

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

IECC Board of Trustees Meeting

Tuesday, October 17, 2023



Location:

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

**Dinner – 5:30 p.m.
Meeting – 6:15 p.m.**

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

**Illinois Eastern Community Colleges
Board Agenda**

Tuesday, October 17, 2023

6:15 p.m.

Wabash Valley College- WVC Cafeteria

2200 College Drive

Mt. Carmel, IL 62863

1. Call to Order & Roll Call Chairman Carter

2. Welcome from the Chair Chairman Carter

3. Recognition of Visitors and Guests President Fowler

- 3.A. Visitors and Guests

- 3.B. IECEA Representative

4. Bond Hearing- Chairman Carter
"Conduct of Public Hearing concerning the intent of the Board of Trustees to sell \$6,500,000 Funding Bonds for the purpose of paying claims against the District"

5. Public Comments

6. Reports

- 6.A. Trustees

- 6.B. Chancellor

- 6.C. Presidents & Divisions

7. Approval of Consent Agenda Chancellor Gower

7.A.	Disposition of Minutes	5
7.B.	College Treasurer Policy	14
7.C.	Policy 700.1 College Auxillary Services	16
7.D.	Assignment of Credit Hour Policy	18
7.E.	Corrected 2023-2025 Academic Calendar	21
8.	Action on Items Removed from Consent Agenda	Chancellor Gower
9.	Policy First Reading (and Possible Approval)	Chancellor Gower
10.	Policy Second Reading	Chancellor Gower
11.	Staff Recommendations for Approval	
11.A.	Resolution of Intent- <i>“Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in a principal amount not to exceed \$6,500,000 for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law”</i>	Chancellor Gower 24

11.B. Lease for Crawford County Recreation Center	Chancellor Gower	36
11.C. Electrical Distribution Systems Course Fees	Chancellor Gower	37
11.D. Health & Dental Insurance	Chancellor Gower	38
11.E. Resolution of Support- FCC Bobcat Den	Chancellor Gower	42
12. Bid Committee Report A. FCC New Dry Van Trailer	Chancellor Gower	44
13. District Finance	Mr. Hawkins	
13.A. Financial Report		50
13.B. Approval of Financial Obligations		
14. Executive Session	Chancellor Gower	
15. Approval of Executive Session Minutes	Chancellor Gower	
15.A. Written Executive Session Minutes		
15.B. Audio Executive Session Minutes		
16. Approval of Personnel Report	Ms. McDowell	59
17. Collective Bargaining	Chancellor Gower	
18. Litigation	Chancellor Gower	
19. Other Items		
20. Adjournment		

IECC Board of Trustees Meeting
Tuesday, September 19, 2023 6:15 PM Central

Banquet Room - Olney Central College
305 N. West Street
Olney, IL 62450

Guadalupe Amicone: Present
Susan Batchelor: Present
John Brooks: Absent
Roger Browning: Present
Gary Carter: Absent
Brenda Culver: Present
Jan Ridgely: Present
Barbara Shimer: Present
Present: 6, Absent: 2.

Also present at the meeting, in addition to trustees:

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

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

1. Call to Order & Roll Call – Vice Chair Brenda Culver called the meeting to order at 6:15 p.m. and directed the Board Secretary Sonja Holtz to call the roll.

2. Welcome from the Chair – Vice Chair Culver welcomed all who were present for the meeting.

3. Recognition of Visitors and Guests

3.A. Visitors and Guests - None

3.B. IECEA Representative – Rob Mason was present and announced that this would be his last meeting as IECEA President. Mr. Mason thanked the Board for all of their support during his service to the association.

4. Budget Hearing

Motion to recess the regular meeting at 6:16 p.m. the regular meeting to convene a budget hearing on this 19th day of September 2023. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

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

Yea: 5, Nay: 0, Absent: 2

Motion to hold a budget hearing to receive public comments on the FY2023 Budget of the District. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

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

Yea: 5, Nay: 0, Absent: 2

Motion to adjourn the budget hearing at 6:18 p.m. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

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

Yea: 5, Nay: 0, Absent: 2

5. Public Comments – Members of the Frontier Community College Foundation were present to communicate their support and willingness to partner with the IECC Board of Trustees on the construction of the Bobcat Den at FCC’s campus.

6. Reports

6.A. Trustees - None

6.B. Chancellor – No additional information to his previously sent report.

6.C. Presidents – Reports were presented by the Presidents.

6.D. Division Report - None

6.E. Decennial Committee – Chancellor Gower conducted a meeting and report of the Decennial Committee.

7. Approval of Consent Agenda

Motion to approve the consent agenda as presented. This motion, made by Jan Ridgely and seconded by Roger Browning, Carried.

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

Yea: 5, Nay: 0, Absent: 2

7.A. Disposition of Minutes – Open meeting minutes as prepared for the regular meeting held Tuesday, August 15, 2023 were presented for approval.

7.B. Student Complaint Log – Chancellor Gower submitted the FY2023 student complaint log for acceptance.

7.C. 2023 Annual Security Report – Chancellor Gower asked for approval of the 2023 Annual Security Report. The report contains crime information for the past three years, relevant policy statements, training and educational programming relating to campus safety and security, crime prevention, alcohol and drug use, and sexual misconduct.

7.D. Policy 200.3 Information Technology Change Management – minor clarifications and revisions were made to the policy.

7.E. Policy 500.17 Campus Safety & Security – minor clarifications and revisions were made to the policy.

8. Action on Items Removed from Consent Agenda - None

9. Policy First Reading (and Possible Approval)

10. Policy Second Reading

10.A. Policy 500.40 First-Year Housing

First-Year Housing Policy (500.40)

Illinois Eastern Community Colleges (IECC) is committed to fostering student success and providing a supportive and engaging learning environment. Research demonstrates the numerous positive effects of college-affiliated living, including improved academic performance, enhanced satisfaction with faculty, and a stronger sense of student community. The structured living arrangements offered by college-affiliated housing also aid in student maturation and prepare them for independent living in the future.

In consideration of the benefits of college-affiliated residency, IECC requires all full-time, non-resident first-year students to reside in college-affiliated housing unless an exemption applies.

Exemptions to the Housing Requirement

1. Students who have been residents of District 529 for at least one calendar year prior to the start of the academic term.
2. Students who reside within a 60-mile radius of the College at their parent's or legal guardian's permanent address (verification may be required).
3. Students enrolled in fewer than 12 credit hours.
4. Students exclusively enrolled in online courses each semester.
5. Students aged 21 or older at the start of the academic term.
6. Students living with a spouse or qualifying domestic partner.
7. Students living with their legal dependents.
8. Veterans of the U.S. military (submission of DD214 may be required).
9. Students who have previously lived in college-affiliated housing for two semesters or earned at least 30 credit hours (excluding dual credit) with IECC or another post-secondary institution.
10. Students with documented medical needs which cannot be accommodated in available college-affiliated housing.
11. Other as exempted by the Registrar.

Exemption Process

To request an exemption from the housing requirement, students must complete an exemption form provided by the Registrar's Office. This form should be submitted with documented verification of meeting any of the above criteria by July 1 for Fall enrollment and December 1 for Spring enrollment.

Housing Options

A list of available housing options can be found on the IECC website. We are committed to ensuring a positive and successful college experience for our students, and college-affiliated living is an integral part of this mission.

Motion to approve the foregoing policy as recommended. This motion, made by Barbara Shimer and seconded by Jan Ridgely, Carried.

