

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**March 19, 2019**



**Location:**

**Frontier Community College  
2 Frontier Drive  
Fairfield, Illinois 62837**

**Dinner – 6:00 p.m. – Bob Boyles Foundation Hall  
Meeting – 7:00 p.m. – Bob Boyles Foundation Hall**

*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**

**March 19, 2019**

**7:00 p.m.**

**Frontier Community College  
Bob Boyles Foundation Hall**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Nursing Test Scores for Ranking Purposes ..... Bruce
  - B. Readmissions Policy Change ..... Bruce
  - C. Allied Health Testing Fee ..... Bruce
  - D. Meds 2Biz Program ..... Bruce
  - E. Transfer of Property ..... Bruce
  - F. Residency by Employment ..... Bruce
  - G. Affiliation Agreement - Oakview Nursing Rehab – WVC Basic Nurse Assistant ..... Bruce
9. Bid Committee Report ..... Bruce
  - A. TRIO Upward Bound STEM Educational Trip 2019

10. District Finance
  - A. Financial Report ..... Hawkins
  - B. Approval of Financial Obligations ..... Hawkins
11. Chief Executive Officer's Report..... Bruce
12. Executive Session..... Bruce
13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
14. Approval of Personnel Report..... Bruce
15. Collective Bargaining..... Bruce
16. Litigation ..... Bruce
17. Other Items
18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Science Building, Room 61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, February 19, 2019.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Alan Henager, James Lane, Jan Ridgely. Also present was Haylee Neuman, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Ryan Gower, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Tara Buerster, Director of Human Resources.

Alex Cline, Director of Information & Communications Technology.

Ryan Hawkins, Chief Financial Officer/Treasurer.

Holly Martin, Chief Academic Officer.

Mike Thomas, Dean of Workforce Education

Renee Smith, Assistant to CEO/Board Secretary.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held January 15, 2019 were presented for disposition.

**Board Action to Approve Minutes:** Trustee James Lane made a motion to approve minutes of the foregoing meeting as prepared. Trustee Gary Carter 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”** – The Board heard from Jacob Quillen, WVC Archery Team member and Team Coach Earl Lawrence. Jacob recently traveled to Las Vegas, Nevada to compete in the 2019 U.S. Collegiate Archery Association’s National Indoor Archery Championships. Jacob placed 6<sup>th</sup> in the nation in the men’s bow hunter division. WVC’s team was approved for inclusion in the U.S. Collegiate Archery Association in 2017; however, this is the first academic year in which the archery team has competed

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

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

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

**AGENDA #5 – “Reports”** –

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

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

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

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

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

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

**#8-A. New Online and Hybrid Course Fee:** A new fee of \$35 per course for online and hybrid course offerings will be used to support online learning through technology improvements, curriculum development, and training. The CEO recommended approval of the new Online and Hybrid course fee of \$35.00 per course to be effective Summer Term 2019.

**Board Action:** Trustee Brenda Culver made a motion to approve the new Online and Hybrid Course fee of \$35 per course and effective Summer Term 2019. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: John Brooks. Trustees absent: None. The motion having received 6 yea votes and 1 nay votes, the Chair declared the motion carried.

**#8-B. Fiscal Year 2020 Tuition and Fee Rates:** The Cabinet recommended that tuition be increased for FY2020. The tuition increase of 4% was approved on the tuition and fee schedule. The CEO recommended approval of the following increase in tuition.

IECC - Recommended Tuition / Fee Increases for FY 2020  
February 19, 2019

**1. Universal Fees (Per Credit Hour):**

	FY 2020 Recommendation	FY 2019 Actual	Per Cr. Hr. Increase	Estimated Revenue Generated
Technology Fee	\$ 5	\$ 5	\$ -	\$ -
Student Support Fee	\$ 12	\$ 12	\$ -	\$ -
Maintenance Fee	\$ 15	\$ 15	\$ -	\$ -
	<u>\$ 32</u>	<u>\$ 32</u>	<u>\$ -</u>	<u>\$ -</u>

**2. Tuition (Per Credit Hour):**

	FY 2020 Recommendation	FY 2019 Actual	Per Cr. Hr. Increase	Additional Revenue Generated	Estimated Waivers	Additional Revenue Available
In-District	\$ 92.00	\$ 88.00	\$ 4.00	\$ 297,600	\$ (133,920)	\$ 163,680
Out-of-District	\$ 278.18	\$ 268.41	\$ 9.77	\$ 25,500	\$ (11,475)	\$ 14,025
Out-of-State	\$ 341.51	\$ 330.61	\$ 10.90	\$ 53,573	\$ (29,465)	\$ 24,108
Special Out-of-District	\$ 98.00	\$ 95.00	\$ 3.00	\$ 7,470	\$ (3,362)	\$ 4,109
Special Indiana Rate	\$ 125.00	\$ 120.00	\$ 5.00	<u>\$ 11,000</u>	<u>\$ (1,100)</u>	<u>\$ 9,900</u>
				<u>\$ 395,143</u>	<u>\$ (179,322)</u>	<u>\$ 215,821</u>

**3. Allied Health Tuition (Per Credit Hour):**

	FY 2020 Recommendation	FY 2019 Actual	Per Cr. Hr. Increase	Additional Revenue Generated	Estimated Waivers	Additional Revenue Available
In-District	\$ 147.00	\$ 140.00	\$ 7.00	\$ 31,500	\$ (7,875)	\$ 23,625
Out-of-District	\$ 450.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -
Out-of-State	\$ 555.00	\$ 555.00	\$ -	\$ -	\$ -	\$ -
Special Out-of-District	\$ 160.00	\$ 160.00	\$ -	\$ -	\$ -	\$ -
Special Indiana Rate	\$ 200.00	\$ 190.00	\$ 10.00	<u>\$ 1,500</u>	<u>\$ (150)</u>	<u>\$ 1,350</u>
				<u>\$ 33,000</u>	<u>\$ (8,025)</u>	<u>\$ 24,975</u>

**Board Action:** Trustee James Lane made a motion to approve the increase in tuition rates as recommended. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: John Brooks. Trustees absent: None. The motion having received 6 yea votes and 1 nay votes, the Chair declared the motion carried.

**#8-C. Calendar Year Report on 403(b):** Ryan Hawkins presented the annual monitoring report of the IECC 403(b) plan. The Standard is the administrator of the approved 403(b) program for employees of the district. At the end of calendar year 2018, the plan had assets of \$4,160,985. The CEO recommended acceptance of The Standard's Review of the IECC 403(b) Plan.

