and **are NOT** directory information. (This is representative in nature and not all-inclusive):
- a) Social security number
 - b) Student ID number
 - c) Race, ethnicity, nationality
 - d) Gender
 - e) GPA
 - f) Parent information
6. *School officials:* Includes faculty, staff, and administrative personnel employed by IECC. A school official can also be an individual employed by an educational agency that is performing institutional services or functions on behalf of IECC.
7. *Legitimate educational interest:* Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Legitimate educational interest will be reviewed by appropriate Student Services staff on a case by-case basis.

C. Rights of Students

1. Inspect and review education records: A student may inspect and review his/her education record by completing an Education Record Request Form available from Student Services at the college of attendance.

The appropriate Student Services personnel will comply with this request within 45 days, but generally will not exceed seven working days after the request has been made. Records requested and approved for release may be inspected at the college during normal office hours, Monday through Friday, except on designated holidays or otherwise posted at the college.

Except as limited under 34 CFR part 99.12, IECC may not deny access to education records without providing a description of the circumstances in which the college feels it has a legitimate cause to do so. ~~A legitimate cause to deny requests for a copy of such records includes, but is not limited to, students owing fees or having other indebtedness to the college.~~

Copies of education records can be obtained at a cost of 25 cents per page plus postage, if applicable. To obtain a copy of an IECC transcript, a student must follow the appropriate procedure and pay the transcript fee as outlined in the IECC catalog.

2. Request amendment of education records: A student who believes that information contained in his/her education record is inaccurate, misleading, or violates his/her privacy or other rights, may request amendment of the education record under 34 CFR Part 99.20 by applying in writing to the college's Records Office. The student must clearly identify the specific part of the record to be amended and explain why the record should be amended. The college shall decide whether to amend the records of the student, in accordance with the request, within ten working days from the receipt of the request. If the college decides to refuse to amend the education record of the student, in accordance with the request, it shall inform the student of the refusal and advise the student of the right to a hearing under 34 CFR Part 99.21. In the event the college determines insufficient cause to warrant an amendment to the record, the student has the right to add a statement to the record commenting on the contested information or stating why he/she disagrees with the decision. Future disclosures that would include this education record must include the student's statement.

3. Request the release of information: As a general principle, personally identifiable information will not be released to anyone. However, a student has a right to request and consent to the release of his/her information to others. A power of attorney will be treated in the same manner as would the student. A copy of the Release of Information form can be obtained and completed at the college of attendance in the Student Services Office.

a) Under 34 CFR Part 99.31, authorization is given for the release of personally identifiable information contained in education records, without the student's consent, in the following instances:

- To IECC school officials who have a legitimate educational interest. NOTE: Once records have been disclosed to school officials, as defined by Board Policy, disclosure of that information to another entity or individual is prohibited;
- To appropriate parties in health or safety emergencies when knowledge of the information is necessary to protect the health or safety of the student or individuals within the campus community;
- To certain federal, state, and local educational authorities for audit or evaluation purposes, outlined in 34 CFR Part 99.35;
- To accrediting organizations to carry out their accrediting functions;
- To state and local authorities, within a juvenile justice system, pursuant to specific state law;
- To organizations conducting studies for, or on behalf of IECC, to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction;
- In compliance with judicial order or lawfully issued subpoena;
- IECC officials may disclose the final results of a Title IX disciplinary proceeding as set forth by Board Policy 100.31;
- To parents of students under 21 years of age regarding the student's violation of any Federal, State, or local law, or of any rule or policy of IECC, governing the use or possession of alcohol or a controlled substance;
- Information concerning registered sex offenders may be released in a manner consistent with federal and state regulations.

IECC will maintain a record of each request for access to any of these disclosures as required by 34 CFR Part 99.32 and a student may inspect and review that record.

b) Under the Solomon Amendment (10 U.S.C. § 983), Military Recruiters are allowed access to some address, biographical, and academic information (limited to "Student Recruiting Information" as defined in the law) on students age 17 and older.

4. Restrict directory information: Directory information may be released from a student's education record upon the request of an outside party, without prior written consent of the student. IECC takes its responsibility to safeguard the privacy of all students very seriously; therefore, all requests by outside parties for student directory information will be considered on an individual basis. As a condition for releasing directory information without permission, public notice is given annually to all students.

Students wishing to restrict release of Directory Information must file the Directory Information Restriction Notification form with Student Records.

5. File a complaint: If a student believes his/her rights have been violated, he/she may file a complaint with the college president or his/her designee. A student may also file a written complaint with the Family Policy Compliance Office at the address listed below:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW.

Washington, DC 20202-5920

D. Dissemination

All employees are provided a copy of this policy. Faculty and applicable staff are trained on FERPA. Students are made aware of and educated on this policy through freshman orientation, the college catalog, IECC's website, and in handouts distributed by the college's Records Office. Annually, notification of students' rights under FERPA is provided to current students and employees via their IECC email addresses. A copy of this policy will be made available on request to any student.

Agenda Item #6D
Policy 500.30 Withdraw

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: July 19, 2022
RE: Policy 500.30 Withdraw

Section 20 of the Student Debt Assistance Act (Public Act 102-0998) addresses the need for a withdrawal process that works to limit debt owed by students who must withdraw due to a significant financial or physical hardship. It was determined IECC's current practices are adequate in limiting debt owed by students who withdraw due to these types of hardships. To affirm this assertion, 500.30 Withdrawal Policy was revised to proclaim adherence to the new Public Act. Unrelated, a previously omitted policy was added under Exceptions/Related Policies.

The proposed policy revision has been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 500.30 as presented.

RG/sc

Attachments

STUDENT – 500

Withdrawal Policy (500.30)

Date Adopted: January 19, 2016

Revised: June 20, 2017

Revised: April 17, 2018

Revised: September 15, 2020

Revised: March 15, 2022

Revised: July 19, 2022 (Pending Approval)

Unforeseen circumstances or changes in plans may lead to necessary modifications to a student's schedule. Adding, dropping, or withdrawing a course is the responsibility of the student and must be initiated during specifically set forth days in the manner established by Illinois Eastern Community Colleges (IECC). Related dates and deadlines are published on the iecc.edu website. While the responsibility to drop or withdraw a course is the student's, there are limited instances when a college administrator may initiate this action, ~~as outlined in~~ Procedure 500.30 provides guidelines for course changes and adheres to the Student Debt Assistance Act (PA 102-0998).

Exceptions/Related Policies

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29) specifically applies to students who are not successful in dual credit courses that follow the high school calendar and may withdraw from the college course after the college drop date to protect their academic standing.

Student Military Policy (500.21) addresses withdrawals which result from a student enlisting or being ordered to active duty.

Return of Title IV Funds Policy outlines federal rules and regulations related to attendance, withdrawal, and various calculations for determining if funds must be returned by the student.

Return of Unearned Tuition Assistance outlines the Department of Defense regulations related to attendance, withdrawal, and various calculations for determining if funds must be returned by the student who was awarded Military Tuition Assistance.

