

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

September 20, 2022



Location:

**Lincoln Trail College
11220 State Highway
Robinson, IL 62454**

Dinner & Meeting – 6:15 p.m. – Room 118, Williams 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**

September 20, 2022

6:15 p.m.

**Lincoln Trail College
Room 118, Williams Hall**

1. **Call to Order & Roll Call**Chairman Carter
2. **Welcome from the Chair**.....Chairman Carter
3. **Recognition of Visitors and Guests**.....Dr. Atallah
 - A. Visitors and Guests
 - B. IECEA Representative
4. **Public Comment**
5. **Reports**
 - A. Trustees
 - B. Chancellor
 - C. Presidents
 - D. Division Report: Office of Admissions & Records..... Amber Malone
6. **Approval of Consent Agenda**.....Chancellor Gower
 - A. Disposition of Minutes
 - B. Emergency Response Plans
 - C. Violence Prevention Plans
 - D. 2022 Annual Security Report
 - E. Affiliation Agreements:
 - i. The Rehabilitation Institute of St. Louis, LLC
 - F. Policy 400.12 Vacation Leave- Covid-19 Revision Removal
 - G. Policy 400.4 Leave & Benefit- Covid-19 Revision Removal
7. **Action on Items Removed from Consent Agenda**..... Chancellor Gower
8. **Policy First Reading (and Possible Approval)** Chancellor Gower
 - A. Policy 500.38 Graduation Requirements
9. **Policy Second Reading**..... Chancellor Gower
 - A. None

- 10. **Staff Recommendations for Approval**
 - A. City of Robinson, IL TIF Extension..... Chancellor Gower
 - B. Appointment of Ethics Officer Chancellor Gower
 - C. Board of Trustees Election Chancellor Gower

- 11. **Bid Committee Report**..... Chancellor Gower
 - A. OCC New Student Sidewalk
 - B. FCC Mini-Excavator
 - C. WVC/OCC Pick-up Trucks

- 12. **District Finance**
 - A. Financial Report Mr. Hawkins
 - B. Approval of Financial Obligations Mr. Hawkins

- 13. **Executive Session** Chancellor Gower

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

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

- 16. **Collective Bargaining** Chancellor Gower

- 17. **Litigation** Chancellor Gower

- 18. **Other Items**

- 19. **Adjournment**

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Welcome from the Chair

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Trustees**
- B. Chancellor**
- C. Presidents**
- D. Division Report: Office of Admissions & Records**

Agenda Item #6

Consent Agenda

- A. Disposition of Minutes
- B. Emergency Response Plans
- C. Violence Prevention Plans
- D. 2022 Annual Security Report
- E. Affiliation Agreements:
 - i. The Rehabilitation Institute of St. Louis, LLC
- F. Policy 400.12 Vacation Leave- Covid-19 Revision Removal
- G. Policy 400.4 Leave & Benefit- Covid-19 Revision Removal

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 Bob Boyles Hall at Frontier Community College, Fairfield, Illinois,

Tuesday, August 16, 2022.

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

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

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

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

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor.

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Zahi Atallah, President of Lincoln Trail College.

Alex Cline, Director of Information & Communications Technology.

Ryan Hawkins, Chief Financial Officer/Treasurer.

Andrea McDowell, Director of Human Resources.

Renee Smith, Board Secretary.

AGENDA #2- “Welcome from the Chair”- Chairman Carter welcomed all who were present for the meeting.

It was noted that this meeting will be Board Secretary Renee Smith’s final meeting. Board Chairman and Chancellor Gower thanked her for her long-time support and service to the Board and the District.

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

#3-A. Visitors & Guests: Visitors and guests present were recognized.

#3-B. IECEA Representative: IECEA President Rob Mason provided brief remarks.

AGENDA #4-“Budget Hearing”- The Chairman announced that the next agenda item for the Board of Trustees was a public hearing to receive comments on the fiscal year 2023 budget. The Chair asked for a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Trustee Brenda Culver made a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

A. Motion to Convene Budget Hearing: Trustee Brenda Culver made the following motion: “I move that Illinois Eastern Community College District 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a budget hearing on this 16th day of August, 2022. The purpose of the budget hearing is to receive public comments on the FY2023 Budget of the District. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

B. Hearing on FY2023 Budget: The Chairman declared that the Board is now in a hearing on the FY2023 budget at 6:17 p.m. and directed the Secretary to call the roll for Board attendance. 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 Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Also present was Raechel Hnetkovsky, student trustee. Trustees absent: None. The Chair declared that a quorum was present and the budget hearing was open.