**Board Action:** Trustee John Brooks made a motion to accept the Standard's Monitoring Report of the IECC 403(b) Plan as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda

Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Dual Credit Agreement:** The Dual Credit Quality Act (110 ILCS 27/) was enacted in January 2019, and necessitated minor changes in the area of respective roles of the college and high school with the District's Dual Credit Agreement. The CEO recommended approval of the following revised Dual Credit Agreement:

Illinois Eastern Community College District #529

Dual-Credit Agreement

#### STATEMENT OF AGREEMENT

The Board of Trustees of Illinois Eastern Community College District #529 (hereinafter referred to as "IECC") and the Board of Education for \_\_\_\_\_ Unit District #\_ (hereinafter referred to as "High School") agree to enter into a partnership to provide Dual-Credit courses for academic and occupational education that will be accessible and beneficial to high school students within the boundaries of IECC. This Agreement shall become effective on July 1, 2019.

##### I. STATEMENT OF PURPOSE

Dual-Credit courses expand student access to higher education and provide challenging occupational experiences to qualified high school students during their junior and senior years, and reduce the cost of a college education for students and their families.

Successful completion of courses will enable students to simultaneously earn college credit and satisfy high school graduation requirements. This is an excellent benefit to students that will support transition to college, increase job opportunities, and expand career exploration.

By aligning program content and reducing curricular duplication, dual-credit impacts the way educators, students and institutions connect. It builds on the cooperation developed through previous articulation structures and raises interaction to a higher level. Secondary-to-postsecondary program linkages are strengthened and what develops is a truly seamless program that engages faculty at both levels in the structuring, planning, and teaching of a truly integrated program of study.

##### II. GUIDELINES

- A. "Dual-Credit Course" means a college course taken by a high school student for credit at both the college and high school level (Dual Credit Quality Act (110 ILCS 27/)).
- B. Dual-Credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Education, the Higher Learning Commission, and the policies and standards of IECC and the High School. These policies, regulations, and standards apply whether courses are offered at IECC colleges, off-campus sites, including distance learning and online, or at the High School.
- C. IECC and the High School will jointly select Dual-Credit courses. These courses offered for dual-credit will be first-year courses in ICCB approved degree and certificate programs, with IECC providing a current master course syllabus for each course offered through this Agreement. High School will ensure that all objectives for the Dual-Credit courses are met and will provide

appropriate materials (i.e., course outline, approved text, syllabus assessments, and other supplemental materials determined necessary) to indicate compliance with these objectives.

- D. Multiple measures for placement will be used to determine a student's readiness for college-level courses and programs. This includes analysis of nationally standardized test scores; analysis of high school and/or college transcripts including, coursework completed and grade point average; and remedial and/or previous college coursework completed (IECC Student Placement Policy (500.13)).
- E. Academic advising services, course registration assistance, and other academic support services will be provided jointly by IECC and the High School.
- F. Matters of student discipline will be handled cooperatively between IECC and the High School.
- G. The High School shall identify and recommend faculty to IECC for Dual-Credit course instruction. Faculty teaching Dual-Credit courses shall satisfy the Illinois State Board of Education requirements and the educational and professional standards and requirements of the Higher Learning Commission, the Illinois Community College Board, IECC, and High School. IECC shall review and approve High School Faculty teaching dual-credit courses.
- H. Pursuant to this Agreement, all Dual-Credit tuition and universal fees charged to the student will be waived while all applicable course fees will be charged to either the student or the High School, pursuant to the model (below) being utilized:
  - i. **Model A: Taught at High School by High School instructor**  
IECC will waive tuition and universal fees for students enrolled in Dual-Credit courses taught by High School instructors during the regular High School day at the High School facility or college-approved facility only. The High School will provide all of the required books, supplies, uniforms, or other required course materials, for their students.
  - ii. **Model B: Taught by College instructor**  
IECC will provide and pay for a college instructor to teach Dual-Credit courses. The ~~High School~~ student will purchase their own books, supplies, uniforms, or other required course materials; however, college tuition and universal fees will be waived. Although tuition and universal fees are waived, a per-student, per-course Dual-Credit Course Fee determined by IECC Board of Trustees will be charged to the High School when utilizing this model as well as any relevant fees outlined in the annual course articulation agreements.
- I. Dual credit courses offered at the High School in conjunction with IECC shall be published by the High School with all fees and costs. All fees and costs will be communicated to the high school upon approval of the courses.
- J. IECC and the High School will jointly supervise and evaluate High School faculty teaching Dual-Credit courses. The High School shall be responsible for hiring and compensating High School faculty that teach Dual-Credit. IECC faculty who teach Dual-Credit courses will be compensated according to guidelines approved by the IECC Board of Trustees.



- K. Dual-Credit courses offered during the regular school day shall have equipment and classroom/laboratory space provided by the host site.
- L. IECC and the High School will jointly conduct monitoring, evaluation and assessment of Dual-Credit courses. To ensure Dual-Credit courses are equivalent to those courses offered at IECC in quality and rigor, the following evaluation methods shall be conducted on all Dual-Credit courses:
- i. Student Learning Outcomes shall be evaluated for consistency between Dual-Credit and IECC courses.
  - ii. Course content, course delivery, and course rigor shall be evaluated by the ~~IECC Chief Academic Officer~~ Dean of Instruction or his/her designee, in consultation with the High School Superintendent or his/her designee. This evaluation shall be conducted through form annually and in-person every ~~three~~ two years. The evaluation completed by IECC shall not impact the instructor's performance evaluation at the high school.
- M. By consultation and mutual agreement with the CEO of IECC and the Superintendent of High School, or their designees, may address items not covered in this Agreement.
- N. The Parties will annually review this Agreement and make any needed changes. This Agreement will terminate at the end of IECC academic year or High School year, whichever comes later, unless extended by agreement of the parties.

**Board Action:** Trustee James Lane made a motion to approve the revised Dual Credit agreement as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Easement for Wabash Communications:** Wabash Communications Co-Op of Louisville, Illinois, has requested an easement across IECC property in Robinson to lay an underground fiber optic cable. The CEO recommended approval of the Easement as follows:

<b>BURIED/AERIAL CABLE FACILITIES AGREEMENT</b>	
No.	333
County	Crawford
County ID#	05-1-25-000-007-000
Township: 7N	Range: 12W
U.S. Survey	
Section	25
Line-Map #	
Aerial Photo #	
For Recorder's Use Only	

**Wabash Communications, Coop.** requests an agreement with private property owner **Board of Trustees Illinois Eastern Community College** granting and conveying unto said Cooperative, its respective successors, lessees, licensees and agents the right to place a buried fiber optic cable. Also; the right to operate, maintain, inspect, replace and remove its' underground communications system, consisting of such buried cables, conduits, manholes, surface testing terminals, markers and all appurtenances thereto, located within.