Agenda Item #6E

Affiliation Agreements

- i. Embarras River Basin Head Start
- ii. Embarras River Basin Senior Center
- iii. Happy Day Express
- iv.** Lawrence Crawford Association for Exceptional Citizens

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: July 19, 2022
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 organization:

- Embarras River Basin Senior Center
- Lawrence Crawford Association for Exceptional Citizens

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

- Embarras River Basin Head Start
- Happy Day Express

I ask the Board's approval of this affiliation agreement.

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 _____

_____ (hereinafter referred to as AGENCY): of _____ (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, 2024 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_____,_____

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

Signature: _____
Chair, IECC Board of Trustees

Name: _____

Date: _____

Title: _____

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.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Frontier Community College | Lincoln Trail College | Olney Central College | Wabash Valley College

NON-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

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 _____

_____ (hereinafter referred to as AGENCY): of _____

(city)

(state)

_____.

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available for internship training 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 Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. DISTRICT #529 Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the DISTRICT #529 Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The DISTRICT #529 Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the DISTRICT #529 Program Coordinator who will remove the student(s) from the internship.

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.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, DISTRICT #529 Program Coordinator and student(s). Compensation is not a requirement. Neither DISTRICT #529 or AGENCY 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. Student(s) shall be covered by professional liability insurance through DISTRICT #529 prior to any assignment at the AGENCY.

8. This agreement will remain in effect until July 1, 2024 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 degree and certificate programs, 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 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 _____

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

Administrator, Hospital or Agency

Chair, IECC Board of Trustees

Date

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 request.

Agenda Item #6F

**CAISA (Counseling & Information for Sexual Assault/Abuse) &
SAFE (Sexual Assault & Family Emergencies) MOU's**

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: July 19, 2022
RE: CAISA and SAFE Memoranda of Understanding

As required by the Preventing Sexual Violence in Higher Education Act, and referenced in IECC Policy and Procedure 100.31, IECC must have confidential advisors available to a student or employee who experiences sexual violence, should they choose to seek their services. A confidential advisor is a person who has received 40 hours of training previously and 6 hours of ongoing training annually to provide emergency and ongoing support to student survivors of sexual violence.

IECC wishes to establish Memoranda of Understanding with:

Counseling & Information for Sexual Assault/Abuse (CAISA), a not-for-profit corporation, Robinson, Illinois

Sexual Assault and Family Emergencies (SAFE) a not-for-profit corporation, Vandalia, Illinois

I ask the Board's approval of these Memoranda of Understanding.

RG

Attachments

Agenda Item #7

Action on Items Removed from Consent Agenda

Agenda Item #8

**Policy First Reading (and Possible Approval)
None.**

Agenda Item #9

**Policy Second Reading
None.**

Agenda Item #10

Staff Recommendations for Approval

Agenda Item #10A

Appointment of Board Audit Committee

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: July 19, 2022
RE: Appointment of Board Audit Committee

The Board Audit Committee is charged with oversight of the District's annual audit. The Committee meets with the District's auditors and makes a complete review of the Audit Report. Committee members then report to the Board and at that time the Board takes action on the District's required annual audit.

Given their prior experience, I recommend the board consider the appointment of Trustee John Brooks and Trustee Jan Ridgely if they are willing to serve.

RG/akb

Agenda Item #10B

LTC Foundation/IECC Van Lease Agreement

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: July 19, 2022

RE: Van Lease - LTC

The Lincoln Trail College Foundation has agreed to purchase a 2022 Chevrolet Express G3500 Passenger LS Van and lease the van to the District for its use.

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

RG/akb
Attachment

LEASE WITH OPTION TO PURCHASE

This agreement is entered into on the 20th day of July 2022 between Lincoln Trail College Foundation, Robinson, Illinois, hereinafter referred to as “Lessor” and Illinois Eastern Community Colleges/Lincoln Trail College, Olney, Illinois, hereinafter referred to as “Lessee.”

WITNESSETH:

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

2022 Chevrolet Express G3500 LS Van VIN #1GAZGNF78N1217150

The consideration to be paid for the lease shall be \$38,796.06 plus 2.50% simple interest to reflect a total lease amount of \$41,236.37, payable as follows:

1. Four payments of \$8,247.00, to be due and payable on the 15th day of January 2023-2026, and one additional payment of \$8,248.37 to be due and payable on the 15th day of January 2027.
2. The final payment, due on the 15th day of January 2027, shall be adjusted to reflect actual payment activity during the course of this contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above-referenced vehicle for an additional One Dollar (\$1.00) to be paid with the final payment.
4. For and during the term of the lease, title to the above-referenced vehicle shall be reflected in the name of the Lessee with the Foundation referenced as Lessor.
5. During the time of the lease, the Lessee takes full responsibility for the following obligations:
 - a. To provide and pay for all necessary expenses to operate the leased vehicle.
 - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
 - c. To maintain proper insurance on said vehicle.

LESSOR:

LINCOLN TRAIL COLLEGE FOUNDATION

BY: _____
Rod Harmon, Executive Director

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES/LINCOLN TRAIL COLLEGE

BY: _____
Ryan Gower, Chancellor

Lincoln Trail College Foundation
Illinois Eastern Community College District #529

Loan Amount \$ 38,796.06
Interest Rate 2.5%
Payments 5
Payment \$8,247.00

Period	Payment	Principal	Interest	End. Balance
7/20/2022	\$ -	\$ -	\$ -	\$ 38,796.06
1/15/2023	\$ 8,247.00	\$ 7,771.35	\$ 475.65	\$ 31,024.71
1/15/2024	\$ 8,247.00	\$ 7,471.38	\$ 775.62	\$ 23,553.33
1/15/2025	\$ 8,247.00	\$ 7,656.55	\$ 590.45	\$ 15,896.77
1/15/2026	\$ 8,247.00	\$ 7,849.58	\$ 397.42	\$ 8,047.19
1/15/2027	\$ 8,248.37 *	\$ 8,047.19	\$ 201.18	\$ 0.00
		38,796.06	2,440.31	

* Final payment adjusted.

2022 Chevrolet Express G3500 Passenger LT Van
1GAZGNF78N1217150

Agenda Item #11

Bid Committee Report

BID COMMITTEE REPORT

July 19, 2022

Wabash Valley College

1. WVC Main Hall Roof Repair

TO: Board of Trustees

FROM: Bid Committee

DATE: July 19, 2022

RE: WVC Main Hall Roof Repair

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

The Bid Committee recommends not accepting the bid received from Kieffer Brothers Construction Company.

Wabash Valley College Main Hall Roof Repair	
Company	Bid
Kieffer Brothers Construction Company Mt. Carmel, IL	\$125,344

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Renee Smith

Department: Wabash Valley College.

Source of Funds: Protection, Health, and Safety Funds.