C. Public Oral Testimony: The Chairman asked if any member of the public wished to provide oral testimony on the FY2023 budget. There was no oral testimony presented.

D. Public Written Testimony: The Chairman asked if any member of the public wished to provide written testimony on the FY2023 budget. There was no written testimony presented.

E. Public Hearing Adjourned: The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral or written testimony with respect to the FY2023 community college district budget and asked for a motion to adjourn the hearing. Trustee Brenda Culver made a motion that the public hearing be adjourned. Trustee Brady Waldrop seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and that the budget hearing was adjourned at 6:21 p.m., and the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

AGENDA #5 – “Public Comment” – None.

AGENDA #6 – “Reports” –

#6-A. Report from Trustees: None.

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

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

#6-D. Division Report: IECC Business & Industry Program: Sharmila Kakac, Dean of Business & Industry provided a presentation on the District's B & I Program.

AGENDA #7 “Consent Agenda” - The following consent agenda items were presented for approval.

#7-A. “Disposition of Minutes”: Open meeting minutes as prepared for the regular meeting held Tuesday, July 19, 2022 were presented for disposition.

#7-B. “Program Review FY 2022”: Chancellor Ryan Gower presented the Program Review Report. The report is a detailed review of certain programs and services. This is part of a continual process with a focus on quality, cost and need. The Chancellor recommended approval of the Program Review Report 2022.

#7-C. “Affiliation Agreements”: Chancellor Gower recommended approval of affiliation agreements between Illinois Eastern Community Colleges and Lakeland Rehabilitation & Health Care Center, and Lawrence Crawford Association for Exceptional Citizens as listed in full in the board agenda.

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

AGENDA #8- “Action on Items Removed from Consent Agenda”- None.

AGENDA #9- “Policy First Reading (and Possible Approval)”-

#9-A. “Board Policy 400.30 Prohibited Consensual Relationships”:

Policy 400.30 Prohibited Consensual Relationships was presented for approval by Chancellor Gower.

HUMAN RESOURCES – 400

Prohibited Consensual Relationships (400.30)

Date Adopted: August 16, 2022 (Pending Board Approval)

IECC is committed to maintaining an academic community free from conflicts of interest, favoritism, and exploitation. This policy addresses romantic relationships and/or sexual interactions that, although consensual, are prohibited due to actual or perceived conflicts of interest and the possibility for exploitation or favoritism.

This policy applies to all IECC administrators, faculty, volunteers, staff, and students and is applicable regardless of the sex/gender of the individual with managerial, supervisory, teaching, evaluation, coaching or advisory authority, and/or the sex/gender of the individual who is managed, supervised, taught, coached, advised, or evaluated in any way. This policy is also applicable to research project participants.

Procedures will, at a minimum, define prohibited consensual relationships; provide limited mitigation instances/options; identify mandated reporters; address alleged violations; and a retaliation statement.

Board Action: Trustee Brenda Culver made a motion to approve revisions to Board Policy 400.30 Prohibited Consensual Relationships, effective immediately, and to waive second reading, 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, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10- “Policy Second Reading”- None.

AGENDA #11- “Staff Recommendations for Approval”- The following staff recommendations were presented for approval.

#11-A. Final Budget FY 2023: - The community college district budget for fiscal year 2023 was reviewed. The Chancellor recommended adoption of the following resolution approving the FY2023 budget.

For Fiscal Year 2023, the Operating expenditures of the budget compared to Fiscal Year 2022 are as follows:

	<u>FY23</u>	<u>FY22</u>
Education Fund	\$30,984,634	\$30,240,879
Operations & Maintenance Fund	<u>\$ 4,096,490</u>	<u>\$ 4,065,771</u>
Total Operating Funds	\$35,081,124	\$34,306,650

The District has complied with all the notice and budget hearing requirements for the Fiscal Year 2023 Budget.

COMMUNITY COLLEGE DISTRICT BUDGET
STATE OF ILLINOIS
For Fiscal Year 2023

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, 2022 and ending June 30, 2023.

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 16th day of August 2022, 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, 2022 and ending June 30, 2023.