The private property is described as follows:

Township, 7N                      Range, 12W                      Crawford County, Illinois

Section: 25

County ID #: 05-1-25-000-007-000

Description: E 3/4 SE SEC 25-7-12 EXC 1040' EVENLYOFF S SIDEDOCKET #92-17-25

The Communications Cooperative shall be responsible for damage caused by the Cooperative, its agents and employees, and shall repair and restore the road right of way and pay for damages including crop damage (if any). Further, the right of the undersigned to freely use and enjoy any rights or interests they have in the road right of way is reserved to them, their heirs, successors, and assigns insofar as it does not endanger or interfere with the construction, operation and maintenance of said communications system, including, without limiting the generality of this reservation, the right to cultivate and grow crops and the right to establish roadways and utility lines across the buried cable without the written consent of the Cooperative.

**Board Action;** Trustee Gary Carter made a motion to approve the Easement for Wabash Communications as recommended. Student Trustee Haylee Neuman seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees voting abstention: John Brooks. Trustees absent: None. The motion having received 6 yea votes, 1 abstention, and 0 nay votes, the Chair declared the motion carried.

**#8-F. Intent to Consider Renewal of Contracts for CEO and Presidents:** Contracts for the two year period from September 1, 2019 to August 30, 2021 are up for renewal for the CEO and the contract for each President of each college. To ensure compliance with public notice requirements, the Board wishes to announce the intention to consider the contracts at the regular Board meeting on April 16, 2019.

**Board Action:** No Board action was taken on this matter and it was agreed that the Board would consider intent to renew the contracts for the CEO and Presidents under Agenda Item 14. Personnel Report.

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

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of January 31, 2018.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for February, 2019, totaling \$967,284.61, 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 February 2019, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – None.

**AGENDA #12 – “Executive Session”** – The Board of Trustees went into Executive Session under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, and, under Section 2(c) (11) Litigation, and under 2(c)(28) Audits of the Open meetings Act. Trustee James Lane made a motion to go into closed session at 8:10 p.m.. The motion was seconded by Trustee al Henager and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

The closed session adjourned and reconvened in open public session after a motion was made by Trustee James Lane and the motion was seconded by Trustee Jan Ridgely. 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 closed meeting was adjourned and the regular open meeting reconvened at 11:40 p.m.

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the January 15, 2019 meeting.

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

## PERSONNEL REPORT

### 400.1. Employment of Personnel

#### A. Classified, Non-Exempt

1. Linda Ryan-Catt, TRIO Academic Counselor, DO (LTC), effective February 25, 2019, pending successful completion of background check and continued grant funding.
2. Linda Schalasky, Custodian, LTC, effective March 11, 2019, pending successful completion of background check.
3. Allyson Wagaman, Office Assistant, LTC, effective January 23, 2019 (CEO had Board approval to hire prior to February Board meeting.)

### 400.2. Change-in-Status

#### A. Classified, Non-exempt

1. Jodi Schneider, Coordinator, Upward Bound, DO (OCC), to Advisor/Recruiter, OCC, effective February 20, 2019.

### 400.3. Reemployment of Bargaining Unit Faculty for 2019-2020 Academic Year

#### A. Continuation of Tenure

- |                      |                       |
|----------------------|-----------------------|
| 1. Jesse Allen       | 27. Kathleen Hudson   |
| 2. Scott Balding     | 28. Anne Hustad       |
| 3. Reno Bemont       | 29. Laurie Jenkins    |
| 4. Shasta Bennett    | 30. John Kendall      |
| 5. Sarah Bergbower   | 31. Andrew King       |
| 6. Tammie Bohnhoff   | 32. Carol Kocher      |
| 7. Cynthia Boyce     | 33. Aaron Lineberry   |
| 8. Tyler Boyles      | 34. Curtis Marshall   |
| 9. C. Allen Brown    | 35. Logan Marshall    |
| 10. Carrie Brown     | 36. Rob Mason         |
| 11. Carla Cadwalader | 37. Christian Mathews |
| 12. Jay Carter       | 38. Travis Matthews   |
| 13. Laurel Cutright  | 39. Rodney Maxey      |
| 14. John Day         | 40. Amie Mayhall      |
| 15. David Denton     | 41. Andrew McMurray   |
| 16. Cheryl Dill      | 42. Mary Linda Monge  |
| 17. Wanda Douglas    | 43. Mary Morris       |
| 18. Carole Fusco     | 44. Kelly Payne       |
| 19. Jacy Ghast       | 45. Jodi Peach        |
| 20. Todd Gill        | 46. Kyle Peach        |
| 21. Brenda Grove     | 47. Brenda Phegley    |
| 22. Pauletta Gullett | 48. Andrew Pittman    |
| 23. Nixie Hnetkovsky | 49. Richard Poskin    |
| 24. Steve Hnetkovsky | 50. Lisa Rauch        |
| 25. Jason Hortin     | 51. Doug Robb         |
| 26. Judith Hudson    | 52. Anurahda Roy      |

53. Eric Scheller
54. Kimberley Schucker
55. Nick Short
56. Shirley Smithenry
57. Philip Thorsen
58. William Tucker
59. Kristi Urfer
60. Brian Wick

61. David Wilderman
62. Angelia Williams
63. Jill Winter
64. Winifred Ann Wolven

**B. Initial Tenure**

1. Rebecca Carmack

**C. Non-Tenure**

1. Wade Baker
2. Lonnie Barnes
3. Joseph Brown
4. Tyler Browning
5. Megan Bunnage
6. Becky Coleman
7. Justin Gephart
8. Brittany Harris
9. Jasmyne Lewis
10. Karen Marks
11. Jessica McDonald
12. Julianna Pickford
13. Heather Sandy
14. Beth Wilson

#### 400.4. Reemployment of Non-Bargaining Unit Faculty for 2019-2020 Academic Year

##### A. Continuation of Tenure

1. Donald Bennett
2. Phillip Brooks
3. Jayson Hoffman
4. Rick Lamb
5. Leonard Mitchell
6. Michael Woods

##### B. Initial Tenure

1. Wesley Taylor

##### C. Non-Tenure

1. Wendy Coles
2. Joe Lampley
3. Calvin Melvin

#### 400.5 Bargaining Unit Faculty Seniority List for 2018-2019

##### Accounting

- |         |  |
|---------|--|
| 19 yrs. | Kristi Urfer (includes one year seniority for 2018-19 academic year) |
| 9 yrs.  | John Kendall (includes one year seniority for 2018-19 academic year) |