Rationale for Purchase: The proposal received included work outside of the scope of the project.

The "Advertisement for Bids" was placed in The Hometown Register for one (1) day. In addition, individual invitations to bid were sent directly to potential vendors.

INVITATION TO BID

FROM: Nicholas Knapp

DATE: June 27, 2022

RE: Bidding – Wabash Valley College Main Hall Roof Repair

You are invited to submit a bid for the Wabash Valley College Main Hall Roof Repair. Specifications are included on the attached sheets. Any questions concerning this bid request should be addressed to Nicholas Knapp at 618.393.2982 or by email bids@iecc.edu.

Bids must be marked **“WABASH VALLEY COLLEGE MAIN HALL ROOF REPAIR SEALED BID”**. Bids should be sealed and submitted in duplicate and received in the office of Ryan Gower at the following address, no later than **2:00 p.m., July 12, 2022**, at which time there will be a public bid opening held.

Ryan Gower
Illinois Eastern Community Colleges
233 E. Chestnut Street
Olney, Illinois 62450

Illinois Eastern Community Colleges accepts electronic bids for items other than construction purposes. Bids for construction purposes are prohibited from being submitted electronically by district policy and by state law.

Electronic bid submissions will not be accepted for this invitation to bid.

FACSIMILE BIDS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

No decision will be reached until the monthly meeting of the Board of Trustees, which will be held **July 19, 2022**.

The Board of Trustees, Illinois Eastern Community Colleges, reserves the right to waive any technicalities or irregularities and also to reject any or all proposals.

Illinois Eastern Community Colleges will award bids based upon the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability.

If any additional materials or services other than those specified are offered, they should be listed as an attachment to the bid.

Illinois Eastern Community Colleges does not discriminate on the basis of race, color, religion, sex, age, disability, or national origin.

Illinois Eastern Community Colleges will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), Business Enterprise Program (BEP) to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification.

Prevailing Wages:

Illinois Eastern Community Colleges is a unit of local government, and as such, any contract for public works is subject to the Illinois Prevailing Wage Act. The Prevailing Wage Act regulates wages of laborers, mechanics, and other workers employed under contract for public work. It is the vendor's responsibility to bid all work pursuant to laws and regulations outlined in the Illinois Prevailing Wage Act.

Suspension & Debarment:

Illinois Eastern Community Colleges is a non-federal entity subject to 2 CFR 200.213. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

NK

REQUEST FOR PROPOSAL

ILLINOIS EASTERN COMMUNITY COLLEGES

TIME AND PLACE OF BIDS

Notice is hereby given that sealed bids for Wabash Valley College Main Hall Roof Repair shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 2:00 p.m. local time, on Tuesday, July 12, 2022, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

PRE-BID MEETING

A pre-bid meeting is scheduled for Wednesday, July 6, 2022, at 1:00 p.m. at Wabash Valley College, 2200 College Drive, Mount Carmel, IL 62863, Main Hall – Student Services Conference Room. A walk through of the proposed project area will take place as part of the pre-bid meeting. Any questions concerning anything contained herein should be directed, in writing, to Nicholas Knapp, Construction Project Manager, at 233 East Chestnut Street, Olney, IL 62450. Questions may also be submitted to bids@iecc.edu. Please include WABASH VALLEY COLLEGE MAIN HALL ROOF REPAIR in the subject line of any inquiry. The deadline for questions is 10:00 a.m., Friday, July 8, 2022.

METHOD OF BIDDING

Bids should include all items bid as one contract price. Bidders shall examine all documents contained herein. Failure to do so will not relieve a successful bidder of his obligation to provide all labor, materials, training, and support necessary to carry out the provision of his contract for the sum stated thereon. Each bidder, by submitting a bid represents that they have received, read, and understand the bidding documents.

Bids should include a complete listing of materials to be used. Include copies of the manufacturer's recommended maintenance procedures. Include in your bid, a detailed outline of how you propose to complete the scope of work.

SCOPE OF WORK

The scope of this bid is to repair 6 areas (approximately 300 total square feet, which does not include vertical curb flashing area described below) of the existing approximately 12,100 square foot built-up ballasted roof system, new membrane flashing up the perimeter of (4) four ((2) two pairs) existing Mitsubishi City Multi VRFS HVAC unit curbs to a new termination bar and counterflashing at the existing curb caps, membrane flashing up to a new termination bar and counterflashing a minimum of 12" above roof surface on (2) two Aeon HVAC unit curbs, and membrane flashing up to a new termination bar and counterflashing a minimum of 12" above roof surface on the approximately 1'x1' utility termination box near the northeast pair of Mitsubishi units' curbs as per the roofing system manufacturer's requirements on Wabash Valley College Main Hall, which is a two-story building. The roof repair shall include removal and replacement of insulation shown to be wet (approximately 300 total square feet) in the infrared roof moisture survey included in this invitation to bid. The north pair of Mitsubishi City Multi VRFS HVAC unit curbs are approximately 24' long x 8" wide each and approximately 1'-8" between the pair of curbs. The south pair of Mitsubishi City Multi

VRFS HVAC unit curbs are approximately 15' long x 8" wide each and approximately 1'-8" between the pair of curbs. The north Aeon HVAC unit curb is approximately 4' x 12'. The south Aeon HVAC unit curb is approximately 10' x 4'.

Roof and flashing repair and materials and methods shall be like material and product of existing roof and shall be compatible with the existing roof system(s). Minimum five (5) year material/parts/workmanship and labor warranty must be included as part of the bid.

All work shall comply with all applicable Federal, State, and local codes.

The contractor shall provide all safeguards, safety devices, and protective equipment and shall take any other actions reasonably necessary to protect the life and health of persons working at the site of the project and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

An infrared roof moisture survey has been included in this Invitation to Bid as additional information available to bidders. This survey provides photographic documentation as well as a narrative to illustrate the extent of the current moisture issue. The survey was completed April 1, 2022, on the Wabash Valley College Main Hall building located in Mount Carmel, Illinois.

Pictures representing portions of the WVC Main Hall existing roof conditions has been included in this Invitation to Bid as additional information available to bidders.

QUALIFICATION OF BIDDERS

Contractors wishing to submit a bid shall be experienced in the trades and operations necessary to complete the scope of work. In addition to the base bid, all interested bidders are to submit a statement of qualification, with a minimum of three references as evidence of successful project work of a similar scope and nature. This statement of qualifications and references will be used as a basis for ensuring all bidders have the technical capabilities.

PREPARATION OF BIDS

All bids must be submitted on the bid form contained herein. Bids shall be delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

Bid submissions should detail all materials included as part of bid.