John Brooks: Absent, Gary Carter: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea; Student Advisory Vote: Yea Yea: 5, Nay: 0, Absent: 2

11. Staff Recommendations for Approval

11.A. Final Budget FY'24 – The final budget for fiscal year 2024 was reviewed. The Chancellor recommended adoption of the following resolution approving the FY2023 budget. For Fiscal Year 2024, the Operating expenditures of the budget compared to Fiscal Year 2023 are as follows:

	<u>FY24</u>	<u>FY23</u>
Education Fund	\$29,965,366	\$30,984,634
Operations & Maintenance Fund	<u>\$ 4,516,305</u>	<u>\$ 4,096,490</u>
Total Operating Funds	\$34,481,671	\$35,081,24

**COMMUNITY COLLEGE DISTRICT BUDGET
STATE OF ILLINOIS
For Fiscal Year 2024**

Budget of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

WHEREAS the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 19th day of September 2023, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with:

NOW, THEREFORE, be it Resolved by the Board of Trustees of said district as follows:

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2023 and ending June 30, 2024.

Section 2. That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said Fiscal Year.

**FISCAL YEAR 2024 BUDGET
SUMMARY STATEMENT OF OPERATING FUNDS
REVENUES AND EXPENDITURES**

EDUCATIONAL FUND	
Revenue	\$30,814,337
Expense	(29,660,066)
Transfer – Out	(2,375,261)
Excess (Deficiency)	(1,220,990)

Transfer – In	486,000
Reserve for Contingencies	(250,000)
Cash Balance – Beg. of Year	7,464,076
Cash Balance – End of Year	6,479,086
OPERATIONS & MAINTENANCE FUND	
Revenue	\$3,295,300
Expense	(4,476,428)
Transfer – Out	0
Excess (Deficiency)	(1,181,128)
Transfer – In	60,000
Reserve for Contingencies	(25,000)
Cash Balance – Beg. of Year	2,574,643
Cash Balance – End of Year	1,428,515
TOTAL OPERATING FUNDS	
Revenue	\$34,109,637
Expense	(34,136,494)
Transfer – Out	(2,375,261)
Excess (Deficiency)	(2,402,118)
Transfer – In	546,000
Reserve for Contingencies	(275,000)
Cash Balance – Beg. of Year	10,038,719
Cash Balance – End of Year	7,907,601

The official budget, which is accurately summarized in this document, was approved by the Board of Trustees on September 19th, 2023.

Motion to approve the Fiscal Year 2024 Budget for Illinois Eastern Community Colleges as presented. This motion, made by Roger Browning and seconded by Jan Ridgely, Carried. John Brooks: Absent, Gary Carter: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea; Student Advisory Vote: Yea Yea: 5, Nay: 0, Absent: 2

11.B. Tax Abatement Proposal City of Robinson – The tax abatement five year resolution by the Robinson Crawford County Enterprise Zone is a strategy to incentivize development and stimulate economic growth in their newly expanded territory.

TAX ABATEMENT RESOLUTION

Whereas the City of Robinson and Crawford County face a significant shortage of residential housing to meet the housing and employment needs of local employers; and

Whereas the City of Robinson and Crawford County have recently adopted Ordinances to expand the boundaries of the Robinson Crawford Enterprise Zone and to expand benefits available within the enterprise zone; and

Whereas the adopted Ordinance would extend enterprise zone benefits to existing and new single-family and multi-family residential properties, including sales tax exemptions, investment tax credits, and property tax abatements designed to address the significant shortages of residential housing within the Robinson Crawford County Enterprise Zone; and

Whereas the extension of the property tax abatements to residential housing within the enterprise zone requires the approval of the taxing districts within the Robinson Crawford Enterprise Zone;

Therefore be it resolved that the ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 does hereby amend its property tax abatement schedule within the Robinson Crawford Enterprise Zone as follows:

The Board of ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 does hereby adopt this Resolution as follows:

The County Clerk of Crawford County, Illinois, is hereby directed to abate ad valorem taxes imposed upon real property located within the Robinson Crawford Enterprise Zone as the result of the Establishment of an Enterprise Zone in the City of Robinson and Crawford County, Illinois subject to the Enterprise Zone Act of the State of Illinois effective January 1, 2020.

Ordinance adopted by the City Council of the City of Robinson, Crawford County, Illinois on September 11, 2018 as Ordinance Number 2018-0 – 26 and Ordinance adopted by the County Board. Crawford County, Illinois on September 13, 2018 as Ordinance Number 2108-0-004 and as subsequently amended by City of Robinson Ordinances 2020-O-35, 2021-O-13, 2021-O-14, 2023-LO-42, and 2023-O-43, and Resolutions and Ordinances of Crawford County 2020-R-004, 2021-R-008, 2023-O-001 and 2023-O-002, on which new improvements shall be renovated or rehabilitated, subject to the following conditions:

- a) No abatement shall be applicable to any such improvement project located within the boundaries of a Tax Increment Redevelopment Project District.
- b) Any abatement of taxes on any parcel shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements in such parcel.
- c) Such abatement shall be allowed only for new and existing single-family and multi-family residential, commercial and industrial property located within the zone area;
- d) Such abatement of taxes on any parcel shall be for, and only for, the taxes attributable to an increased assessed valuation of the parcel for the taxing period immediately preceding the issuance of a building permit for the qualified construction and renovation or rehabilitation.
- e) Such abatement shall be at the rate of 100 percent of the taxes for a period of five years, beginning with the first year in which the improvements are fully assessed. Such is limited to the term of the Robinson Crawford Enterprise Zone.

This resolution shall supersede the Resolution adopted at its regular held meeting on March 17th, 2020. This Resolution shall not affect any property tax abatement in effect at the time of

adoption of the Resolution and any such property tax abatement shall remain in effect under its original term.

Motion to approve the tax abatement proposal for the City of Robinson as presented. This motion, made by Guadalupe Amicone and seconded by Jan Ridgely, Carried.

John Brooks: Absent, Gary Carter: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea
Yea: 5, Nay: 0, Absent: 2

12. Bid Committee Report

Motion to approve the acceptance of the bid received from Grunloh Construction in the amount of \$2,400,330 for the Athletic Training Facility at the Lincoln Trail College. This motion, made by Roger Browning and seconded by Barbara Shimer, Carried.

John Brooks: Absent, Gary Carter: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea; Student Advisory Vote: Yea
Yea: 5, Nay: 0, Absent: 2

13. District Finance

Motion to approve payment of district financial obligation for September 2023 in the total amount of \$1,601,225.18. This motion, made by Susan Batchelor and seconded by Jan Ridgely, Carried.

John Brooks: Absent, Gary Carter: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea; Student Advisory Vote: Yea
Yea: 5, Nay: 0, Absent: 2

14. Executive Session – The Board of Trustees went into executive session under Open Meetings Act exceptions 2(c)(1) Employment/Appointment Matters, 2(c)(2) Collective Negotiating Matters, and 2(c)(12) Litigation at 7:12 p.m. and the executive session was adjourned at 7:38 p.m. and returned to regular session.

Motion to enter Executive Session at 7:12 p.m. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

John Brooks: Absent, Gary Carter: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea; Student Advisory Vote: Yea
Yea: 5, Nay: 0, Absent: 2

Motion to adjourn Executive Session at 7:38 p.m. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

John Brooks: Absent, Gary Carter: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea; Student Advisory Vote: Yea
Yea: 5, Nay: 0, Absent: 2

15. Approval of Executive Session Minutes - None

16. Approval of Personnel Report

400.1 Employment of Personnel

A. Professional, Non-Faculty, Non-Exempt

1. Denise Givens, TRIO Upward Bound Counselor, OCC effective September 25, 2023

400.2 Change in Status

A. Administrative

1. Cassandra Goldman, Program Director of International Students to Dean of Students effective September 25, 2023
2. Michael Conn, Dean of Instruction, OCC to Director of CETL, DO effective September 25, 2023

B. Professional, Non-Faculty, Exempt

1. Julie Auteberry, Adult Education Professional Development to TRIO Upward Bound Coordinator, WVC effective October 2, 2023
2. Amanda Kotch, Coordinator, International Students, Athletics, & Student Activities, FCC to Distance Learning Specialist, FCC effective September 25, 2023
3. Amanda Nelson, TRIO Upward Bound Counselor, OCC to Academic Advisor, OCC effective October 9, 2023