##### Administrative Information Technology

- |          |                |
|----------|----------------|
| 8 yrs.   | John Kendall   |
| * 6 yrs. | Shasta Bennett |
| * 6 yrs. | Amie Mayhall   |

##### Advanced Manufacturing

- |         |  |
|---------|--|
| 10 yrs. | Jay Carter (includes one year seniority for 2018-19 academic year) |
|---------|--|

##### Agricultural Technology

- |           |  |
|-----------|--|
| * 12 yrs. | Steve Hnetkovsky (includes one year seniority for 2018-19 academic year) |
| * 12 yrs. | Doug Robb (includes one year seniority for 2018-19 academic year)        |

##### Art

- |        |   |
|--------|---|
| 9 yrs. | Michael Conn ( <i>Dean of Instruction, effective Summer 2017</i> )    |
| 2 yrs. | Heather Sandy (includes one year seniority for 2018-19 academic year) |

\*/\*\*/\*\*\*\*/\*\*\*\*/\*\*\*\*\*

= same seniority

Automotive Service Tech

16 yrs. Rodney Maxey (includes one year seniority for 2018-19 academic year)  
11 yrs. Tyler Boyles (includes one year seniority for 2018-19 academic year)  
4 yrs. Brian Wick

Chemical Sciences

8 yrs. Laura Bruck (includes one year seniority for 2018-19 academic year)  
4 yrs. Aaron Lineberry (includes one year seniority for 2018-19 academic year)

Collision Repair Technology

1 .5 yrs. Lonnie Barnes (includes one year seniority for 2018-19 academic year)

Computer Telephony

7 yrs. Travis Matthews

Diesel Equipment Technology

17 yrs. Scott Balding (includes one year seniority for 2018-19 academic year)  
7 yrs. Eric Scheller (includes one year seniority for 2018-19 academic year)

Early Childhood Development

6 yrs. Carla Cadwalader (includes one year seniority for 2018-19 academic year)

Electrical Distribution Systems

5 yrs. Ed Patton (includes one year seniority for 2018-19 academic year)

Electronics Technology

4 yrs. Jay Carter

English

35 yrs. Brenda Phegley (includes one year seniority for 2018-19 academic year)  
24 yrs. William Tucker (includes one year seniority for 2018-19 academic year)  
18 yrs. Winifred Wolven (includes one year seniority for 2018-19 academic year)  
15 yrs. Kelly Payne (includes one year seniority for 2018-19 academic year)  
10 yrs. Mary Morris (includes one year seniority for 2018-19 academic year)

\*/\*\*/\*\*\*/\*\*\*\*/\*\*\*\*\*

= same seniority

Gunsmithing

10 yrs. Brian Wick (includes one year seniority for 2018-19 academic year)

Health Informatics

4 yrs. Jodi Peach (includes one year seniority for 2018-19 academic year)

Health Programs

6 yrs. Pauletta Gullett  
4.5 yrs. Laurie Jenkins (includes one year seniority for 2018-19 academic year)

History

29 yrs. David Denton (includes one year seniority for 2018-19 academic year)  
6 yrs. Andrew McMurray (includes one year seniority for 2018-19 academic year)  
2 yrs. Cynthia Boyce

Humanities

5 yrs. Cynthia Boyce (includes one year seniority for 2018-19 academic year)

Industrial Maintenance Tech

5 yrs. Logan Marshall (includes on year seniority for 2018-19 academic year)

Life Science

32 yrs. Anuradha Roy (includes one year seniority for 2018-19 academic year)  
20 yrs. Richard Poskin (includes one year seniority for 2018-19 academic year)  
19 yrs. Christian Mathews (includes one year seniority for 2018-19 academic year)  
\* 16 yrs. Nixie Hnetkovsky (includes one year seniority for 2018-19 academic year)  
\* 16 yrs. Carrie Brown (includes one year seniority for 2018-19 academic year)  
13 yrs. Nick Short (includes one year seniority for 2018-19 academic year)  
6 yrs. Todd Gill (includes one year seniority for 2018-19 academic year)  
4 yrs. Sarah Bergbower (includes one year seniority for 2018-19 academic year)

\*/\*\*/\*\*\*/\*\*\*\*/\*\*\*\*\*  
= same seniority



Marketing Business Management

25 yrs. David Wilderman (includes one year seniority for 2018-19 academic year)

Mathematics

26 yrs. C. Allen Brown (includes one year seniority for 2018-19 academic year)  
18 yrs. Laurel Cutright (includes one year seniority for 2018-19 academic year)  
12 yrs. Kimberly Schucker (includes one year seniority for 2018-19 academic year)  
8.5 yrs. Mary (Linda) Monge (includes one year seniority for 2018-19 academic year)  
7 yrs. Tammie Bohnhoff (includes one year seniority for 2018-19 academic year)

Medical Office Assistant

\* 10 yrs. Shasta Bennett (includes one year seniority for 2018-19 academic year)  
\* 10 yrs. Amie Mayhall (includes one year seniority for 2018-19 academic year)

Microcomputer Support Specialist

3 yrs. Travis Matthews

Music

6 yrs. Andrew Pittman (includes one-half year seniority for 2018-19 academic year)  
3 yrs. Rebecca Carmack (includes one year seniority for 2018-19 academic year)  
2 yrs. Wade Baker (includes one year seniority for 2018-19 academic year)

Nursing

30 yrs. Carole Fusco (includes one year seniority for 2018-19 academic year)  
26.5 yrs. Kathleen Hudson (includes one year seniority for 2018-19 academic year)  
\* 14 yrs. Brenda Grove (includes one year seniority for 2018-19 academic year)  
\* 14 yrs. Anne Hustad (includes one year seniority for 2018-19 academic year)  
\*\* 13 yrs. Shirley Smithenry (includes one year seniority for 2018-19 academic year)  
\*\* 13 yrs. Angelia Williams (includes one year seniority for 2018-19 academic year)  
12.5 yrs. Cheryl Dill (includes one year seniority for 2018-19 academic year)  
12 yrs. Judith Hudson (includes one year seniority for 2018-19 academic year)  
11.5 yrs. Theresa Marcotte (Associate Dean effective March 14, 2016)