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 2023 BUDGET

SUMMARY STATEMENT OF OPERATING FUNDS

REVENUES AND EXPENDITURES

EDUCATIONAL FUND

Revenue	\$29,551,258
Expense	(30,834,634)
Transfer – Out	(4,216,346)
Excess (Deficiency)	(5,499,722)
Transfer – In	185,000
Reserve for Contingencies	(150,000)
Cash Balance – Beg. of Year	11,777,043
Cash Balance – End of Year	6,312,321

OPERATIONS & MAINTENANCE FUND

Revenue	\$3,217,500
Expense	(4,001,490)
Transfer – Out	(265,000)
Excess (Deficiency)	(1,048,990)
Transfer – In	100,000
Reserve for Contingencies	(95,000)
Cash Balance – Beg. of Year	2,249,599
Cash Balance – End of Year	1,205,609

TOTAL OPERATING FUNDS

Revenue	\$32,768,758
Expense	(34,836,124)
Transfer – Out	(4,481,346)
Excess (Deficiency)	(6,548,712)
Transfer – In	285,000
Reserve for Contingencies	(245,000)
Cash Balance – Beg. of Year	14,026,642
Cash Balance – End of Year	7,517,930

The official budget, which is accurately summarized in this document, was approved by the Board of Trustees on August 16, 2022.

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

#11-B. Cybersecurity Managed Detection and Response: - Chancellor Ryan Gower recommended a partnership with Arctic Wolf to provide the District with a greater level of cybersecurity protection and aid in compliance to insurance requirements.

Board Action: Trustee John Brooks made a motion to approve the partnership with Arctic Wolf. Trustee Roger Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees

voting nay: None. Trustees Absent: None. The motion having received 7 yea votes and 0 nay votes the Chair declared the motion carried.

AGENDA #12 – “Bid Committee Report” – None.

AGENDA #13 – “District Finance” – The following district financial matters were presented by CFO and Treasurer, Ryan Hawkins:

#13-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of July 31, 2022.

#13-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for August 2022, totaling \$1,648,168.73, 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 August 2022, in the amounts listed, and payments from the revolving fund for July 2022. Trustee Roger Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #14 – “Executive Session” – The Board of Trustees went into executive session at 8:17 p.m. and the executive session was adjourned at 8:57 p.m. and returned to regular session. Separate minutes for the closed executive session meeting have been prepared for this meeting.

AGENDA #15 – “Approval of Executive Session Minutes” – Trustee Brenda Culver made motion to approve written and audio executive session minutes of a closed session held during the regular meeting, Tuesday, July 19, 2022, as presented. Trustee Brady Waldrop seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #16 – “Approval of Personnel Report” – Andrea McDowell reviewed the following Personnel Report and the Chancellor recommended approval.

400.1. Employment of Personnel

A. Faculty

1. Tracy Smith, Nursing Instructor, OCC/WVC, effective August 29, 2022.

B. Professional, Non-Faculty, Exempt

1. Brent Maguire, Program Director, Emergency Preparedness, FCC, effective August 22, 2022.

C. Professional, Non-Faculty, Non-Exempt

1. Erica Arnold, Coordinator of Financial Aid, LTC, effective August 22, 2022.
2. Dana Goodwin, Advisor, LTC, effective August 22, 2022.

D. Classified

1. Shane Meeks, Maintenance/Custodian, OCC, effective August 22, 2022.
2. Morgan McCoy, Office Assistant, FCC, effective August 23, 2022.
3. Brianna Simpson, Office Assistant, Adult Ed, FCC, effective August 22, 2022.
4. Eli Grimes, Broadcast Services Specialist, WVC, effective August 22, 2022.

400.2. Change in Status

A. Professional, Non-Faculty, Non-Exempt

1. Jonathan Leach, Retention Coordinator, WVC, to Coordinator of Public Information & Marketing, WVC, effective August 22, 2022.

B. Classified

1. Chelsea Dulaney, Student Services Specialist, DO/FCC, to Office Assistant, FCC, effective August 22, 2022.

400.3. Temporary Contract

A. Faculty

1. Jackson Hemrich, Welding Instructor, LTC, effective August 22, 2022.

400.4. Special Assignment (Attachment)

400.5. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Megan Bunnage	St. Vincent Women's & Children's Hospital Evansville, IN	52

400.6. Memorandum of Agreement with IEA/NEA and Bargaining Unit Faculty

400.7. FY 23 Administration and Staff Salaries

400.8. Honorable Dismissals

1. Tyler Akers, Covid Site Facilitator, DO, effective July 22, 2022.
2. Tyler Beehn, Covid Site Facilitator, DO, effective July 22, 2022.
3. Wanda Jones, Covid Site Facilitator, DO, effective July 22, 2022.