C. Professional, Non-Faculty, Non-Exempt

1. Reilly Baumgart, Director of Business, WVC to Payroll Coordinator, DO effective September 25, 2023

D. Classified, Non-Exempt

1. Paula Peach, Part-time to Full-time Library Assistant, WVC effective September 25, 2023

400.3 Special Assignments

400.4 Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Kristina Isaac	St. Vincent Ascension Evansville, IN	14
	Allendale School CCSD 17 Allendale, IL	3
Megan Bunnage	St. Vincent Evansville Women's & Children's Hospital	52

400.5 Educational Level Change

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Steve Hnetkovsky	MA	MA+12	\$1,000
Sarah Bergbower	MA+48	PhD	\$2,000

400.6 Resignation Ratification

- 1. Michael Patilla, LTC Music Instructor effective December 31, 2023
- 2. Krista Barber, Nursing Instructor, OCC effective September 5, 2023
- 3. Caleb Dunn, Operations & Maintenance, FCC effective September 15, 2023

400.7 Honorable Dismissal

- 1. Ashley Bigard, Title III Project Director, OCC effective September 29, 2023 due to expiration of OCC Title III Grant

Motion to approve the personnel report as presented. This motion, made by Guadalupe Amicone and seconded by Susan Batchelor, Carried.

John Brooks: Absent, Gary Carter: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea; Student Advisory Vote: Yea
Yea: 5, Nay: 0, Absent: 2

17. Collective Bargaining - None

18. Litigation - None

19. Other Items - None

20. Adjournment

Motion to adjourn at 7:41 p.m. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

John Brooks: Absent, Gary Carter: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea; Student Advisory Vote: Yea
Yea: 5, Nay: 0, Absent: 2

Approved: Chairman: _____

Secretary: _____

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: October 17, 2023
RE: College Board Treasurer Policy

This policy, based on its last revision date, was targeted for review via the policy and procedure monitoring process formalized earlier this year. Upon review, the policy remains accurate with minor revisions recommended for clarification purposes. Considering the Board Treasurer is appointed by the Board of Trustees, a recommendation was made to move the policy from the 300 series (Business) to the 100 series (Board), to be renumbered as 100.39.

The proposed revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve elimination of Policy 300.5 and the subsequent creation of Policy 100.39 as presented.

RG/sc

Attachment

BUSINESS--300-BOARD – 100

College Board Treasurer (300.5 100.39)

Date Adopted: December 19, 1989

Revised: April 19, 2016

Revised: October 17, 2023 (Pending Board Approval)

The Board of Trustees shall appoint a Treasurer ~~who shall serve at the pleasure of the Board.~~ ~~who~~ The Treasurer shall not be a member of the Board, as required by the Public Community College Act 110 ILCS 805/3-18, and ~~who~~ shall be bonded as required ~~by and in accordance with~~ 110 ILCS 805/3-19. The Board of Trustees shall pay the premium on the bond from funds of the District.

~~The Treasurer shall make a monthly financial report to the Board of Trustees.~~

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: October 17, 2023
RE: College Auxiliary Services, Policy 700.1

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

The proposed revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 700.1 as presented.

RG/rh

Attachment

AUXILIARY SERVICES - 700

College Auxiliary Services (700.1)

Date Adopted: March 21, 1995

Revised: October 17, 2023 (Pending Board Approval)

Athletics

The Board of Trustees endorses a competitive intercollegiate program of athletics to serve as a complement to the regular educational program.

Food Service

A food service program may be provided at each college. It is the policy of the District to contract this service to a regulative or a catering service, or to operate the service as an auxiliary fund activity.

Student Insurance

Individual sStudent insurance is not made available through the **college District**. Illinois Eastern Community College's students are responsible for their own insurance coverage. Trips of a special nature will be examined for special riders to cover tours and organized activities of this nature. The District does provide accident co-insurance for inter-collegiate athletes, **professional liability coverage for clinical settings, and accident insurance.**

Transportation

Transportation involving use of **college or** District vehicles will have a direct relationship to the college program or District business.

Resale Accounts

Resale accounts are established to provide accountability of purchases made for a department, which is unique to that department and then resold.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: October 17, 2023
RE: Assignment of Credit Hour Policy

The Illinois Community College Board (ICCB) has strict guidelines for the assignment of academic credit. IECC has Policy 500.7 (Policy for the Assignment of Credit) which has been reviewed, and minor revisions have been recommended and approved by Cabinet. The revisions lend greater clarity to “contact hours: and required contact hours based on course type. Most significantly, Cabinet recommends this policy be moved from section 500 (Student) of the Policy Manual to section 800 (Instruction).

I would ask the Board to approve the elimination of Policy 500.7 and the subsequent creation of Policy 800.8 (Credit Hour Policy).

RG/sc

Attachment

STUDENT- 500

Policy for the Assignment of Credit Hour Policy (500-7 800.8)

Date Adopted: December 19, 1989

Revised: October 21, 2014

Revised: June 20, 2017

Revised: TBD (Pending Board Approval)

Illinois Eastern Community Colleges defines a credit hour as “An amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than 45 hours of combined classroom/laboratory and study time for each semester hour.” This definition ~~Illinois Eastern Community Colleges assigns credit hours based on~~ is in accordance with commonly accepted practices in higher education and ICCB Administrative Rules Section 1501.309 ~~where credit hours shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour.~~ Courses, regardless of modality or instructional method, will be consistent in the assignment of credits, rigor, quality, assessment, and learning outcomes.

~~All courses offered for credit will:~~

- ~~1. meet standards for class contact hours,~~
- ~~2. meet expected hours for out of class student work regardless of the mode of instruction and/or length of term, and,~~
- ~~3. achieve intended learning outcomes.~~

Time Requirements

The following illustrates the semester hours required for one credit hour.

Course Type	Instructional Contact Hours*	Out-of-class Student Prep/Study Hours	Total Semester Hours (= 1 Semester Credit Hour)
Lecture	15	30	45
Laboratory	30	15	45
Clinical Practicum	30 – 60	15 – 30	45 – 90
Internship	75 – 149	N/A	75 – 149

*1 contact hour = 50 minutes

Fall and spring semesters are equal to 15 weeks of instruction; shorter periods of instruction adhere to the same credit hour policy.

~~Courses will be consistent in the assignment of credits, scope, quality, assessment, and expected learning outcomes with other courses with the same course title and number.~~

~~A. Lecture: One semester hour of college credit will be awarded for each 15 hours of lecture (750 minutes instructional time, not including testing). It is assumed that two hours of outside study will be invested for each classroom contact hour.~~

~~B. Laboratory: One semester hour of college credit will be awarded for each 30-45 hours of laboratory experience. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.~~

~~C. Internship/Nonclinical Practicum: One semester hour of college credit will be awarded for each 75-149 hours of internship/practicum experience.~~

~~D. Clinical Practicum: One semester hour of credit for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested for each two clinical practicum contact hours.~~

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: October 17, 2023
RE: 2023-2025 Academic Calendar

In preparation for the publication of spring semester 2024 dates to the website, the registrar's office noted an error in the "Last Day to Withdraw from Courses" as published in the 2023-2025 Academic Calendar and previously approved March 2022. Consequently, the Academic Calendar has been corrected to reflect April 19 (rather than March 19) as the last day students may withdraw from classes.

This correction has been approved by Cabinet and I would ask the Board for approval as well.

RG/lb

Attachment

Academic Calendar

2023-2025

2023 Fall Semester

August.....10-11	Faculty Workshop
August.....14-16	Registration, Testing
August.....17	First Day of Classes
September.....4	Colleges Closed. Labor Day
September.....18	Constitution Observance Day. Classes in session
October.....9	Colleges Closed. Columbus Day
October.....10	No Classes. District Faculty/Staff Professional Development Day
October.....12	Midterm
November.....10	Colleges Closed. Veteran's Day Observed
November.....22	Last Day to Withdraw from Courses
November.....23-24	Colleges Closed. Thanksgiving
December.....8	Last Day of Classes
December.....11-14	Final Exams
December.....15	Last Day of Semester.