\*/\*\*/\*\*\*\*/\*\*\*\*\*/\*\*\*\*\*

= same seniority

	8 yrs.	Wanda Douglas (includes one year seniority for 2018-19 academic year)
	5 yrs.	Jacy Ghast (includes one year seniority for 2018-19 academic year)
	4 yrs.	Pauletta Gullett (includes one year seniority for 2018-19 academic year)
***	2 yrs.	Megan Bunnage (includes one year seniority for 2018-19 academic year)
***	2 yrs.	Karen Marks (includes one year seniority for 2018-19 academic year)
***	2 yrs.	Beth Wilson (includes one year seniority for 2018-19 academic year)
****	1.5 yrs.	Becky Coleman (includes one year seniority for 2018-19 academic year)
****	1.5 yrs.	Brittany Harris (includes one-half year seniority for 2018-19 year)
*****	1 yr.	Jasmyne Lewis (includes one year seniority for 2018-19 academic year)
*****	1 yr.	Julianna Pickford (includes one year seniority for 2018-19 academic year)

Physics

	20 yrs.	Robert Mason (includes one year seniority for 2018-19 academic year)
	8.5 yrs.	Andrew King (includes one year seniority for 2018-19 academic year)

Psychology

	15 yrs.	John Day
*	10 yrs.	Jason Hortin (includes one year seniority for 2018-19 academic year)
*	10 yrs.	Philip Thorsen (includes one year seniority for 2018-19 academic year)

Radio/TV Broadcasting

13 yrs. Kyle Peach (includes one year seniority for 2018-19 academic year)

Radiography

*	6 yrs.	Carol Kocher (includes one year seniority for 2018-19 academic year)
*	6 yrs.	Lisa Rauch (includes one year seniority for 2018-19 academic year)

Remedial Education

	2 yrs.	Travis Matthews
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Social Services

	4 yrs.	John Day (includes one year seniority for 2018-19 academic year)
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\*/\*\*/\*\*\*/\*\*\*\*/\*\*\*\*\*

= same seniority

### Speech

16 yrs. Jill Winter (includes one year seniority for 2018-19 academic year)  
1 yr. Jessica McDonald (includes one year seniority for 2018-19 academic year)

### Sport Management

2 yrs. Tyler Browning (includes one year seniority for 2018-19 academic year)

### Telecommunications Technology

\* 7 yrs. Jesse Allen (includes one year seniority for 2018-19 academic year)  
\* 7 yrs. Travis Matthews (includes one year seniority for 2018-19 academic year)  
1 yr. Justin Gephart (includes one year seniority for 2018-19 academic year)

### Truck Driving

1.5 yrs. Joseph Brown (includes one year seniority for 2018-19 academic year)

### Welding

8 yrs. Reno Bemont (includes one year seniority for 2018-19 academic year)  
7 yrs. Curtis Marshall (includes one year seniority for 2018-19 academic year)

## **400.6 Non-Bargaining Unit Faculty Seniority List 2018-2019**

### **A. Coal Mining Technology (non-bargaining unit)**

11 yrs. Donald Bennett (includes one year seniority for 2018-19 academic year)  
8 yrs. 3 mo. Phillip Brooks (includes one year seniority for 2018-19 academic year)  
7 yrs. 1 mo. Rick Lamb (includes one year seniority for 2018-19 academic year)  
7 yrs. Leonard Mitchell (includes one year seniority for 2018-19 academic year)  
6.5 yrs. Jayson Hoffman (includes one year seniority for 2018-19 academic year)  
6 yrs. Michael Thomas (Dean of Workforce Ed, effective 9-22-10)  
5 yrs. Michael Woods (includes one year seniority for 2018-19 academic year)  
3.5 yrs. Wesley Taylor (includes one year seniority for 2018-19 academic year)  
1 yr. 2 mo. Joseph Lampley (includes one year seniority for 2018-19 academic year)  
\* 6 mo. Wendy Coles (includes one-half year seniority for 2018-19 academic year)  
\* 6 mo. Calvin Melvin (includes one-half year seniority for 2018-19 academic year)

\*/\*\*/\*\*\*\*/\*\*\*\*\*/\*\*\*\*\*

= same seniority

**400.7. Consideration of Contracts for Chief Executive Officer and Presidents**

**400.8. Approval of Proposed Non-College Employment**

<u>Name</u>	<u>Employer</u>	<u>Hours per Calendar Year</u>
Laurel Cutright	Olive Tree Marketplace Casey, IL	100

**ADDENDUM**

**400.7. Consideration of Contracts for Chief Executive Officer and Presidents**

**A. Administrative**

1. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer
2. Gerald Edgren, Jr., President, Frontier Community College
3. Ryan Gower, President, Lincoln Trail College
4. Rodney Raney, President, Olney Central College
5. Matthew Fowler, President, Wabash Valley College

**400.9. Removal of Faculty Member from the Reemployment of Bargaining Unit Faculty for 2019-2020 Academic Year.**

**A. Tenured Faculty**

1. Brenda Grove

**Board Action to Amend Personnel Report:** Trustee Al Henager made a motion to addend the Personnel Report as recommended. Student Trustee Haylee Neuman seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, and the motion was adopted.

**Board Action to Approve Amended Personnel Report:** Trustee Al Henager made a motion to approve the amended Personnel Report as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18 – “Adjournment”** – Trustee Gary Carter made a motion to adjourn. Student Trustee Haylee Neuman seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 11:46 p.m.

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**Public Comment**



**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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

**None**

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Nursing Test Scores for Ranking Purposes**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 19, 2019  
RE: Nursing Test Scores for Ranking Purposes

Nursing is requesting a change in how students are ranked for entry into the program. Currently, students take the Accuplacer exam that is used in a ranking program that provides a weighted analysis of the test results and integrates the student's GPA and points for science courses into the score. The Accuplacer exam only incorporates writing, reading, and math. Students also take the Test of Essential Academic Skills (TEAS) exam, which has writing, reading, math, and science components. For current ranking purposes, students must reach an overall proficient score for the TEAS exam.

The nursing faculty and administration propose to utilize the TEAS exam scores in each category for ranking in place of the Accuplacer exam. The TEAS exam is more closely related to nursing and healthcare and has a stronger correlation to success in nursing fundamentals. This will also help streamline the ranking process for admission.

By adding the additional science component, the scores have a high correlation to nursing success.

I ask the Board's approval to replace the Accuplacer Placement Exam with the Test of Essential Academic Skills (TEAS) Exam.

TLB/rs

**Agenda Item #8B**

**Readmissions Policy Change**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 19, 2019  
RE: Readmissions Policy Revision

Nursing is recommending a policy change to improve readmission options for Level 1 students into the program.

A student who enters into Level 1 nursing and fails or withdraws has one opportunity to re-enter through a petition process. Basically, a Level 2 student has two opportunities for re-entry compared with one for a Level 1 student. If a Level 2 student earns their LPN license by taking the summer LPN exit, Level 2 students are eligible to return in three years if they hold an unencumbered LPN license and have completed 2,000 hours of work.