400.9. Resignation Ratifications

A. Faculty

1. Jasmyne Lewis, Nursing Instructor, OCC/WVC, effective August 11, 2022.

B. Professional, Non-Faculty, Exempt

1. Leslie Boles, Director of Paramedicine, FCC, effective July 18, 2022.
2. Carol Dreith, Project Director, Title III, FCC, effective August 25, 2022.

C. Classified

1. Ashley Gonzalez, Office Assistant, FCC, effective August 12, 2022.
2. Julie Auteberry, TRIO Upward Bound Counselor, DO, effective August 26, 2022.
3. Dakota Hulett, Groundskeeper, OCC, effective August 19, 2022.

400.4. FY2020 Administration and Staff Salaries

ILLINOIS EASTERN COMMUNITY COLLEGES

Fiscal Year 2022-2023

Guidelines for Full-Time Employee

(Non-Bargaining Unit)

Wage Increases

Applies to all Administrative and Professional/Non-Faculty Employees:

1. Full-time employees working before June 1, 2022, are eligible for a wage increase. Employees with hire dates of June 1, 2022, to August 29, 2022, will be eligible for an increase at the six-month anniversary date. Employees with a hire date September 1, 2022, or later are not eligible for the increase.

2. All full-time employees (non-bargaining unit and not on a temporary contract) will receive a 5% pay increase but not to exceed \$4,000 unless otherwise noted.
3. All increases are effective August 29, 2022, unless otherwise noted.
4. Entry levels for all non-faculty positions will be increased by 4.5%, effective August 29, 2022.

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

AGENDA #17 – “Collective Bargaining” The Board approved a Memorandum of Agreement between the Illinois Education Association/National Education Association (IEA/NEA) and the District’s Bargaining Unit Faculty (IECEA) under Agenda Item #14 Personnel Report.

AGENDA #18 – “Litigation” – Chancellor Gower provided an update on ongoing litigation.

AGENDA #19 – “Other Items” – None.

AGENDA #20 – “Adjournment” – Trustee Jan Ridgely made a motion to adjourn. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and the meeting adjourned at 9:09 p.m.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 20, 2022
RE: Emergency Response Plans 2022

Pursuant to the Campus Security Enhancement Act of 2008 and Illinois Community College Board (ICCB) Administrative Rules, IECC developed and maintains a National Incident Management System (NIMS) compliant, all-hazards emergency response plan for each of the IECC colleges. The plans outline each of the college's procedures for managing major emergencies and incidents that may threaten the health, safety, and welfare of the campus community or disrupt its programs and activities. Each of the four colleges review and update these plans annually. The colleges must test their emergency response procedures annually and make record of the trainings within the response plans. The approved plans are sent to the Illinois Emergency Management Agency (IEMA) Region 9 Coordinator and the ICCB.

I recommend the Board's acceptance of each of the Emergency Response Plans.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 20, 2022
RE: Violence Prevention Plan

In accordance with the Campus Security Enhancement Act of 2008, Illinois Eastern Community Colleges maintains a Violence Prevention Plan outlining the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the utilization of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office.

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff and visitors. The Violence Prevention Plan continues to provide guidelines which specifically address IECC's position on the prevention, reduction, and management of violence and addresses institutional responsibilities in the areas of educational awareness programs, reporting, and investigative guidelines. The Violence Prevention Plan has been updated to reflect current contact information and TABIT team members. The updated plan will be available to all IECC employees on the Intranet.

I recommend the Board's acceptance of the updated IECC Violence Prevention Plan.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 20, 2022
RE: 2022 Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires an Annual Security Report be compiled and published annually prior to October 1 of each year. The Annual Security Report contains crime information for the past three years, relevant policy statements, and training and educational programming related to campus safety and security, crime prevention, alcohol and drug use, and sexual misconduct. The report was sent electronically to the Board.

I ask the Board's approval of the 2022 Annual Security Report.

GR/sc

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 20, 2022
RE: Affiliation Agreements

An affiliation agreement is a formal contract between the educational institution and the facility or business where the student(s) will have the experience. It identifies the responsibilities and liabilities of the various parties covered by the contract. Students engaged in these placements are not paid and the experience is required for completion of the program.