(Colleges closed December 19, 2023 – January 1, 2024. Winter Break)

2024 Spring Semester

January.....2	Colleges Open
January.....3	Faculty Workshop
January.....4-5	Registration, Testing
January.....8	First Day of Classes
January.....15	Colleges Closed. Martin Luther King, Jr. Day
February.....19	Colleges Closed. President's Day
March.....1	Midterm
March.....4	No Classes. Casimir Pulaski Holiday
March.....5-10	No Classes. Spring Break
March.....19	Last Day to Withdraw from Courses
March.....29	Colleges Closed. Spring Holiday
April.....19	Last Day to Withdraw from Courses
May.....3	Last Day of Classes
May.....6-9	Final Exams
May.....10	Last Day of Semester/Graduation

2024 Intersession

May.....13	First Day of Classes
May.....21	Midterm
May.....27	Colleges Closed. Memorial Day
May.....30	Last Day to Withdraw from Courses
May.....31	Last Day of Intersession

2024 Summer Session

June.....3	First Day of Classes
June.....19	Colleges Closed. Juneteenth
June.....28	Midterm
July.....4	Colleges Closed. Independence Day
July.....19	Last Day to Withdraw from Courses
July.....26	Last Day of Classes
July.....29-30	Finals

2024 Fall Semester

August	7-8	Faculty Workshop
August	9,12-14	Registration, Testing
August	15	First Day of Classes
September	2	Colleges Closed. Labor Day
September	17	Constitution Observance Day. Classes in Session
October	9	Midterm
October	14	Colleges Closed. Columbus Day
October	15	No Classes. District Faculty/Staff Professional Development Day
November	11	Colleges Closed. Veteran’s Day
November	22	Last Day to Withdraw from Courses
November	28-29	Colleges Closed. Thanksgiving.
December	6	Last Day of Classes
December	9-12	Finals
December	13	Last Day of Semester

(Colleges Closed December 19, 2024 –January 1, 2025. Winter Break)

2025 Spring Semester

January	2	Colleges Open.
January	2	Faculty Workshop
January	3	Registration, Testing
January	6	First Day of Classes
January	20	Colleges Closed. Martin Luther King, Jr. Day
February	17	Colleges Closed. President’s Day
February	28	Midterm
March	3	No Classes. Casimir Pulaski Holiday Observed
March	4-9	No Classes. Spring Break
April	17	Last Day to Withdraw from Courses
April	18	Colleges Closed. Spring Holiday
May	2	Last Day of Classes
May	5-8	Final Exams
May	9	Last Day of Semester/Graduation

2025 Intersession

May	12	First Day of Classes
May	20	Midterm
May	26	Colleges Closed. Memorial Day
May	29	Last Day to Withdraw from Courses
May	30	Last Day of Intersession

2025 Summer Session

June	2	First Day of Classes
June	19	Colleges Closed. Juneteenth
June	27	Midterm
July	4	Colleges Closed. Independence Day
July	21	Last Day to Withdraw from Courses
July	25	Last Day of Classes
July	28-29	Finals

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: October 17, 2023

RE: RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of the Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in a principal amount not to exceed \$6,500,000 for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law.

In August, the Board of Trustees approved the parameters for the issuance of General Obligation Debt Certificates (Limited Tax) for the purposes of funding capital improvements to the District. The debt certificates in the amount of \$6,035,000 closed on October 10, 2023. This was the first step in providing funding for the capital improvements and to create a claim on which the District could issue funding bonds to establish a tax levy to pay both the principal and interest of the debt.

The attached Resolution declares the Board's intent to issue bonds for the purpose paying the claims of the District, direct that notice of such intention to issue the bonds be given as provided by law and defines the claims as the principal and interest due on the District's outstanding General Obligation Debt Certificates (Limited Tax), Series 2023.

These bonds would be issued subject to a petition period. If a petition signed by the sufficient electors of the District (10% of the registered voters) asking that the issuance of the Bonds be submitted to referendum, an election on the issuance of these bonds would be held on the 19th day of March 2024. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue the bonds.

The Board's action tonight would not be to issue the actual bonds, but rather declare its intention to issue bonds. The resolution providing for the actual issuance of the bonds would occur at the regular December Board of Trustees meeting, with the closing of the bonds scheduled for early 2024.

I ask the Board's approval of the Resolution of intent to issue bonds not to exceed \$6,500,000.

RG/akb
Attachment

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, held at the Red Café at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, in said Community College District at 6:15 o'clock P.M., on the 17th day of October, 2023.

* * *

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

_____ and _____ (non-voting student trustee).

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

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

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

The Chairman announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay claims against the District, and directing that notice of such intention be published.

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

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in a principal amount not to exceed \$6,500,000 for the purpose of paying claims against Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, and directing that notice of such intention be published as provided by law.

* * *

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$6,500,000 (the “*Claims*”), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the “*Board*”) has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$6,500,000 (the “*Bonds*”); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

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

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

Section 2. The Claims. The Claims are the principal of and interest due on the District's outstanding General Obligation Debt Certificates (Limited Tax), Series 2023, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

Section 3. Declaration of Intent. The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$6,500,000 for the purpose of paying the Claims.

Section 4. Notice of Intent. In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in the *Hometown Register*, the same being a newspaper of general circulation in the District.

Section 5. Form of Notice. The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF
COMMUNITY COLLEGE DISTRICT NO. 529,
COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON,
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE AND
STATE OF ILLINOIS
TO ISSUE \$6,500,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 17th day of October, 2023, the Board of Trustees (the “*Board*”) of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$6,500,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the “*Secretary*”) within thirty (30) days after the date of publication of this notice, signed by not less than 8,126 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 3A be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on the 19th day of March, 2024. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

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

DATED this 17th day of October, 2023.

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

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

Section 6. Further Proceedings. If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 8. Repealer and Effective Date. All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted October 17, 2023.

Chairman, Board of Trustees

Secretary, Board of Trustees

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

After a full and complete discussion thereof, the Chairman directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

and the following Trustees voted NAY: _____

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

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

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

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF RICHLAND)

CERTIFICATION OF MINUTES AND RESOLUTION

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 17th day of October, 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in a principal amount not to exceed \$6,500,000 for the purpose of paying claims against Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, and directing that notice of such intention be published as provided by law.

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of October, 2023.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF _____)

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: “Shall the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, be authorized to issue \$6,500,000 bonds for the purpose of paying claims against said Community College District as provided for by Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act?”; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of The Counties of Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, Illinois, for submission to said voters at the election to be held on the 19th day of March, 2024:

SIGNATURE	STREET ADDRESS OR RURAL ROUTE NUMBER	CITY, VILLAGE OR TOWN	COUNTY
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois

The undersigned, being first duly sworn, deposes and certifies that he or she is at least 18 years of age, his or her residence address is _____ (Street Address), _____ (City, Village or Town), _____ County, _____ (State), that he or she is a citizen of the United States of America, that the signatures on the foregoing petition were signed in his or her presence and are genuine, that to the best of his or her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Community College District and that their respective residences are correctly stated therein.

Signed and sworn to before me this _____ day of _____, 2023.

 Illinois Notary Public
 My commission expires _____
 (NOTARY SEAL)

MEMORANDUM

TO: IECC Board of Trustees

FROM: Ryan Gower

DATE: October 17, 2023

RE: Lease Agreement for Crawford County Recreation Center

We are seeking Board approval for a lease agreement pertaining to the newly constructed recreational facility at Lincoln Trail College, with a scheduled completion date of 11/3/2023.

As you may recall, the Crawford County Recreation Center (CCRC), a non-profit organization, has played a pivotal role by contributing \$2,300,000 toward the construction of this facility. In light of this significant contribution and their desire to soon begin operations, it is time for IECC to formalize a lease agreement that addresses various crucial aspects such as the lease term, rent, utilities and services, common area maintenance, and more.