The Program proposes the following policy/catalog change to add an additional option for a Level 1 student to be able to re-enter the Program:

IECC nursing students, who have exhausted their petition options and have not obtained a practical nurse license, may reapply to the first year of the program, one time, after five years from the last program exit, without regard to prior academic performance. Applicant will be subject to the following criteria:

1. The student was not dismissed from the program for any safety violations in the clinical setting.
2. The student has not violated any student conduct policies.
3. The student has no violation of critical concerns from the Nursing Student Handbook during their initial time in the program.
4. The student meets program requirements for entry into nursing.

This will assist a very small number of students but bring the policy in line with Level 2 options.

I ask the Board's approval of the addition of a second readmission option for Level 1 students.

TLB/rs



**Agenda Item #8C**  
**Allied Health Testing Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 19, 2019  
RE: Allied Health Testing Fee

For academic year 2018-2019, Allied Health began testing ExamSoft as the software for delivering online testing modules to students. ExamSoft was part of the technology initiative and it has been well received by both students and faculty within the Allied Health Program.

Cost of this testing is \$28.75 per student and for the implementation year, the District paid for the test. The faculty and administration request to implement this fee to begin with the Fall 2019 term.

I ask the Board's approval for this cost recovery fee to be effective Fall 2019.

TLB/rs

**Agenda Item #8D**  
**Meds 2Biz Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 19, 2019  
RE: Meds 2Biz Program

Williams Brothers Pharmacy has recently contacted the District about their Meds2Biz program. Ryan Hawkins, Dana Hart and Tara Buerster met with a Williams Brothers representative. This program would allow all employees to have their maintenance medication delivered directly to their work location once a month. The program would be available at all 4 colleges, the District Office and the West Richland Center. There is no cost to the District or employee for use of the program and would be available to ALL full and part-time employees.

Employees would be provided a new convenient alternative for prescriptions as well as provide an in-network pharmacy to Wabash Valley College employees who currently do not have an in-network pharmacy in Mt. Carmel.

I ask the Board's approval of this Meds 2Biz Program.

TLB/rs

**Agenda Item #8E**  
**Transfer of Property**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 19, 2019  
RE: Transfer of Property

The District currently owns property which adjoins the recently developed hotel property near the Olney Central College campus. Carle Richland Memorial Hospital (CRMH) is exploring the possibility of purchasing this approximately .68 acres for the purpose of constructing a 12,000 to 15,000 square foot medical clinic.

The proposed clinic would have 11 medical providers, approximately 40 staff members, and would provide medical services to 150-200 patients per day. The clinic would also have lab and x-ray services, a nurse midwife, two psychologists and two clinical social workers.

The property owned by the District, combined with an additional purchase of property of the current owner of the hotel property, would allow CRMH to design and build the desired clinic and provide room for future growth.

The construction of this medical clinic enhances our current excellent relationship with CRMH and provides additional training opportunities for students in nursing, radiology, and the certified medical assistant program.

I ask the Board's authorization to have an appraisal of the property. At the April Board meeting, the Board would review the appraisal and decide whether or not to accept any proposed purchase price.

TLB/rs

**Agenda Item #8F**  
**Residency by Employment**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 19, 2019

RE: Residency by Employment

Under Section 1501.505 of the Administrative Rules of the Illinois Community College Board, the District may charge in-district tuition to a student who is an out-of-district resident, but who is employed for at least 35 hours per week by an entity located in the district. This rule also applies to out-of-state residents employed for at least 35 hours per week by an entity located in the district.

It has been the practice of IECC to follow this administrative rule. However, neither the rule nor the practice are described in the finance section of the District catalog. The following is the proposed language to be included in the catalog.

**Residency by Employment**

Students who live outside of the district or are not residents of Illinois, but are employed within the district for at least 35 hours per week or are enrolled in a course that is being provided under terms of a contract for services between the employer and the district.

I ask the Board's approval to include this statement in the District's catalog.

TLB/akb



**Agenda Item #8G**

**Affiliation Agreement – Oakview Nursing & Rehabilitation**

**WVC Basic Nurse Assistant Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 19, 2019  
RE: Affiliation Agreement

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 an affiliation agreement for the Wabash Valley College Basic Nurse Assistant Program with Oakview Nursing and Rehabilitation located in Mt. Carmel, Illinois.

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

TLB/rs

Attachment

AFFILIATION AGREEMENT  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529  
WABASH VALLEY COLLEGE

THIS AGREEMENT made and entered into this 15<sup>th</sup> day of March, 2019, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 WABASH VALLEY COLLEGE (hereinafter referred to as COLLEGE), for its BASIC NURSE ASSISTANT TRAINING PROGRAM (hereinafter referred to as PROGRAM) and OAKVIEW NURSING & REHABILITATION, Mt. Carmel, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the COLLEGE desires to make use of AGENCY's facilities for clinical field training practice by students of the PROGRAM, and

WHEREAS, the AGENCY has agreed to make its facilities available to the PROGRAM students and faculty of the COLLEGE for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the COLLEGE's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean and Faculty of the PROGRAM on behalf of the COLLEGE and the Director 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. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the COLLEGE will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Director will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;
5. COLLEGE will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. Where applicable, the COLLEGE will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current CPR certification, background screen results, drug screen results, immunization record, health examination record, proof of health coverage, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the COLLEGE instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.
7. Persons enrolled and provided instruction at AGENCY shall be COLLEGE students and shall be entitled to all benefits and privileges and subject to all obligations contained in COLLEGE catalog, which is included by reference and made a part of this contract;

8. The COLLEGE shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the COLLEGE's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
9. COLLEGE faculty will:
  - a. be responsible for guiding students and teaching the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the clinical field training objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the Agency; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical field training setting;
10. The AGENCY's Director will coordinate with the COLLEGE faculty to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The College will provide the AGENCY a written set of clinical outcomes/objectives; students will be charged with maintaining evaluation forms to be completed by the AGENCY;
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
12. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the COLLEGE, and will comply with the policies of the AGENCY;
13. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
14. Students are responsible for seeking health care if the need arises. Students are required to carry their own health coverage and are required to pay their own health care fees;
15. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
16. Prior to the use of any AGENCY facilities, under the contemplated program, the COLLEGE 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;
17. The faculty and students of the COLLEGE participating in the clinical field training experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. COLLEGE PROGRAM faculty may be included in demonstrations of new equipment and techniques;
18. The COLLEGE will provide a PROGRAM orientation for the AGENCY staff and PROGRAM students;
19. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
20. 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. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY (See attached Certificate of Insurance);

21. AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.
22. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
23. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the COLLEGE and AGENCY this 15<sup>th</sup> day of March, 2019.