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

- The Rehabilitation Institute of St. Louis, LLC

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

RG/sc

**CLINICAL AFFILIATION AGREEMENT
(Therapy)**

This Clinical Affiliation Agreement (this “Agreement”) is made effective as of _____ (the “Effective Date”) by and between **Illinois Eastern Community College District No. 529** (“School”) and **The Rehabilitation Institute of St. Louis, LLC**, doing business as The Rehabilitation Institute of St. Louis, an affiliation of BJC Healthcare and Encompass Health, a Missouri limited liability company (“Encompass Health”).

WHEREAS, Encompass Health owns and/or operates an inpatient rehabilitation hospital located at 4455 Duncan Avenue, St. Louis, Missouri 63110 (“Hospital”);

WHEREAS, School offers its students clinical undergraduate degree, or graduate degree, or certification program in the field of therapy;

WHEREAS, as part of such degree or certification program, School desires for its students to have the ability to participate in clinical rotations in patient-care settings at the Hospital; and

WHEREAS, both parties agree that it is to their mutual advantage for selected students of School (the “Students”) to receive clinical education experiences at the Hospital.

WITNESSETH:

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Encompass Health and School hereby agree as follows:

1. Affiliation Procedure. Each clinical education program at Hospital is referred to as the “Program.” The Chief Executive Officer of the Hospital will designate a representative to act as a liaison between School and Hospital regarding the Hospital’s duties under this Agreement. School shall communicate directly with Hospital to arrange the details of the Program for each Student. This Agreement includes degree programs/disciplines at School and will allow Students to participate in clinical care and treatment fields. Notwithstanding the foregoing, Hospital is not obligated to accept any Student. The parties understand and agree that the Programs are not exclusive and the School may place Students in hospitals owned and operated by other entities, and Hospital may accept students from other educational institutions.

2. Mutual Responsibilities.

(a) The schedule, content, objectives and goals of all Programs will be arranged in cooperation between the President of the School or his/her designee and the Chief Executive Officer of the Hospital or his/her designee. The parties shall mutually agree on the number of Students and the length of time each Student shall spend participating in a Program at the Hospital.

(b) The School and the Hospital acknowledge and agree that Hospital rules and regulations apply to Students. The rules and regulations of the Hospital, including, but not limited to, Hospital’s Drug and Alcohol Policy, shall be provided to the School by the Hospital. Notwithstanding the foregoing, no Student, agent, or employee of the School shall be considered an employee of Encompass Health Corporation or the Hospital at any time during the term of this

Agreement and, therefore, no workers' compensation coverage will be provided to any Student, agent or employee of the School by Encompass Health Corporation or Hospital. If the state where the Hospital is located requires workers' compensation coverage for Students, agents or employees of the School, the School agrees to provide such coverage in accordance with state law for all persons it sends to Hospital for the entire length of each person's clinical rotation at the Hospital and for the term of this Agreement and any extension of the term of this Agreement.

(c) The School and the Hospital retain the privilege to exchange and review materials relevant to the Student's clinical education, and will comply with the Family Educational Rights and Privacy Act (FERPA) and applicable state law.

3. School Responsibilities.

(a) The School shall ensure that the Students are assigned appropriately by evaluating Student competence and knowledge prior to the clinical experience. Only those Students who have satisfactorily completed the prerequisite portion of their curriculum will be selected for participation in a Program at the Hospital. Prior to each Student's clinical experience, if rotating in a patient care role, the School shall provide the Hospital written verification that such Student is competent to perform basic emergency procedures, such as Cardio-Pulmonary Resuscitation. The School will retain ultimate responsibility for the education of its Students.

(b) Faculty provided by the School, if any, shall be duly licensed, certified or otherwise qualified to participate in the Program. The School will provide proof of licensure, certification or other qualifications to Hospital upon request.

(c) The School shall select Students without regard to considerations of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity, gender expression, age, marital status, national origin, veteran status, sexual orientation, disability, genetic information, or any other factor made unlawful by federal, state, or local laws. Prior to the Students' clinical experience, the School shall provide written verification to the Hospital that each student participating in a Program has been screened and/or immunized against communicable diseases, such as tuberculosis, *etc.*, as recommended by the Centers for Disease Control.