Key Lease Terms:

1. **Lease Term:** The proposed lease agreement spans a 10-year period, with full rent abatement during this time.
2. **Utilities and Janitorial Services:** The CCRC will be responsible for all utility expenses and will also take charge of janitorial services and expenses related to day-to-day operations and maintenance their space.
3. **Common Area Maintenance:** IECC, as the lessor, will continue to maintain responsibility for common area maintenance, encompassing sidewalks, lawns, and landscaping.
4. **Major Facility Systems:** The upkeep and maintenance of major facility systems such as the fire panel, HVAC, WiFi, and related equipment will remain within IECC's purview.

This lease agreement will facilitate a dynamic partnership, benefiting both our institution and the residents of Crawford County as we collectively aim to provide valuable community and student recreational opportunities.

I ask the Board's approval of this lease agreement, which signifies an important step towards fostering community engagement and enhancing the student experience within IECC. A copy of the agreement has been sent to the Board under separate cover.

RG/sc

MEMORANDUM

To: IECC Board of Trustees

From: Ryan Gower

Date: October 17, 2023

RE: Flagging and Traffic Control Fees

We are seeking Board approval of an important enhancement to the Electrical Distribution Systems (EDS) program, specifically in relation to a newly added class – EDS 1210 (Flagging and Traffic Control). This decision to develop this course was informed by recommendations from the Electrical Distribution Systems (EDS) Advisory Committee, insights from industry partners, and input from our program faculty.

Course Overview:

EDS 1210 teaches students important knowledge and skills related to navigating traffic and heavy equipment vehicles through and around work areas. Upon successful completion of this course, students are eligible to sit for the American Traffic Safety Services Association (ATSSA) certification exam. This nationally recognized credential, awarded by ATSSA, is valid for a four-year period.

Proposal:

To facilitate this important training and certification process, we propose the implementation of a cost recovery fee, aimed at covering the actual cost of the ATSSA certification exam, which currently costs \$50.00. By introducing this fee, students would have the opportunity to utilize available financial aid resources for its payment, ensuring equitable access to this valuable certification opportunity.

This fee would be applied to all students enrolling in EDS 1210, starting from the spring semester of 2024. The revenue generated through this fee will be earmarked for supporting the ATSSA certification process for our students, further enhancing the quality and competitiveness of our EDS program graduates.

We ask the Board to approve the addition of this cost recovery fee to EDS 1210.

RG/pb

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: October 17, 2023

RE: Health & Dental Insurance – Calendar Year 2024

The District has yet to receive final renewal rates at the time of this memo for the group health and dental insurance plans for calendar year 2024. However, to prepare for open enrollment, the Board must consider renewal of the District's health and dental options in October. Final rates will be made available to the Board of Trustees at the time of the regular meeting.

The District will once again offer four plan offerings for health insurance. The offerings are consistent with prior plan years with one PPO plan and three High-Deductible Health options. Health plan options continue to rise with the national average for health insurance projected to increase by 5-6% in 2024. The District's initial rate renewal came in at 6.2% based on current and projected claims of the plan. Minor modifications have been made to some of the plan offerings in response to the initial renewal offered by BCBS of Illinois. However, due to the timing of the requests to adjust plan offerings we are still pending final renewal from BCBS at the time of this memo's drafting. We are anticipating final renewal to be between 2-3% for plan year 2024.

IECC, through its benefits consultants HUB, marketed its medical and dental options for 2024 by reviewing self-insurance options, different carriers, and a multitude of plan arrangements. Ultimately, the best offerings remain with BCBS in a fully insured medical and dental plan option.

For plan year 2024, the District recommends that the Board provide for 100% of the employee cost of the IECC Option 2 health insurance offering (HDHP4). For 2023, this premium cost was \$937.89 per month. For 2024, it is expected this plan will be \$962.28, a 2.6% increase in premium cost. Employees selecting the IECC Option 1 (MICOE3073) will have contributions applied to their monthly premiums up to 100% of the employee cost of the HDHP4 plan.

For dental benefits, BCBS provided a flat renewal. The District once again recommends that the Board provide 100% of the employee cost, totaling \$30.25 per month for dental benefits.

In addition to health and dental insurance, employees will continue to have the option to purchase identity theft protection services, vision, critical illness, accident, hospital indemnity, term life, and long-term disability insurance at their own expense.

As required by the Affordable Care Act, the January 1, 2024, renewal for BCBS will continue to include Level 2 employees who average between 30-39.99 hours of service per week. These employees are eligible for health insurance benefits and will pay 9% of their gross wages towards the cost of the premium.

Attached are the current estimated plan costs that have been negotiated with BCBS. I ask the Board's approval of the contribution and plan structures as outlined here.

RG/akb

Attachments

**IECC Marketplace Options (Health Insurance)
Calendar Year 2024**

Benefit	Option #1 - HDHP3		Option #2 - HDHP4		Option #3 - Custom HSA		Option #4 - PPO Plus	
Deductible								
- Per Person	\$ 6,000		\$ 2,650 **		\$ 1,750		\$ 500	
- Per Family	\$ 12,000		\$ 5,300 **		\$ 3,500		\$ 1,000	
Coinsurance	80%		100%		100%		80%	
Preventative Care	100%		100%		100%		100%	
In-Network Medical								
Out-of-Pocket								
- Per Person	\$ 6,000		\$ 5,300		\$ 3,250		\$ 3,000	
- Per Family	\$ 12,000		\$ 10,600		\$ 6,500		\$ 7,000	
Rates	Total Premium	EE Net Premium	Total Premium	EE Net Premium	Total Premium	EE Net Premium	Total Premium	EE Net Premium
Employee	\$ 889.38	\$ (72.90)	\$ 962.28	\$ -	\$ 1,048.53	\$ 86.25	\$ 1,178.12	\$ 215.84
Employee & Spouse	\$ 1,916.21	\$ 953.93	\$ 2,073.29	\$ 1,111.01	\$ 2,259.14	\$ 1,296.86	\$ 2,538.36	\$ 1,576.08
Employee & Child(ren)	\$ 1,418.10	\$ 455.82	\$ 1,534.32	\$ 572.04	\$ 1,671.86	\$ 709.58	\$ 1,878.49	\$ 916.21
Full Family	\$ 2,587.88	\$ 1,625.60	\$ 2,800.01	\$ 1,837.73	\$ 3,050.98	\$ 2,088.70	\$ 3,428.07	\$ 2,465.79

**** Embedded deductibles**

**IECC Marketplace Options (Dental Insurance)
Calendar Year 2024**

Rates	Calendar 2024	
	Total Premium	EE Net Premium
Employee	\$ 30.25	\$ 30.25
Employee & Spouse	\$ 61.79	\$ 61.79
Employee & Child(ren)	\$ 78.12	\$ 78.12
Full Family	\$ 83.49	\$ 83.49

MEMORANDUM

To: IECC Board of Trustees
From: Ryan Gower
RE: Resolution of Support; FCC Bobcat Den
Date: October 17, 2023

We are seeking Board approval of a resolution of support for a new construction project at Frontier Community College. As discussed during our previous meetings and in alignment with the strategic vision of Illinois Eastern Community Colleges, this resolution addresses the need for the construction of a new facility to serve as the Bobcat Den - an important facility that will significantly impact the student experience on campus.