METHOD OF BID EVALUATION

The IECC Board of Trustees reserves the right to reject all bids or parts of bids, and to waive informalities therein. Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

INSURANCE

The successful bidder will be required to furnish a certificate of insurance, naming Illinois Eastern Community Colleges as an additional insured, in the following amounts:

1. Workers' Compensation	Statutory Limits
2. Employer's Liability	\$500,000
3. Comprehensive General Liability & Property Damage including: a. Personal Injury Liability b. Blanket Broad Form Contractual Liability c. Independent Contractors d. Products and Completed Operations	\$500,000 combined single limit
4. Automobile Liability	\$1,000,000 combined and single limit
5. Owner's and Contractor's Protective Liability Insurance to protect the Owner and Architect, their agents, consultants, and employees from contingent responsibility and liability arising from work performed under the contract.	\$1,000,000
6. Umbrella Liability	\$3,000,000

SALES TAX

Retailers Occupational Sales Taxes **are not** applicable for this project.

PREVAILING WAGE

Illinois Eastern Community Colleges is a unit of local government, and as such, any contract for public works is subject to the Illinois Prevailing Wage Act. The Prevailing Wage Act regulates wages of laborers, mechanics, and other workers employed under contract for public work. It is the bidder's responsibility to bid all work pursuant to laws and regulations outlined in the Illinois Prevailing Wage Act.

SHIPPING & HANDLING

All freight and delivery must be included in bid.

SPECIAL PROVISIONS

Nondiscrimination: There will be no discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin by the owner or contractor.

Certification of Eligibility: Prior to contract award, all bidders must certify that neither it nor any person or firm that has an interest in the bidder's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

No subcontracts shall be made to any person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

The penalty for making false statement is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

Debarment, Suspension, Ineligibility, and Voluntary Exclusions: No contract will be awarded to a bidder, nor its principals, that is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

BID FORM

Following Board approval, bids will be awarded on July 19, 2022.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO WABASH VALLEY COLLEGE, 2200 COLLEGE DRIVE, MOUNT CARMEL, ILLINOIS 62863. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

MATERIALS \$ _____

LABOR \$ _____

TOTAL BID \$ _____

ESTIMATED TIME TO COMPLETE IN DAYS _____

ESTIMATED START DATE IF AWARDED ON OR ABOUT JULY 20, 2022 _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

Certified Vendor in accordance with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

Infrared Diagnostics, Inc.

1238 Cooper Drive
Lexington, Kentucky 40502
(859) 321-3935

Infrared Survey

**Wabash Valley College
Mount Carmel, IL**

PROJECT: Roof Moisture Detection Survey
SURVEY DATE: 4/1/22

I hereby certify that the above listed project was surveyed by myself or under my direction and that the enclosed photographs, data, and analysis are the result of this survey.

**Stephen Ehrler
Certified Thermographer**

SUMMARY PAGE

An INFRARED ROOF MOISTURE SURVEY was completed on the **Wabash Valley College** located in Mount Carmel, Illinois on 4/1/22. The total square footage of the roof areas surveyed is approximately **12,100** square feet.

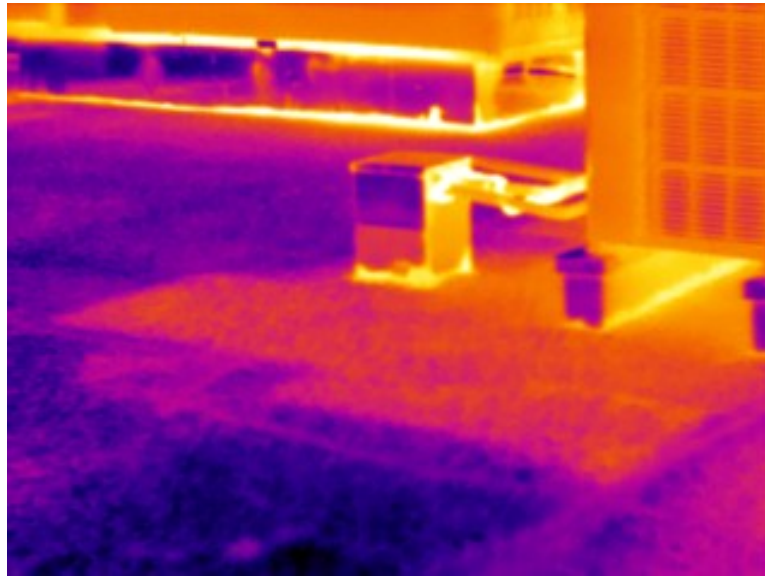
In the course of the survey **six** areas of wet insulation were detected, totaling **286** square feet or approximately **2.36%** of the roof area surveyed. The wet areas were marked on the surface of the roof in blue paint and have been plotted on the drawing, which is included in this report.

Four thermograms were taken in order to document a representative sample of the wet areas that were detected. These images have been included with this report and are accompanied by corresponding visual light photos and a brief description of the wet areas. The drawing in this report denotes the location of the thermograms and wet areas detected in the survey. A breakdown of the areas of wet insulation is included below.

BREAKDOWN OF WET INSULATION

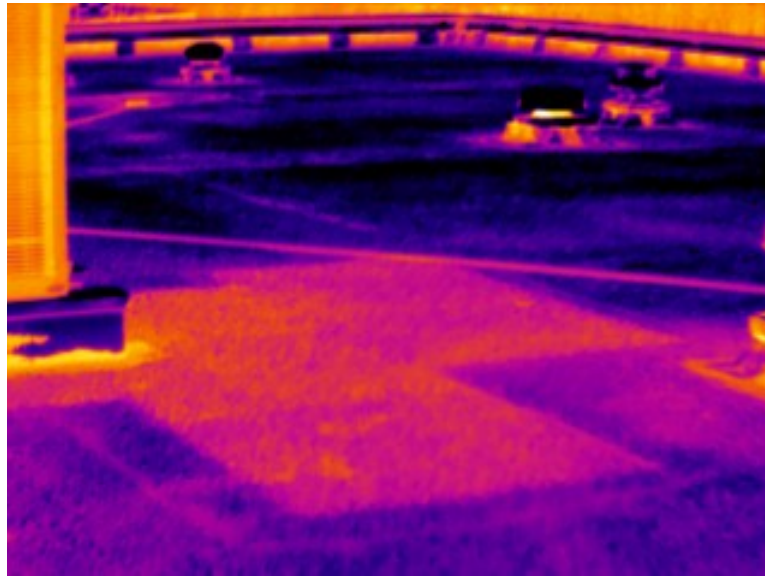
Sq. Ft. Surveyed	Wet Area #	Sq. Ft. Wet	% Wet
12,100	1	67	
	2	15	
	3	135	
	4	34	
	5	3	
	6	32	
12,100		286	2.36%