OAKVIEW NURSING & REHABILITATION	ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, WABASH VALLEY COLLEGE
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Executive Director

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Chairman, IECC Board of Trustees

**Agenda Item #9**

**Bid Committee Report**

**TRIO Upward Bound STEM Educational Trip 2019**

## BID COMMITTEE REPORT

March 19, 2019

### TRIO Upward Bound

1. TRIO Upward Bound STEM Educational Trip 2019

TO: Board of Trustees

FROM: Bid Committee

DATE: March 19, 2019

RE: TRIO Upward Bound STEM Educational Trip 2019

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

The Bid Committee recommends acceptance of the low base bid received that meets all specifications from Brightspark Travel for a total of \$88,335.

<b>TRIO Upward Bound STEM Educational Trip 2019</b>	
<b>Company</b>	<b>Total Bid</b>
Adventure Student Travel Kirksville, MO	\$112,033
Brightspark Travel Chicago, IL	\$88,335
Gerber Tours Woodbury, NY	\$74,660

Respectfully submitted,

Terry L. Bruce  
Ryan Hawkins  
Renee Smith

Department: TRIO Upward Bound.

Source of Funds: The TRIO Upward Bound programs are 100% funded through three grants by the U.S. Department of Education for \$374,681, \$328,912 and \$315,155 with 0% of the cost for the programs financed by non-governmental sources. Bid award is subject to approval by Illinois Eastern Community Colleges.

Rationale for Purchase: The proposal from Brightspark Travel meets the specifications required in the bid at the most cost effective price based on the three (3) bids received.

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



**Specifications for: TRIO Upward Bound STEM Educational Trip 2019**

**Illinois Eastern Community College District #529**

**and TRIO Upward Bound**

**Award #P047A170026, #P047A170027 & #P047A171211**

*Please bid one “all-inclusive” price for entire trip, which would include all amenities, activities, transportation, etc., for items listed in these specifications.*

**Trip to:** Chicago, Illinois.

**Depart from:** Olney Central College, 305 N. West Street, Olney, IL 62450 – Tuesday, July 9, 2019.

**Return to:** Olney Central College, 305 N. West Street, Olney, IL 62450 – Thursday, July 11, 2019.

**Accommodations:** Up to 150 students (quad occupancy) with two (2) double beds (students). Up to 15 Staff (double occupancy) with two (2) double beds (staff). (All rooms are to be located together as hotel allows).

**Activities/attractions must reflect the following:**

- Museum of Science and Industry w/Omnimax Theater
- Giordano’s
- Blue Man Group
- 90 Min Tour – Chicago Architecture Foundation – Explore Chicago
- Navy Pier
- Seadog Cruise
- Medieval Times
- Shedd Aquarium
- Soldier Field Stadium Tour
- Skydeck Chicago
- Woodfield Mall

**College visits:** Required to have at least two (2) university tours sometime during the course of the trip such as DePaul University, University of Chicago or University of Illinois - Chicago, etc.

**Transportation:** Charter buses for up to 165 passengers, TV/DVD on each motor coach, Wi-Fi included.

**Lodging:** Two (2) night's stay in or around Chicago, IL. (Hotel must have breakfast available to accommodate our group. (No outside door access from guest rooms)).

**Meals all included in price:** Meal allowances are acceptable, no less than \$15.00 per person/per meal. However, there must be at least three (3) group meals, one of which may include dinner on Spirit Cruises.

**Security:** Security guards on each floor where student rooms are located in addition to 24-hour emergency service.

**Tour guides:** Two (2) professional tour guide directors (two guides/per day).

**Additional services:** Planning and booking of activities

- Backpacks for participants optional
- Emergency tags/lanyards with 24-hour service contact information optional
  - Health & accident insurance is required (per participant)
    - Liability insurance is required
      - Trip resource manual
      - Trip delay protection
    - \$1 million trip protection plan
- Bus drivers' and tour guides' rooms plus daily per diem and incidentals should be included in bid price
- All taxes and gratuities should be included in the bid price

**THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

*Please submit one "all-inclusive" price for all amenities/activities in the proceeding specifications.*

**Bid Form (Award #P047A170026, #P047A170027 & #P047A171211)**

TOTAL BID \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

The TRIO Upward Bound programs are 100% funded through three grants by the U.S. Department of Education for \$374,681, \$328,912 and \$315,155 with 0% of the cost for the programs financed by non-governmental sources. Bid award is subject to approval by Illinois Eastern Community Colleges.

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
February 28, 2019**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$6,558,966.34</b>
<b>Operations &amp; Maintenance</b>	<b>\$970,209.20</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$766,074.10</b>
<b>Bond &amp; Interest</b>	<b>\$462,342.50</b>
<b>Auxiliary</b>	<b>\$644,967.69</b>
<b>Restricted Purposes</b>	<b>(\$221,989.81)</b>
<b>Working Cash</b>	<b>\$180,097.60</b>
<b>Trust &amp; Agency</b>	<b>\$473,894.60</b>
<b>Audit</b>	<b>(\$4,391.29)</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$735,031.90</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$10,565,202.83</u></b>

**Respectfully submitted,**

**Ryan Hawkins, Treasurer**

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**February 28, 2019 & 2018**

	<b>ALL FUNDS</b>	
	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2018</b>
<b>ASSETS:</b>		
CASH	\$ 10,565,203	\$ 13,036,536
IMPREST FUND	21,300	21,300
CHECK CLEARING	12,500	12,500
CDB PROJECT TRUST	75,628	-
INVESTMENTS	18,750,000	17,590,000
RECEIVABLES	2,122,793	3,191,586
INVENTORY	452,424	507,898
OTHER ASSETS	462,250	456,087
FIXED ASSETS (Net of Depr)	16,290,104	17,349,514
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b><u>\$ 48,752,202</u></b>	<b><u>\$ 52,165,421</u></b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ 195,385	\$ 214,499
ACCOUNTS PAYABLE	327,847	127,312
ACCRUED EXPENSES	-	-
INTERFUND PAYABLES	-	-
DEFERRED REVENUE	102,079	94,189
L-T DEBT GROUP (FUND 9)	7,370,668	9,391,550
OPEB (Prior Year Restated for GASB 75 Implementation)	15,228,583	15,463,329
<b>TOTAL LIABILITIES:</b>	<b><u>23,224,562</u></b>	<b><u>25,290,879</u></b>
<b>FUND BALANCES:</b>		
FUND BALANCE	26,225,555	29,212,415
INVESTMENT IN PLANT (Net of Depr)	16,290,104	17,349,514
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(22,599,251)	(24,854,879)
RESERVE FOR ENCUMBRANCES	5,611,232	5,167,492
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b><u>25,527,640</u></b>	<b><u>26,874,542</u></b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b><u>\$ 48,752,202</u></b>	<b><u>\$ 52,165,421</u></b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 For the Periods Ended February 28, 2019 & 2018