Background:

The Bobcat Den project has emerged as a solution to several pressing issues faced by Frontier Community College:

1. **Facility Deficiencies:** A recent Civil Rights Compliance review identified numerous deficiencies in the existing facilities, requiring extensive and costly renovations. At the conclusion of those renovations, the facility would still be lacking several desired features and amenities.
2. **Student Senate:** In 2021, the Student Senate of Frontier Community College held several meetings with me communicating their desire to have more on campus activities that would lend to a more “residential” college experience. Members of the Student Senate toured other facilities and polled the student body about facility wants and needs.
3. **Volleyball Program:** The Frontier Community College volleyball program, an important element of our community and student body, currently has no home facility and is compelled to practice and compete in a local high school due to a lack of campus facilities.
4. **Foundation Support:** The Frontier Community College Foundation has expressed a strong commitment to supporting fundraising efforts, pledging up to \$700,000 to enable the construction of a more expansive facility that can serve as a student life center with a more versatile multipurpose gym.
5. **Enrollment Goals:** As Frontier Community College strives to attract students from beyond our region, out of state, and internationally, it is vital to provide state-of-the-art amenities to support their diverse needs.

The attached resolution, as developed in collaboration with key stakeholders, affirms Illinois Eastern Community Colleges' wholehearted support for the construction of the Bobcat Den at Frontier Community College. This facility holds the potential to elevate the educational environment, enhance the college experience, and significantly improve the lives of our students and community members.

I would ask that the Board approve this non-binding resolution of support to facilitate and lend credibility to the local fundraising efforts.

RG/sc

**Illinois Eastern Community Colleges District 529
Board Resolution of Support**

Resolution affirming Illinois Eastern Community Colleges' support for the construction of the Bobcat Den at Frontier Community College.

WHEREAS, Illinois Eastern Community Colleges is dedicated to enhancing the educational experience and enriching the lives of our students and communities; and

WHEREAS, a Civil Rights Compliance review has identified multiple deficiencies in the existing Bobcat Den facility at Frontier Community College, necessitating extensive and costly renovations; and

WHEREAS, the students and Foundation of Frontier Community College have expressed both the need and interest in an expanded facility that would improve the campus experience of its students and athletes; and

WHEREAS, the outstanding volleyball program is an integral part of our student body, and they are currently compelled to practice and compete in a local high school due to inadequate facilities; and

WHEREAS, the Frontier Community College Foundation has expressed a strong desire to support fundraising efforts, pledging up to \$700,000 to enable the construction of a more expansive facility that could serve as both a student life center and a versatile multipurpose gym; and

WHEREAS, the future enrollment goals of Frontier Community College include attracting students from beyond our region, out of state, and internationally, necessitating the provision of amenities such students expect in a campus experience; and

WHEREAS, the Foundation of Frontier Community College would like to begin a capital campaign to raise funds for the project and a resolution of support from the IECC Board of Trustees would lend grater credibility to their efforts;

NOW, THEREFORE, BE IT RESOLVED that the IECC Board of Trustees endorses this resolution, affirming our support for the construction of a new Bobcat Den at Frontier Community College, recognizing its significance in fostering a conducive and enriched educational environment for our students and the broader community, and supports the construction of a more expansive facility should the Frontier Community College be able to locally raise necessary dollars to support the expanded construction costs.

Gary Carter
Board Chair
Illinois Eastern Community Colleges District 529

Sonja Holtz
Board Secretary

BID COMMITTEE REPORT

October 17, 2023

Frontier Community College

1. New Dry Van Trailer

TO: Board of Trustees

FROM: Bid Committee

DATE: October 17, 2023

RE: New Dry Van Trailer – FCC

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 accepting the bid from Vaughan’s Equipment, Inc. for a total of \$52,924.00.

New Dry Van Trailer	
Company	Base Bid
Vaughan Equipment Inc. Fairfield, IL	\$52,924.00
VoMac Truck Sales & Service Inc. Evansville, IN	\$51,330.48

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Sonja Holtz

Department: Truck Driving.

Source of Funds: Funds are being provided through the Illinois Postsecondary Perkins grant passed through the Illinois Community College Board.

Rationale for Purchase: Vaughan’s Equipment, Inc. was the lowest responsible bidder in conformity with the bid specifications.

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.

REQUEST FOR PROPOSAL

ILLINOIS EASTERN COMMUNITY COLLEGES

TIME AND PLACE OF BIDS

Notice is hereby given that sealed bids for a New Dry Van Trailer for Frontier Community College's Truck Driving program shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 10:00 a.m. local time, on Thursday, October 5, 2023, 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.

METHOD OF BIDDING

Unit Costs Bids will be received for the following:

- Unused 2023 or newer Dry Van Trailer
- 53' long x 13'6" high x 102" wide
- Aluminum roof
- Tandem axle air ride with dump valve
- ABS
- 11R22.5 or LP22.5 tires
- Eight (8) polished aluminum wheels
- LED lighting – all exterior
- Laminated wood floor
- 18-24 inch steel side rub rail scuff plate
- 12 inch front rub rail
- Composite plate line interior
- E-track system inside the trailer
- Composite swing rear doors
- Roadside air and electric hookup
- Roadside landing gear handle
- Protective forklift guards for door tack
- Detailed specification sheet with list of standard items
- FET tax included in bid
- All applicable license, title, and document fees included in bid

Bids should include all items bid as one contract price. Delivery should be made within 45 days of bid award.

PREPARATION OF BIDS

Bids shall be executed in accordance with attached forms and delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

METHOD OF BID EVALUATION

Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

SHIPPING & HANDLING

All freight and delivery must be included in bid.

SPECIAL PROVISIONS

Funds are being provided through the Illinois Postsecondary Perkins grant passed through the Illinois Community College Board.

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.

Specifications for New Dry Van Trailer

Unit Costs Bids will be received for the following:

- Unused 2023 or newer Dry Van Trailer
- 53' long x 13'6" high x 102" wide
- Aluminum roof
- Tandem axle air ride with dump valve
- ABS
- 11R22.5 or LP22.5 tires
- Eight (8) polished aluminum wheels
- LED lighting – all exterior
- Laminated wood floor
- 18-24 inch steel side rub rail scuff plate
- 12 inch front rub rail
- Composite plate line interior
- E-track system inside the trailer
- Composite swing rear doors
- Roadside air and electric hookup
- Roadside landing gear handle
- Protective forklift guards for door tack
- Detailed specification sheet with list of standard items
- FET tax included in bid
- All applicable license, title, and document fees included in bid
- Delivery within 45 days of bid award notification

Note: Following Board approval, bids will be awarded on October 18, 2023.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO FRONTIER COMMUNITY COLLEGE, 2 FRONTIER DRIVE, FAIRFIELD, IL 62837. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID \$ _____

APPROX. DELIVERY DATE _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

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

FUND	BALANCE
Educational	\$ 6,752,202.27
Operations & Maintenance	2,844,931.57
Operations & Maintenance (Restricted)	2,028,353.32
Bond & Interest	1,129,785.22
Auxiliary	2,286,763.07
Restricted Purposes	(99,873.31)
Working Cash	10,943.31
Trust & Agency	622,964.68
Audit	21,148.87
Liability, Protection & Settlement	<u>397,451.51</u>
TOTAL ALL FUNDS	<u>\$ 15,994,670.51</u>

Respectfully submitted,

Ryan Hawkins, Treasurer

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

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS						
Cash	\$ 6,767,502	\$ 2,844,932	\$ 2,028,353	\$ 1,129,785	\$ 2,307,263	\$ (99,873)
Investments	8,001,260	1,500,001	5,000,000	-	3,400,183	-
Accounts Receivable	1,253,915	139,557	-	-	476,464	-
Other Receivables	720,914	9,096	3,500	-	27,668	31,866
Restricted Cash	-	-	3,946,504	-	-	-
Inventory	-	-	-	-	701,173	-
Other Assets	254,319	-	-	-	-	440,364
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 16,997,910</u>	<u>\$ 4,493,586</u>	<u>\$ 10,978,357</u>	<u>\$ 1,129,785</u>	<u>\$ 6,912,751</u>	<u>\$ 372,357</u>
LIABILITIES						
Accounts Payable	\$ 136,266	\$ 25,534	\$ 175,548	\$ -	\$ 21,928	\$ 26,562
Accrued Payroll Liabilities	270	-	-	-	-	(72)
Other Accrued Liabilities	96,301	-	29,331	-	47,799	(1,964)
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>232,837</u>	<u>25,534</u>	<u>204,879</u>	<u>-</u>	<u>69,727</u>	<u>24,526</u>
FUND BALANCES						
Non-Spendable	-	-	-	-	701,173	-
Restricted						
Board Designated	10,624,956	1,217,212	-	-	-	-
Other Purposes	-	2,186,438	10,394,783	1,129,785	-	-
Encumbered	13,819,906	1,064,402	378,695	-	1,985,441	1,548,872
Unassigned	(7,679,789)	-	-	-	4,156,410	(1,201,041)
Total Fund Balances	<u>16,765,073</u>	<u>4,468,052</u>	<u>10,773,478</u>	<u>1,129,785</u>	<u>6,843,024</u>	<u>347,831</u>
Total Liabilities and Fund Balances	<u>\$ 16,997,910</u>	<u>\$ 4,493,586</u>	<u>\$ 10,978,357</u>	<u>\$ 1,129,785</u>	<u>\$ 6,912,751</u>	<u>\$ 372,357</u>