Thermogram #1



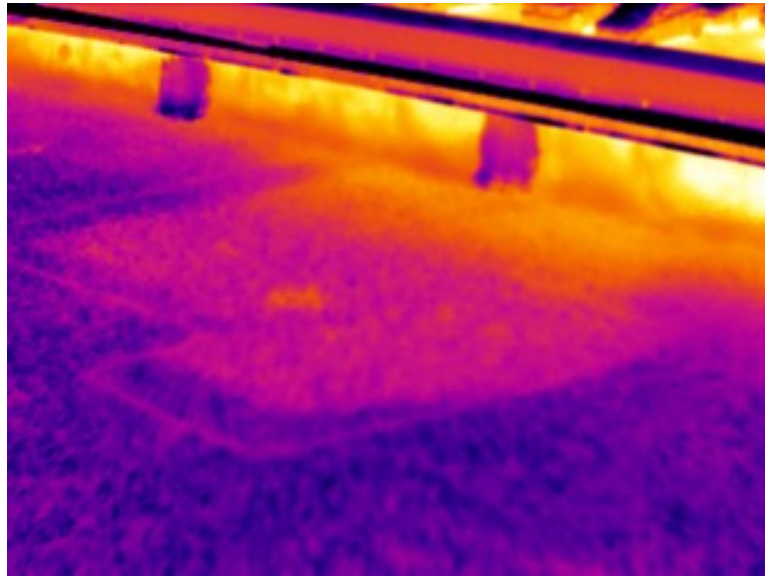
Wet Area #1: The brighter area appearing on the surface of the roof depicts moisture laden insulation. There is a distinct difference between wet and dry insulation visible in this infrared image.

Thermogram #2



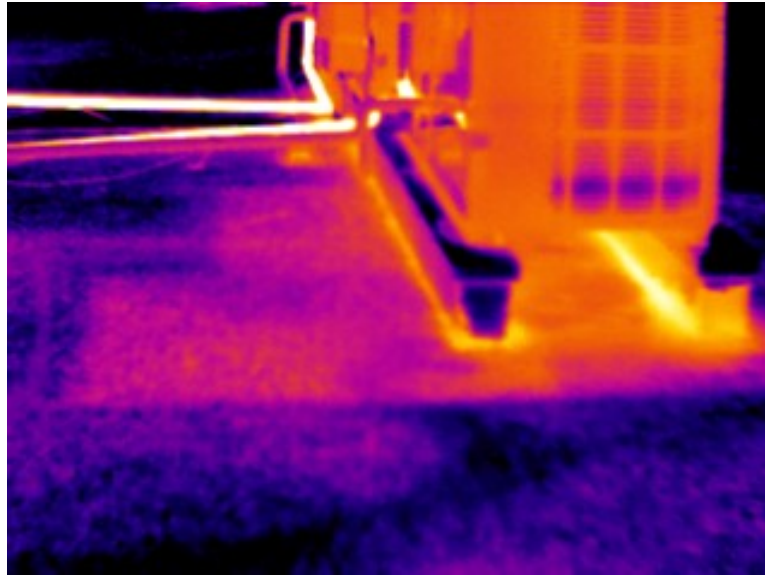
Wet Area #3: The distinct board pattern of wet insulation indicates that the insulation is saturated in this area.

Thermogram #3

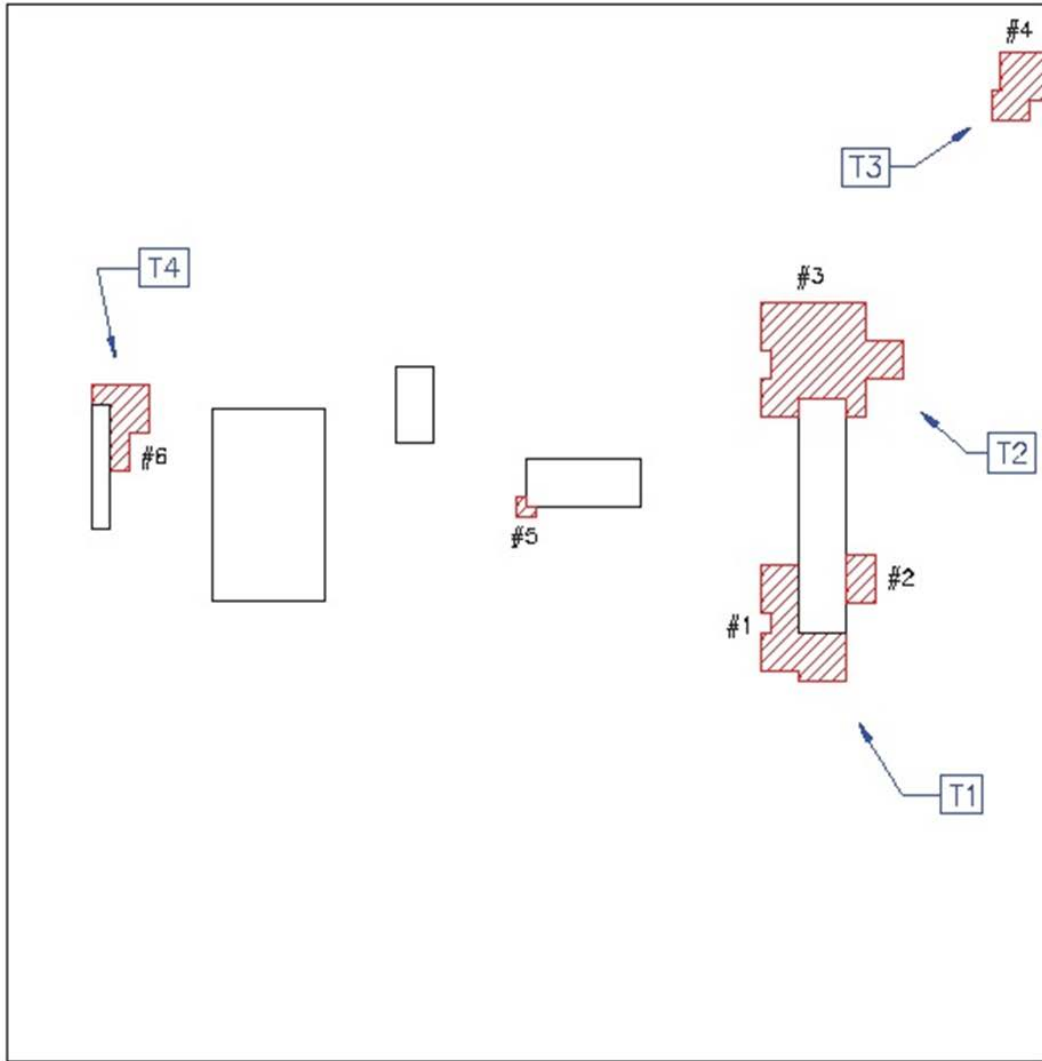


Wet Area #4: This wet area was detected along the front roof edge. There were six separate wet areas detected in the course of the survey.

Thermogram #4



Wet Area #6: Sub-surface moisture was detected around these air handling unit curbs.



Pictures representing portions of the WVC Main Hall existing roof conditions.