	FY 2019 YEAR-TO-DATE	FY 2018 YEAR-TO-DATE
REVENUES:		
LOCAL GOVT SOURCES	\$ 6,949,782	\$ 6,632,184
STATE GOVT SOURCES	6,683,092	8,138,161
STUDENT TUITION & FEES	13,258,145	13,026,468
SALES & SERVICE FEES	2,439,080	2,512,475
FACILITIES REVENUE	20,332	10,051
INVESTMENT REVENUE	216,672	123,831
OTHER REVENUES	942,240	212,389
TOTAL REVENUES:	<u>30,509,343</u>	<u>30,655,559</u>
EXPENDITURES:		
INSTRUCTION	6,951,238	6,781,666
ACADEMIC SUPPORT	317,140	315,529
STUDENT SERVICES	1,071,147	1,001,579
PUBLIC SERV/CONT ED	13,997	2,530
OPER & MAINT PLANT	1,956,107	2,134,838
INSTITUTIONAL SUPPORT	6,899,784	6,216,500
SCH/STUDENT GRNT/WAIVERS	5,662,906	5,240,050
AUXILIARY SERVICES	3,863,448	3,567,619
TOTAL EXPENDITURES:	<u>26,735,767</u>	<u>25,260,311</u>
TRANSFERS AMONG FUNDS:		
INTERFUND TRANSFERS	-	-
TOTAL TRANSFERS AMONG FUNDS:	<u>-</u>	<u>-</u>
NET INCREASE/DECREASE IN NET ASSETS	<u>\$ 3,773,576</u>	<u>\$ 5,395,248</u>

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

College	Category	FISCAL YEAR 2017			FISCAL YEAR 2018			FISCAL YEAR 2019			% of Year
		Anticipated Budget	Spent Thru February	% of Bdgt	Anticipated Budget	Spent Thru February	% of Bdgt	Anticipated Budget	Spent Thru February	% of Bdgt	
Frontier	Bills		\$ 1,265,261			\$ 1,161,276			\$ 1,244,304		
	Payroll		1,337,177			1,322,832			1,361,391		
	Totals	\$ 4,089,274	2,602,438	64%	\$ 4,189,416	2,484,108	59%	\$ 4,550,604	2,605,695	57%	67%
Lincoln Trail	Bills		1,396,911			1,494,267			1,588,211		
	Payroll		1,332,196			1,397,525			1,440,119		
	Totals	\$ 4,198,705	2,729,107	65%	\$ 4,531,653	2,891,792	64%	\$ 4,788,234	3,028,330	63%	67%
Olney Central	Bills		1,581,908			1,667,520			1,704,664		
	Payroll		2,675,638			2,797,776			2,789,653		
	Totals	\$ 7,158,163	4,257,546	59%	\$ 7,303,330	4,465,296	61%	\$ 7,449,755	4,494,317	60%	67%
Wabash Valley	Bills		2,229,538			2,041,916			2,235,783		
	Payroll		1,925,621			1,807,796			1,903,637		
	Totals	\$ 6,124,837	4,155,159	68%	\$ 6,136,568	3,849,712	63%	\$ 6,236,897	4,139,420	66%	67%
Workforce Educ.	Bills		2,349,274			2,021,475			2,207,940		
	Payroll		750,911			675,215			653,256		
	Totals	\$ 5,106,047	3,100,185	61%	\$ 4,869,942	2,696,690	55%	\$ 4,258,339	2,861,196	67%	67%
District Office	Bills		203,958			214,575			225,016		
	Payroll		690,066			690,699			734,221		
	Totals	\$ 1,349,414	894,024	66%	\$ 1,614,463	905,274	56%	\$ 1,519,023	959,237	63%	67%
District Wide	Bills		1,076,927			1,117,674			1,399,316		
	Payroll		531,735			524,770			560,037		
	Totals	\$ 2,339,438	1,608,662	69%	\$ 2,705,152	1,642,444	61%	\$ 2,883,536	1,959,353	68%	67%
<b>GRAND TOTALS</b>		<b>\$30,365,878</b>	<b>\$ 19,347,121</b>	<b>64%</b>	<b>\$31,350,524</b>	<b>\$18,935,316</b>	<b>60%</b>	<b>\$31,686,388</b>	<b>\$20,047,548</b>	<b>63%</b>	<b>67%</b>



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**February 28, 2019**

	<b>FY 2019</b>		<b>FY 2018</b>		<b>Increase (Decrease)</b>	
	<b>Amount</b>	<b>% of Total</b>	<b>Amount</b>	<b>% of Total</b>	<b>\$</b>	<b>%</b>
Salaries	\$ 9,442,314	47.10%	\$ 9,216,613	48.49%	\$ 225,701	2.449%
Employee Benefits	1,849,923	9.23%	1,769,903	9.36%	80,020	4.521%
Contractual Services	782,422	3.90%	521,022	1.97%	261,400	50.171%
Materials	1,088,454	5.43%	957,862	5.42%	130,592	13.634%
Travel & Staff Development	127,306	0.64%	107,614	0.57%	19,692	18.299%
Fixed Charges	122,266	0.61%	127,805	0.76%	(5,539)	-4.334%
Utilities	802,342	4.00%	865,788	4.51%	(63,446)	-7.328%
Capital Outlay	93,134	0.46%	47,619	0.17%	45,515	95.582%
Other	5,739,387	28.63%	5,321,090	28.76%	418,297	7.861%
	<u>\$ 20,047,548</u>	<u>100.00%</u>	<u>\$ 18,935,316</u>	<u>100.00%</u>	<u>\$ 1,112,232</u>	<u>5.874%</u>

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** March 15, 2019

**RE:** Personnel Report

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

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Resignation Ratification**
- 400.3. Retirement Ratification**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### B. Professional Non-Faculty, Exempt

1. Lindsey Buck, TRIO/Upward Bound Coordinator, DO/OCC, effective March 25, 2019, contingent upon continued grant funding and background check approval.

## 400.2. Resignation Ratification

### A. Faculty

- 1 Phillip Brooks, Workforce Education Instructor, effective June 1, 2019.
2. Brenda Grove, Assistant Professor, LTC, effective March 4, 2019.

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

1. Destiny Stambaugh, Coordinator of Financial Aid, LTC, effective March 20, 2019.

## 400.3. Retirement Ratification

### A. Faculty

1. Judith Hudson, Associate Professor, WVC, effective June 29, 2019.



**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**