(d) The School shall require each Student to provide proof of medical insurance. The School shall (or School shall require each Student to) obtain and maintain professional and general liability insurance for each student of at least \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate and provide proof of such coverage to the Hospital prior to each Student coming onto the Hospital's premises. If School participates in a state sponsored patient compensation fund, primary professional liability limits required by this Agreement shall be in accordance with said statute, and School shall provide Hospital with evidence of its primary limit, along with proof of participation in said patient compensation fund. If School provides said insurance, it may be provided through a program of qualified self-insurance. The School and Encompass Health agree that such insurance policies maintained by the School or Student: (i) shall be primary and that any insurance maintained by Encompass Health or its parent company shall be non-contributing; (ii) must cover any claims made against the School, Hospital or Encompass Health relating to this Agreement, unless loss or claim is due to Hospital's sole negligence; and (iii) shall be in full force and effect for a period of three (3) years after termination or expiration of the Student's clinical rotation at the Hospital unless such coverage is occurrence-based coverage. The School agrees that such insurance maintained by the School or Student may not be cancelled or materially changed without at least a thirty (30) day written notice to the Hospital.

(e) The School agrees it shall inform Students that it is the Students' responsibility for arranging their: (i) transportation needed to fulfill their responsibilities at the Hospital; (ii) room and board during their participation in the Program; and (iii) arrival and departure dates with the Hospital.

(f) The School shall advise the Student that he/she will be required to sign a Statement of Confidentiality in the form attached hereto as Exhibit A.

(g) The School shall advise the Student that he/she will be required to sign an Acknowledgement Form regarding Hospital's Drug and Alcohol Policy in the form attached hereto as Exhibit B.

(h) The School shall advise the Student that he/she will be required to sign a Release Statement Certification regarding certain investigative background checks in the form attached hereto as Exhibit C.

(i) The School shall advise the Student that he/she will be required to sign a Health Insurance Portability and Accountability Act (HIPAA) Student Training Documentation form regarding the confidentiality and privacy of patient protected health information in the form attached hereto as Exhibit D.

4. Hospital Responsibilities.

(a) The Hospital shall provide all reasonable information requested by the School on a Student's work performance, and notify the School as soon as practical in advance of a clinical assignment or of any change in the Hospital's ability to take Students. The Hospital, in cooperation with the School, shall inform each Student of all relevant schedules, rules, and regulations of the Hospital, including Hospital's Drug and Alcohol Policy, and professional standards of practice. The Hospital shall provide each Student with a work schedule similar to that of a clinician. The Hospital shall complete and return all Student evaluations according to any reasonable schedule provided by the School.

(b) Hospital shall carry appropriate professional liability insurance on its employees, but not any Students or faculty provided by the School, in the amounts of at least \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate and provide written evidence to the School upon reasonable request.

(c) The Hospital may provide to the Students, to the extent possible, first aid for injuries, including, but not limited to, needle sticks. However, the Hospital assumes no responsibility, financial or otherwise, beyond the initial first aid, and treatment and the payment for such treatment shall be the responsibility of the individual Student.

(d) The Hospital shall provide clinical instruction to the Students and supervise the Students' clinical experience.

(e) The Hospital is responsible for assuring that the healthcare and rehabilitation services received by its patients are performed in a competent, efficient and satisfactory manner. Therefore, the Hospital has the right to perform criminal background screening and drug and alcohol tests on Students prior to the Students' participation in the Program and randomly during their participation in the Program, regardless of whether the Hospital has reasonable suspicion of drug and/or alcohol usage by the Students.

5. Student Withdrawal. A Student may be withdrawn from the Program at any time by the School or the Hospital for any of the following reasons:

- (a) Unprofessional or unethical behavior exhibited by the Student.
- (b) Failure by the Student to meet any necessary academic requirements.
- (c) Personal good cause, including, but not limited to, medical emergencies.
- (d) Arrest for a felony or crime involving moral turpitude or theft.
- (e) Use of alcohol, drugs or other toxic or foreign agents which tend, in the Hospital's reasonable judgment, to limit or adversely affect the Student's duties and responsibilities.
- (f) Refusal to take a drug and alcohol test, or if a test proves positive for a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substance, or any other violation of Hospital's Drug and Alcohol Policy.
- (g) Any other reason in the reasonable judgment of Hospital.

6. Confidential Information. The School shall not disclose the terms of this Agreement to any person who is not a Student or a party to this Agreement, except as required by law or as authorized by Encompass Health. Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Encompass Health with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to School. The School shall inform Students that they must maintain as confidential all Encompass Health information, including data and all patient records. Students should not copy or remove any Encompass Health materials or patient information from the premises. Students doing case studies must have a signed patient release form on the patient's chart. Each Student shall at all times abide by and adhere to all policies and procedures of Encompass Health with respect to the protection of individually identifiable health information or any requirements as may be applicable to the Students or the School in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or the regulations promulgated relative thereto.