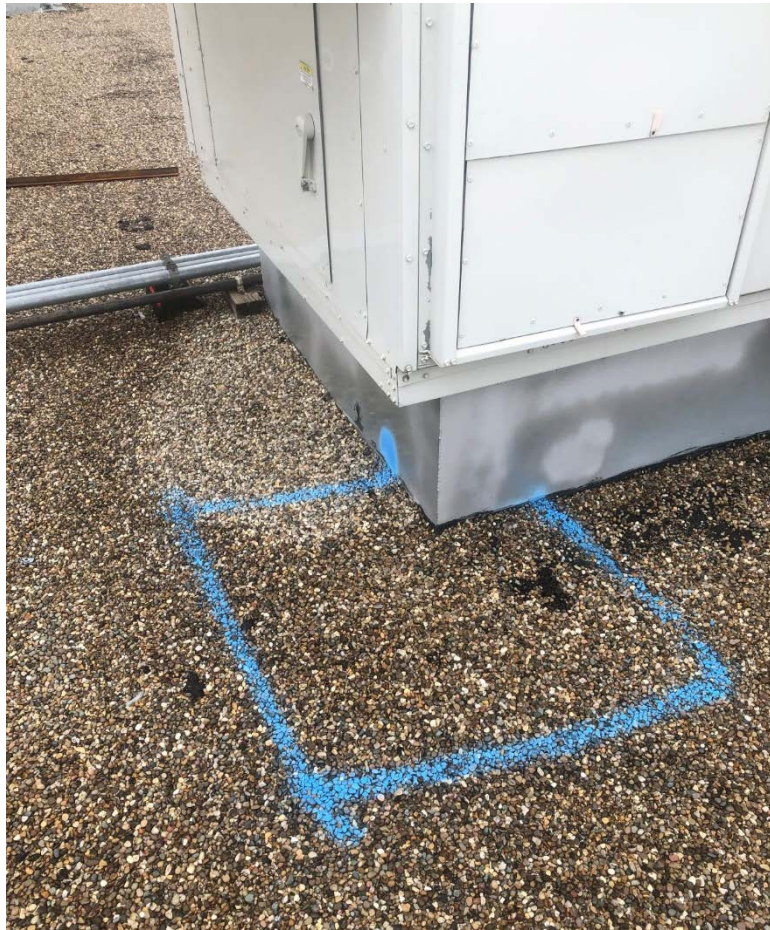




















Agenda Item #12

District Finance

A. Financial Report

B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES	
DISTRICT #529	
TREASURER'S REPORT	
June 30, 2022	
FUND	BALANCE
Educational	\$ 11,502,216.24
Operations & Maintenance	2,232,301.18
Operations & Maintenance (Restricted)	557,430.70
Bond & Interest	502,013.61
Auxiliary	821,256.29
Restricted Purposes	(426,174.82)
Working Cash	921,269.24
Trust & Agency	527,810.09
Audit	19,217.13
Liability, Protection & Settlement	1,103,622.15
TOTAL ALL FUNDS	<u>\$ 17,760,961.81</u>
Respectfully submitted,	
Ryan Hawkins, Treasurer	

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
June 30, 2022

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS						
Cash	\$ 11,517,516	\$ 2,232,301	\$ 557,431	\$ 502,014	\$ 841,756	\$ (426,175)
Investments	5,002,925	1,504,827	-	-	5,341,543	-
Accounts Receivable	2,133,078	308,045	-	-	342,745	-
Other Receivables	897,695	-	-	-	-	253,137
Restricted Cash	-	-	3,915,140	-	-	-
Inventory	-	-	-	-	657,502	-
Other Assets	-	-	-	-	-	451,262
Due From Other Funds	-	-	-	-	-	-
Total Assets	\$ 19,551,214	\$ 4,045,173	\$ 4,472,571	\$ 502,014	\$ 7,183,546	\$ 278,224
LIABILITIES						
Accounts Payable	\$ (3,655)	\$ 23,639	\$ 271,114	\$ -	\$ (29,953)	\$ 1,102
Accrued Payroll Liabilities	(41,288)	-	-	-	-	-
Other Accrued Liabilities	3,655,577	368,445	32,998	-	102,292	(328)
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	3,610,634	392,084	304,112	-	72,339	774
FUND BALANCES						
Non-Spendable	-	-	-	-	657,502	-
Restricted						
Board Designated	12,119,304	1,060,864	-	-	-	-
Other Purposes	-	2,592,225	4,168,459	502,014	-	277,450
Unassigned	3,821,276	-	-	-	6,453,705	-
Total Fund Balances	15,940,580	3,653,089	4,168,459	502,014	7,111,207	277,450
Total Liabilities and Fund Balances	\$ 19,551,214	\$ 4,045,173	\$ 4,472,571	\$ 502,014	\$ 7,183,546	\$ 278,224

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
June 30, 2022

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 921,269	\$ 527,810	\$ 19,217	\$ 1,103,622	\$ 17,796,761
Investments	5,405,380	-	-	-	17,254,675
Accounts Receivable	-	-	-	-	2,783,868
Other Receivables	5,029	16,825	-	-	1,172,686
Restricted Cash	-	-	-	-	3,915,140
Inventory	-	-	-	-	657,502
Other Assets	-	-	-	-	451,262
Due From Other Funds	-	-	-	-	-
Total Assets	\$ 6,331,678	\$ 544,635	\$ 19,217	\$ 1,103,622	\$ 44,031,894
LIABILITIES					
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ 262,247
Accrued Payroll Liabilities	-	-	-	-	(41,288)
Other Accrued Liabilities	-	-	-	-	4,158,984
Due to Other Funds	-	-	-	-	-
Total Liabilities	-	-	-	-	4,379,943
FUND BALANCES					
Non-Spendable	6,325,000	-	-	-	6,982,502
Restricted	-	-	-	-	-
Board Designated	-	-	-	-	13,180,168
Other Purposes	6,678	-	19,217	1,103,622	8,669,665
Unassigned	-	544,635	-	-	10,819,616
Total Fund Balances	6,331,678	544,635	19,217	1,103,622	39,651,951
Total Liabilities and Fund Balances	\$ 6,331,678	\$ 544,635	\$ 19,217	\$ 1,103,622	\$ 44,031,894

Illinois Eastern Community Colleges
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
 For the Period Ended June 30, 2022

		Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES							
Property Taxes	\$	3,084,803	\$ 1,322,103	\$ 112,708	\$ 1,832,043	\$ -	\$ -
Replacement Taxes		907,125	907,125	-	-	-	-
ICCB Grants		13,407,632	-	-	-	-	460,989
Federal Grants		-	-	-	-	-	13,753,730
Tuition & Fees		11,135,889	1,048,963	-	-	375,009	-
Charges for Services		-	-	-	-	2,632,625	-
Interest		103,802	24,258	59,020	6,855	30,941	(23,889)
Other Revenues		295,111	175,129	20,346	-	123,059	120,388
Total Revenues		28,934,362	3,477,578	192,074	1,838,898	3,161,634	14,311,218
EXPENDITURES							
Payroll		14,616,852	991,788	-	-	1,678,511	2,101,673
Benefits		2,275,941	242,827	-	-	195,558	479,781
Contractual Services		1,648,858	504,884	148,139	-	371,587	425,303
Supplies		1,895,665	277,718	2,407	-	1,883,852	580,777
Travel		206,513	364	39	-	345,818	121,860
Fixed		29,870	9,812	-	1,818,370	156,812	564
Utilities		51,707	1,083,825	-	-	1,560	-
Capital Outlay		510,617	244,927	2,571,367	-	25,175	1,223,264
Other		138,110	-	-	-	144,015	1,693,319
Scholarships, Student Grants, & Waivers		4,956,834	-	-	-	402,445	7,943,461
Total Expenditures		26,330,967	3,356,145	2,721,952	1,818,370	5,205,333	14,570,002
Excess (Deficiency) of Revenues Over (Under) Expenditures		2,603,395	121,433	(2,529,878)	20,528	(2,043,699)	(258,784)
TRANSFERS							
Net Transfers		(1,247,461)	-	-	-	1,327,761	-
Total Transfers		(1,247,461)	-	-	-	1,327,761	-
Net Change in Fund Balance		1,355,934	121,433	(2,529,878)	20,528	(715,938)	(258,784)
Fund Balance - Beginning		14,584,646	3,531,656	6,698,337	481,486	7,827,145	536,234
Fund Balance - Ending	\$	15,940,580	\$ 3,653,089	\$ 4,168,459	\$ 502,014	\$ 7,111,207	\$ 277,450

Illinois Eastern Community Colleges						
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)						
For the Period Ended June 30, 2022						
		Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
REVENUES						
Property Taxes	\$	-	\$ -	\$ 81,843	\$ 1,078,896	\$ 7,512,396
Replacement Taxes		-	-	-	-	1,814,250
ICCB Grants		-	-	-	-	13,868,621
Federal Grants		-	-	-	-	13,753,730
Tuition & Fees		-	-	-	-	12,559,861
Charges for Services		-	47,047	-	-	2,679,672
Interest		78,280	4,901	146	8,339	292,653
Other Revenues		-	545,349	-	2,814	1,282,196
Total Revenues		78,280	597,297	81,989	1,090,049	53,763,379
EXPENDITURES						
Payroll		-	-	-	-	19,388,824
Benefits		-	-	-	104,548	3,298,655
Contractual Services		-	7,633	50,741	168,243	3,325,388
Supplies		-	8,699	-	-	4,649,118
Travel		-	8,310	-	-	682,904
Fixed		-	450	-	323,082	2,338,960
Utilities		-	-	-	-	1,137,092
Capital Outlay		-	-	-	-	4,575,350
Other		-	-	-	-	1,975,444
Scholarships, Student Grants, & Waivers		-	481,916	-	-	13,784,656
Total Expenditures		-	507,008	50,741	595,873	55,156,391
Excess (Deficiency) of Revenues Over (Under) Expenditures		78,280	90,289	31,248	494,176	(1,393,012)
TRANSFERS						
Net Transfers		(80,300)	-	-	-	-
Total Transfers		(80,300)	-	-	-	-
Net Change in Fund Balance		(2,020)	90,289	31,248	494,176	(1,393,012)
Fund Balance - Beginning		6,333,698	454,346	(12,031)	609,446	41,044,963
Fund Balance - Ending	\$	6,331,678	\$ 544,635	\$ 19,217	\$ 1,103,622	\$ 39,651,951

ILLINOIS EASTERN COMMUNITY COLLEGES			
Comparative Combined Balance Sheets - All Funds			
June 30, 2022			
ALL FUNDS			
		Fiscal	Fiscal
		Year	Year
		2022	2021
ASSETS:			
CASH		\$ 17,760,962	\$ 18,512,314
IMPREST FUND		21,300	21,300
CHECK CLEARING		14,500	14,500
CDB PROJECT TRUST		3,915,140	4,012,368
INVESTMENTS		17,254,675	12,245,790
RECEIVABLES		3,951,525	3,784,856
ACCRUED REVENUE		5,029	2,853
INTERFUND RECEIVABLES			-
INVENTORY		657,502	587,885
OTHER ASSETS		451,262	474,150
FIXED ASSETS (Net of Depr)		17,741,325	17,590,296
TOTAL ASSETS AND OTHER DEBITS:		\$ 61,773,220	\$ 57,246,312
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE		\$ -	\$ (3,923)
ACCOUNTS PAYABLE		326,226	(31,628)
ACCRUED EXPENSES			-
INTERFUND PAYABLES			-
DEFERRED REVENUE		3,654,587	3,651,794
L-T DEBT GROUP (FUND 9)		6,181,062	7,742,985
OPEB (Prior Year Restated for GASB 75 Implementation)		15,176,595	15,855,669
OTHER LIABILITIES		399,130	394,901
TOTAL LIABILITIES:		25,737,600	27,609,798
FUND BALANCES:			
FUND BALANCE		37,785,412	31,094,395
INVESTMENT IN PLANT (Net of Depr)		17,741,325	17,590,296
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)		(21,357,657)	(23,598,654)
RESERVE FOR ENCUMBRANCES		1,866,540	4,550,477
TOTAL EQUITY AND OTHER CREDITS		36,035,620	29,636,514
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS		\$ 61,773,220	\$ 57,246,312

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2020-2022**

College	Category	FISCAL YEAR 2020			FISCAL YEAR 2021			FISCAL YEAR 2022			% of Year
		Budget	Spent Thru June	% of Budget	Budget	Spent Thru June	% of Budget	Budget	Spent Thru June	% of Budget	
Frontier	Bills		\$ 750,528			\$ 683,662			\$ 655,667		
	Payroll		2,137,170			1,907,584			1,941,145		
	Waivers		685,369			688,664			689,620		
	Totals	\$ 4,370,599	3,573,067	82%	\$ 3,899,789	3,279,910	84%	\$ 3,688,586	3,286,432	89%	100%
Lincoln Trail	Bills		1,082,417			\$ 1,807,676			\$ 1,175,674		
	Payroll		2,367,847			2,312,794			2,386,629		
	Waivers		847,819			949,226			763,748		
	Totals	\$ 5,365,117	4,298,083	80%	\$ 4,943,901	5,069,696	103%	\$ 4,977,953	4,326,051	87%	100%
Olney Central	Bills		1,478,011			\$ 1,351,710			\$ 1,563,928		
	Payroll		4,820,374			4,535,469			4,560,406		
	Waivers		737,635			722,056			614,487		
	Totals	\$ 7,669,580	7,036,020	92%	\$ 7,047,772	6,609,235	94%	\$ 7,367,058	6,738,821	91%	100%
Wabash Valley	Bills		1,316,678			\$ 1,183,101			\$ 1,310,957		
	Payroll		3,138,914			3,065,549			3,189,317		
	Waivers		1,484,031			1,171,389			1,228,379		
	Totals	\$ 6,449,215	5,939,623	92%	\$ 5,978,433	5,420,039	91%	\$ 5,775,220	5,728,653	99%	100%
Workforce Educ.	Bills		242,637			\$ 196,054			\$ 220,808		
	Payroll		1,087,415			817,986			787,991		
	Waivers		2,247,189			1,227,330			1,507,826		
	Totals	\$ 4,396,670	3,577,241	81%	\$ 3,349,386	2,241,370	67%	\$ 3,378,641	2,516,625	74%	100%
District Office	Bills		305,406			\$ 277,241			\$ 571,728		
	Payroll		1,114,201			1,022,604			1,316,153		
	Waivers		-			-			-		
	Totals	\$ 1,551,484	1,419,607	91%	\$ 1,410,117	1,299,845	92%	\$ 1,991,105	1,887,881	95%	100%
District Wide	Bills		2,003,393			\$ 2,001,627			\$ 3,622,885		
	Payroll		896,573			796,632			1,426,999		
	Waivers		201,886			138,514			152,775		
	Totals	\$ 3,107,121	3,101,852	100%	\$ 3,576,315	2,936,773	82%	\$ 7,148,722	5,202,659	73%	100%
GRAND TOTALS		\$32,909,786	\$ 28,945,493	88%	\$ 30,205,713	\$ 26,856,868	89%	\$34,327,285	\$ 29,687,122	86%	100%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
June 30, 2022