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

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 10,943	\$ 622,965	\$ 21,149	\$ 397,452	\$ 16,030,471
Investments	6,235,528	-	-	-	24,136,972
Accounts Receivable	-	-	-	-	1,869,936
Other Receivables	63,409	134,166	-	-	990,619
Restricted Cash	-	-	-	-	3,946,504
Inventory	-	-	-	-	701,173
Other Assets	-	-	-	-	694,683
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 6,309,880</u>	<u>\$ 757,131</u>	<u>\$ 21,149</u>	<u>\$ 397,452</u>	<u>\$ 48,370,358</u>
LIABILITIES					
Accounts Payable	\$ -	\$ 71	\$ -	\$ -	\$ 385,909
Accrued Payroll Liabilities	-	-	-	-	198
Other Accrued Liabilities	-	29	-	-	171,496
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>100</u>	<u>-</u>	<u>-</u>	<u>557,603</u>
FUND BALANCES					
Non-Spendable	6,315,000	-	-	-	7,016,173
Restricted					
Board Designated	-	-	-	-	11,842,168
Other Purposes	(5,120)	748,421	(11,851)	(12,291)	14,430,165
Encumbered	-	8,610	33,000	409,743	19,248,669
Unassigned	-	-	-	-	(4,724,420)
Total Fund Balances	<u>6,309,880</u>	<u>757,031</u>	<u>21,149</u>	<u>397,452</u>	<u>47,812,755</u>
Total Liabilities and Fund Balances	<u>\$ 6,309,880</u>	<u>\$ 757,131</u>	<u>\$ 21,149</u>	<u>\$ 397,452</u>	<u>\$ 48,370,358</u>

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

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES						
Property Taxes	\$ 1,480,078	\$ 698,217	\$ 88,323	\$ 816,734	\$ -	\$ -
Replacement Taxes	28,785	28,785	-	-	-	-
ICCB Grants	3,321,959	-	-	-	-	101,985
Federal Grants	-	-	-	-	-	955,944
Tuition & Fees	6,302,591	532,875	-	-	173,993	-
Charges for Services	15,948	16,360	-	-	984,825	-
Interest	49,260	16,894	314	2,958	13,162	11
Other Revenues	18,837	41	530,021	-	60,299	682
Total Revenues	<u>11,217,458</u>	<u>1,293,172</u>	<u>618,658</u>	<u>819,692</u>	<u>1,232,279</u>	<u>1,058,622</u>
EXPENDITURES						
Payroll	3,227,435	288,918	-	-	512,773	425,170
Benefits	580,447	60,707	-	-	53,329	104,755
Contractual Services	461,630	127,071	135,936	-	73,732	62,482
Supplies	532,882	92,622	4,447	-	834,546	57,594
Travel	47,258	-	-	-	65,501	9,142
Fixed	8,452	355	-	-	132,704	35
Utilities	13,608	304,163	-	-	325	-
Capital Outlay	74,545	41,652	932,616	-	7,090	151,966
Other	53,026	109	-	-	41,638	563,070
Scholarships, Student Grants, & Waivers	2,502,486	-	-	-	120,024	679
Total Expenditures	<u>7,501,769</u>	<u>915,597</u>	<u>1,072,999</u>	<u>-</u>	<u>1,841,662</u>	<u>1,374,893</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>3,715,689</u>	<u>377,575</u>	<u>(454,341)</u>	<u>819,692</u>	<u>(609,383)</u>	<u>(316,271)</u>
TRANSFERS						
Net Transfers	(2,202,656)	58,041	1,450,000	-	694,615	-
Total Transfers	<u>(2,202,656)</u>	<u>58,041</u>	<u>1,450,000</u>	<u>-</u>	<u>694,615</u>	<u>-</u>
Net Change in Fund Balance	<u>1,513,033</u>	<u>435,616</u>	<u>995,659</u>	<u>819,692</u>	<u>85,232</u>	<u>(316,271)</u>
Fund Balance - Beginning	15,252,040	4,032,436	9,777,819	310,093	6,757,792	664,102
Fund Balance - Ending	<u>\$ 16,765,073</u>	<u>\$ 4,468,052</u>	<u>\$ 10,773,478</u>	<u>\$ 1,129,785</u>	<u>\$ 6,843,024</u>	<u>\$ 347,831</u>

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

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
REVENUES					
Property Taxes	\$ -	\$ -	\$ 22,735	\$ 489,637	\$ 3,595,724
Replacement Taxes	-	-	-	-	57,570
ICCB Grants	-	-	-	-	3,423,944
Federal Grants	-	-	-	-	955,944
Tuition & Fees	-	-	-	-	7,009,459
Charges for Services	-	9,986	-	-	1,027,119
Interest	1,180	3,673	170	2,996	90,618
Other Revenues	-	254,881	-	1,969	866,730
Total Revenues	<u>1,180</u>	<u>268,540</u>	<u>22,905</u>	<u>494,602</u>	<u>17,027,108</u>
EXPENDITURES					
Payroll	-	-	-	-	4,454,296
Benefits	-	-	-	28,518	827,756
Contractual Services	-	120	29,000	88,799	978,770
Supplies	-	1,931	-	9,197	1,533,219
Travel	-	768	-	-	122,669
Fixed	-	-	-	252,476	394,022
Utilities	-	-	-	-	318,096
Capital Outlay	-	-	-	25,180	1,233,049
Other	-	(154,439)	-	-	503,404
Scholarships, Student Grants, & Waivers	-	192,649	-	-	2,815,838
Total Expenditures	<u>-</u>	<u>41,029</u>	<u>29,000</u>	<u>404,170</u>	<u>13,181,119</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,180</u>	<u>227,511</u>	<u>(6,095)</u>	<u>90,432</u>	<u>3,845,989</u>
TRANSFERS					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>1,180</u>	<u>227,511</u>	<u>(6,095)</u>	<u>90,432</u>	<u>3,845,989</u>
Fund Balance - Beginning	<u>6,308,700</u>	<u>529,520</u>	<u>27,244</u>	<u>307,020</u>	<u>43,966,766</u>
Fund Balance - Ending	<u>\$ 6,309,880</u>	<u>\$ 757,031</u>	<u>\$ 21,149</u>	<u>\$ 397,452</u>	<u>\$ 47,812,755</u>