7. Use and Protection of Intellectual Property. Encompass Health retains all rights and interests in its name and logo and all related intellectual property, including programs and educational materials (collectively "Intellectual Property"). The School shall inform Students that all intellectual property Students create while at Encompass Health, through work, study or research and development activities, will be the property of Encompass Health. The School shall cause its Students to irrevocably transfer all of the Student's rights, title and interest in and to the intellectual property to Encompass Health if necessary. The School agrees to sign and give to Encompass Health any agreements, assurances, undertakings, acknowledgements or other documents Encompass Health may reasonably require relating to the intellectual property during the Program or afterwards.

8. Term. The term of this Agreement shall commence on the Effective Date and shall continue in full force and effect for a period of one year, unless earlier terminated: (a) by the parties upon mutual written consent, (b) by either party upon at least ninety (90) days' prior written notice to the other party or (c) as otherwise set forth herein. Students participating in a Program at the time of notice of termination shall be given the opportunity to complete their clinical rotation at the Hospital, at the hospital's sole discretion. This Agreement shall automatically renew for additional one-year terms unless otherwise terminated as set forth herein.

9. Notice. All notices hereunder by either party to the other shall be in writing, delivered personally, certified mail, or by overnight courier and shall be deemed to have been duly given when delivered personally or one day after delivered to the overnight courier, charges prepaid and properly addressed to the respective parties at the addresses shown following each party's signature to this Agreement.

10. Additional Acts. Each party hereby agrees to perform any further acts and to execute and deliver any documents that may be reasonably necessary to carry out the provisions of this Agreement.

11. Binding Effect and Captions. This Agreement shall be binding on and shall inure to the benefit of the parties hereto, and their permitted successors and assigns. The captions or headings in this Agreement are made for convenience and general reference only and shall not be construed to describe, define or limit the scope or intent of the provisions of this Agreement.

12. Consents and Approvals. For each Student who enters the Hospital, all consents and approvals required by the School under this Agreement shall be conclusively presumed to have been obtained and this Agreement shall be binding and enforceable against School.

13. Counterparts; Electronic Execution and Retention. This Agreement may be executed in any number of counterparts, each of which, when so executed, shall be deemed to be an original, and such counterparts shall, together, constitute and be one and the same instrument. A signature on a counterpart may be made by facsimile or otherwise electronically transmitted, and such signature shall have the same force and effect as an original signature. Further, this Agreement may be retained in any electronic format, and all electronic copies thereof shall likewise be deemed to be an original and shall have the same force and effect as an original copy of this Agreement.

14. Closing or Sale of Encompass Health. In the event the Hospital closes or is sold to a third party, Encompass Health reserves the right to terminate this Agreement effective upon such closure or sale.

15. Independent Contractor. The School shall be an independent contractor of Encompass Health. No joint venture or partnership, no relationship of employer and employee, or principal and agent, is created by this Agreement and neither party shall be considered an agent or employee of the other party. Neither party, nor any of its agents, employees or affiliates, shall have any claim under this Agreement or otherwise against the other party for vacation pay, sick pay, retirement benefits or any other employee benefit of any kind.

16. Modifications and Waivers. This Agreement may not be changed or terminated orally, but may only be changed or terminated by an agreement in writing signed by both parties. A waiver by either party of any breach or default under the terms of this Agreement shall not constitute a waiver of any subsequent breach or default.

17. No Rule of Construction. The parties acknowledge that this Agreement was initially prepared by Encompass Health solely as a convenience and that all parties and their counsel hereto have read and fully negotiated all the language used in this Agreement. The parties acknowledge that because all parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement that construes ambiguous or unclear language in favor of or against any party by reason of that party's role in drafting this Agreement.

18. Severability. In any case one or more of the provisions or part thereof contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, the remaining parts of the provision and the remaining provisions of this Agreement will remain in full force and effect, and such invalid, illegal and unenforceable provisions shall be reformed and construed so that it will be valid, legal and enforceable to the maximum extent permitted by law.

19. Survivability. With the exception of this Section and any provision of this Agreement which requires performance after the term of this Agreement has expired or been terminated, no provision of this Agreement shall survive the expiration or termination of this Agreement.

20. Entirety. This Agreement constitutes the final agreement between the parties. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be effective as of the date and year first above written.