	FY 2022		FY 2021		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
Salaries	\$ 15,608,640	52.58%	14,458,618	53.84%	\$ 1,150,022	7.954%
Employee Benefits	2,518,768	8.48%	2,312,520	8.61%	206,248	8.919%
Contractual Services	2,153,742	7.25%	1,405,831	5.23%	747,911	53.201%
Materials	2,173,393	7.32%	1,310,966	4.88%	862,427	65.786%
Travel & Staff Development	206,877	0.70%	97,017	0.36%	109,860	113.238%
Fixed Charges	39,682	0.13%	144,255	0.54%	(104,573)	-72.492%
Utilities	1,135,532	3.82%	1,052,871	3.92%	82,661	7.851%
Capital Outlay	755,544	2.55%	1,024,261	3.81%	(268,717)	-26.235%
Other	5,094,944	17.16%	5,050,529	18.81%	44,415	0.879%
	<u>\$ 29,687,122</u>	<u>100.00%</u>	<u>\$ 26,856,868</u>	<u>100.00%</u>	<u>\$ 2,830,254</u>	<u>10.538%</u>

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

	Funding Source	Estimated Budget									
WVC - Pool Infill Phase 2	PHS	\$232,200	=====								
Student Center - WVC	CDB	\$4,029,400	=====								
Temp Building Replacement - LTC	CDB	\$1,495,500	=====								
Center for Technology - LTC	CDB	\$11,160,000	=====								
Applied Arts Building Roof - WVC	CDB	\$295,000	=====								
Applied Technology Center - OCC	CDB	\$3,076,400	=====								
Power Hub - WVC	CDB	\$300,000	=====								
Parking Lot Resurfacing	CDB	\$918,392	=====								
LTC - Performing Arts Building	Local	\$853,800	=====								
DW - HVAC Replacements	PHS	\$1,786,230	=====								
WVC - Pool Infill	PHS	\$285,500	=====								
LTC - Crawford County Recreational Center	Local	\$3,733,000	=====								
GRAND TOTAL		\$27,933,222		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

Agenda Item #13

Executive Session

Agenda Item #14

Approval of Executive Session Minutes

A. Written Executive Session Minutes

B. Audio Executive Session Minutes

Agenda Item #15

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: July 19, 2022
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the July Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.5, and 400.7 have been sent under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Notice of Reassignment**
- 400.3. Approval of Proposed Non-College Employment**
- 400.4. Change of Status Wage Adjustment**
- 400.5. Special Assignment (Attachment)**
- 400.6. Annual Review of FMLA Leave Taken During FY 22**
- 400.7. Resignation Ratifications**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Administrative

1. Andrew Cougill, District Librarian, DO, effective July 21, 2022.

B. Faculty

1. Alexandra Mahrenholz, Agricultural Technology Instructor, WVC, effective August 10, 2022.

C. Professional, Non-Faculty, Exempt

1. Alexis Garner, Assistant Director, TRIO Upward Bound, DO, effective September 1, 2022.
2. Jeremy Ellis, Head Softball Coach, FCC, effective August 8, 2022.
3. Aaron Biddle, Interim Head Baseball Coach, WVC, effective July 20, 2022.
4. Amy Tarr, Director of Instructional Services, OCC, effective July 25, 2022.

D. Professional, Non-Faculty, Non-Exempt

1. Cameron Ireland, Coordinator of Marketing & Graphic Design, CETL, DO, effective July 25, 2022.
2. Erin Powers, Purchasing Coordinator, DO, effective July 25, 2022.

E. Classified

1. Sara Newkirk, Student Services Specialist, DO/WVC, effective July 25, 2022.
2. Rachel Doan, TRIO Upward Bound Counselor, DO/WVC, effective July 25, 2022.
3. Cleo Ziegler, Custodian, LTC, effective July 25, 2022.

400.2. Notice of Reassignment

A. Faculty

1. Steve Hnetkovsky, Associate Professor Agriculture Production, WVC, to Associate Professor, Chemistry, FCC, effective January 3, 2023.

400.3. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Robert Mason	Southern Illinois University Carbondale, IL	36
Angelia Williams	Good Samaritan Hospital Vincennes, IN	18
Tyler Browning	Wabash CUSD #348 Mount Carmel, IL	108

400.4. Change of Status Wage Adjustment

1. Jay Zwilling, Manager of Data Systems, DO, effective August 1, 2022.

400.5. Special Assignment (Attachment)

400.6. Annual Review of FMLA Leave Taken During FY 22

1. Personal Illness

- | | |
|------------|------------|
| 1. 2 weeks | 7. 8 weeks |
| 2. 4 weeks | 8. 4 weeks |
| 3. 4 weeks | |
| 4. 5 weeks | |
| 5. 2 weeks | |
| 6. 2 weeks | |

400.7. Resignation Ratifications

A. Faculty

1. Cori Stringfellow, Nursing Instructor, OCC, effective August 10, 2022.

B. Professional, Non-Faculty, Exempt

1. Robert Fournier, Head Men's Baseball Coach, WVC, effective July 8, 2022.

C. Professional, Non-Faculty, Non-Exempt

1. Cole Carter, Broadcast Services Specialist, WVC, effective August 10, 2022.

D. Classified

1. Clarence Burwell, Custodian, WVC, effective June 22, 2022.
2. Raymond Gillette, Custodian, WVC, effective June 30, 2022.

Agenda Item #16
Collective Bargaining

Agenda Item #17

Litigation

Agenda Item #18

Other Items

Agenda Item #19

Adjournment