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

	ALL FUNDS	
	Fiscal Year 2023	Fiscal Year 2022
ASSETS:		
CASH	\$ 15,994,671	\$ 18,082,658
IMPREST FUND	21,300	21,300
CHECK CLEARING	14,500	14,500
CDB PROJECT TRUST	3,946,504	3,908,105
PREPAID EXPENSES	254,319	197,768
INVESTMENTS	24,136,973	18,745,703
RECEIVABLES	2,696,776	2,981,587
ACCRUED REVENUE	163,779	5,229
INTERFUND RECEIVABLES	-	-
INVENTORY	701,173	657,502
OTHER ASSETS	440,364	445,607
FIXED ASSETS (Net of Depr)	24,174,731	19,481,945
TOTAL ASSETS AND OTHER DEBITS:	\$ 72,545,090	\$ 64,541,904
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	\$ 270	\$ (2,245)
ACCOUNTS PAYABLE	446,527	406,866
ACCRUED EXPENSES	-	
INTERFUND PAYABLES	-	
DEFERRED REVENUE	110,878	77,672
L-T DEBT GROUP (FUND 9)	4,255,237	6,138,092
OPEB (Prior Year Restated for GASB 75 Implementation)	5,856,409	13,963,316
OTHER LIABILITIES	-	-
TOTAL LIABILITIES:	10,669,321	20,583,701
FUND BALANCES:		
FUND BALANCE	28,564,015	28,589,315
INVESTMENT IN PLANT (Net of Depr)	24,174,731	19,481,945
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(10,111,646)	(20,101,408)
RESERVE FOR ENCUMBRANCES	19,248,669	15,988,351
TOTAL EQUITY AND OTHER CREDITS	61,875,769	43,958,203
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 72,545,090	\$ 64,541,904

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

College	Category	FISCAL YEAR 2022			FISCAL YEAR 2023			FISCAL YEAR 2024			
		Budget	Spent Thru September	% of Budget	Budget	Spent Thru September	% of Budget	Tentative Budget	Spent Thru August	% of Budget	% of Year
Frontier	Bills		\$ 136,817			\$ 154,456			\$ 154,421		
	Payroll		325,650			448,815			462,650		
	Waivers		221,108			321,966			343,760		
	Totals	\$ 3,688,586	683,575	19%	\$ 3,873,183	925,237	15%	\$ 3,936,161	960,831	24%	25%
Lincoln Trail	Bills		\$ 245,652			\$ 226,527			\$ 265,473		
	Payroll		378,140			440,847			455,480		
	Waivers		411,262			393,726			471,521		
	Totals	\$ 4,977,953	1,035,054	21%	\$ 4,727,391	1,061,100	15%	\$ 4,480,373	1,192,474	27%	25%
Olney Central	Bills		\$ 380,870			\$ 361,402			\$ 636,442		
	Payroll		653,304			875,709			867,342		
	Waivers		321,837			312,053			369,560		
	Totals	\$ 7,367,058	1,356,011	18%	\$ 7,402,072	1,549,164	12%	\$ 7,643,937	1,873,344	25%	25%
Wabash Valley	Bills		\$ 268,172			\$ 324,038			\$ 428,524		
	Payroll		486,603			621,324			592,566		
	Waivers		687,676			638,620			686,005		
	Totals	\$ 5,775,220	1,442,451	25%	\$ 6,271,689	1,583,982	16%	\$ 5,915,330	1,707,095	29%	25%
Workforce Educ.	Bills		\$ 34,501			\$ 36,921			\$ 37,585		
	Payroll		165,342			148,034			153,644		
	Waivers		175,648			328,869			488,151		
	Totals	\$ 3,378,641	375,491	11%	\$ 2,761,446	513,824	10%	\$ 2,619,370	679,380	26%	25%
District Office	Bills		\$ 99,859			\$ 127,531			\$ 152,051		
	Payroll		261,325			333,839			407,311		
	Waivers		-			-			-		
	Totals	\$ 1,991,105	361,184	18%	\$ 2,334,026	461,370	10%	\$ 2,741,040	559,362	20%	25%
District Wide	Bills		\$ 1,085,413			\$ 659,942			\$ 724,033		
	Payroll		251,529			464,296			577,360		
	Waivers		104,516			8,950			143,487		
	Totals	\$ 7,148,722	1,441,458	20%	\$ 7,711,317	1,133,188	9%	\$ 7,145,460	1,444,880	20%	25%
GRAND TOTALS		\$ 34,327,285	\$ 6,695,224	20%	\$ 35,081,124	\$ 7,227,865	21%	\$ 34,481,671	\$ 8,417,366	24%	25%

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

Unaudited

	FY 2024		FY 2023		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Property Taxes	\$ 2,178,295	17.41%	\$ 1,880,969	16.36%	\$ 297,326
Replacement Taxes	57,570	0.46%	40,586	0.35%	16,984	41.847%
ICCB Grants	3,321,959	26.55%	3,476,924	30.25%	(154,965)	-4.457%
Tuition & Fees	6,835,466	54.64%	6,008,115	52.27%	827,351	13.771%
Charges for Services	32,308	0.26%	22,454	0.20%	9,854	43.885%
Interest	66,154	0.53%	33,619	0.29%	32,535	96.776%
Other Revenues	18,878	0.15%	31,566	0.27%	(12,688)	-40.195%
	<u>\$ 12,510,630</u>	<u>100.00%</u>	<u>\$ 11,494,233</u>	<u>100.00%</u>	<u>\$ 1,016,397</u>	<u>8.843%</u>

	FY 2024		FY 2023		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Salaries	\$ 3,516,353	41.77%	\$ 3,332,864	46.11%	\$ 183,489
Employee Benefits	641,154	7.62%	550,158	7.61%	90,996	16.540%
Contractual Services	588,701	6.99%	387,975	5.37%	200,726	51.737%
Materials	625,504	7.43%	526,105	7.28%	99,399	18.893%
Travel & Staff Development	47,258	0.56%	29,465	0.41%	17,793	60.387%
Fixed Charges	8,807	0.10%	4,969	0.07%	3,838	77.239%
Utilities	317,771	3.78%	233,038	3.22%	84,733	36.360%
Capital Outlay	116,197	1.38%	129,843	1.80%	(13,646)	-10.510%
Other	2,555,621	30.36%	2,033,448	28.13%	522,173	25.679%
	<u>\$ 8,417,366</u>	<u>100.00%</u>	<u>\$ 7,227,865</u>	<u>100.00%</u>	<u>\$ 1,189,501</u>	<u>16.457%</u>

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

	Funding Source	Estimated Budget										
Center for Technology - LTC	CDB	\$11,160,000										
Applied Technology Center - OCC	CDB	\$3,076,400										
Power Hub - WVC	CDB	\$300,000										
Parking Lot Resurfacing	CDB	\$918,392										
LTC - Crawford County Recreational Center	Local	\$4,779,011										
OCC - Wattlewroth Hall Door Repairs	DM/Local	\$110,175										
FCC - FNB Field Support Area Improvements	DM/Local	\$43,175										
WVC - Main Hall Roof Replacement	PHS	\$253,800										
WVC - Science Building East Canopy	Local	\$58,041										
LTC - Athletic Facility	2023 Debt Certificates	\$2,400,300										
GRAND TOTAL		\$23,099,294		Board Approval	Preliminary Design	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

9/30/2023

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: October 17, 2023
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the October Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.4, & 400.5 have been sent under separate confidential cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Wage Increase and Change in Position Title**
- 400.4. One-time Pay for MIT Instructors**
- 400.5. Resignation Ratification**

PERSONNEL REPORT

400.1 Employment of Personnel

A. Professional, Non-Faculty, Exempt

1. Holly O'Brien, Mental Health Specialist, DO effective November 20, 2023

B. Professional, Non-Faculty, Non-Exempt

1. Emily Rivera, Coordinator of International Students, Athletics, & Student Activities, FCC effective October 23, 2023

C. Classified, Non-Exempt

1. Robin Johnson, Business Office Assistant, FCC effective October 23, 2023

400.2 Change in Status

A. Professional, Non-Faculty, Non-Exempt

1. Jodi Robinson, Administrative Assistant, FCC to Coordinator of Academic Affairs effective October 23, 2023

400.3 Wage Increase and Change in Position Title

- A. Jamie Carman, wage increase and change in position title from Director of Academic Records to Director of Academic Advising & Academic Records effective October 23, 2023

400.4 One-time Pay for MIT Instructors

400.5 Resignation Ratification

1. Alyssa Maglone, Assistant Dean of Academic Services effective October 13, 2023