“SCHOOL”:

Illinois Eastern Community College

District No. 529

By: _____

Name: Mr. Gary Carter

Its: Chair, IECC Board of Trustees

Address:

233 East Chestnut Street

Olney, Illinois 62450

“ENCOMPASS HEALTH”:

The Rehabilitation Institute of St. Louis, LLC

By: _____

Name: _____

Its Authorized Representative

Address:

4455 Duncan Avenue

St. Louis, Missouri 63110

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 20, 2022
RE: Vacation Leave Policy – Non-Bargaining Unit Employees (400.12)

Revisions to Policy 400.12 were initiated in 2020 as a result of the Families First Coronavirus Response Act. Related text has been removed to reflect the expiration of these initiatives. Additional revisions reflect general cleanup and clarifications.

The proposed revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 400.12 as presented.

RG/am

Attachment

Vacation Leave Policy - Administrative, Professional Non-Faculty, Technical, Clerical and Maintenance Staff Non-Bargaining Unit Employees (400.12)

Date Adopted: January 16, 1990

Revised: June 21, 2005

Revised: April 21, 2009

Revised: February 16, 2010

Revised: May 21, 2013

Revised: November 15, 2016

Revised: April 21, 2020

Revised: September 20, 2022 (Pending Board Approval)

COVID-19 Response:

~~During the COVID-19 Response, any unused, accrued, vacation time as of June 30, 2020 greater than the allowable maximum accumulation by employee classification will be allowed to carry over until December 22, 2020. Any excess carryover from FY20 will expire at that time. This section shall apply to all employees covered by this policy, including grant employees. Should an employee leave employment prior to December 22, 2020 they are only eligible for payout of vacation time up to their maximum accumulation, and cannot have the excess carryover days paid out.~~

The purpose of this policy is to describe the Board-approved vacation leave for IECC employees not covered by the Collective Bargaining Agreement.

A. Allocations and Accumulations

Allocated and accumulated vacation time is based upon IECC's employee classifications:

1. **Exempt (Administrative & Professional Non-Faculty Employees)**
Each full-time administrative and professional non-faculty exempt employee shall earn 20 vacation days per year. Administrative and professional non-faculty exempt employees may accumulate no more than 40 paid vacation days.
2. **Non-Exempt (Administrative & Professional Non-Faculty Employees)**
Effective December 1, 2016, those employed into this classification shall earn 15 vacation days per year. This class of non-exempt employees may accumulate no more than 25 paid vacation days. All employees in this classification prior to December 1, 2016 will be grandfathered in and earn 20 vacation days per year and may accumulate no more than 40 paid vacation days.
3. **Classified (Clerical, Technical, Maintenance Employees)**
Each full-time ~~clerical, technical, and maintenance~~ Classified employee shall earn 10 vacation days per year. ~~Clerical, technical, and maintenance~~ Classified employees with less than 7 years of employment may accumulate no more than 20 vacation days. After 7 years of employment, each full-time ~~clerical, technical, and maintenance~~ Classified employee shall earn 15 vacation days per year. Effective July 1, 2009, ~~clerical, technical, and maintenance~~ Classified employees with 7 or more years of employment may accumulate no more than 25 paid vacation days.

Vacation for modified time employees shall be pro-rated according to time employed in relation to full-time employees.

Employees in grant-funded positions who attempt to carry-over unused vacation hours at the end of a fiscal year, do so at the risk of losing unused vacation hours and pay for those hours if the grant

funding is not renewed or cut and employment with the District is terminated. An employee in grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

B. Vacation Accrual

Employee's first year of vacation accrual is prorated based on hire date. Vacation time does not accrue during an employee's unpaid and/or workers compensation leave.

C. Vacation Upon Separation

1. Upon ~~retirement or voluntary resignation of employment with the District~~, an employee may choose one of the following alternatives:
 - ~~An employee may elect to~~ receive pay at his/her current per diem rate for the number of accumulated vacation days following completion of his/her duties with the District.
 - ~~An employee may elect to~~ take his/her accumulated vacation days just prior to completion of his/her duties with the District. In this situation, the last day of vacation would also be the last day of employment.

2. ~~The above section does not apply to involuntary separation. Upon involuntary separation, employees who leave district service due to an involuntary separation~~ will be paid their remainder of accumulated vacation days in a lump sum payment, following completion of ~~his/her~~ duties ~~with the District~~.

Voluntary and involuntary separation accumulation vacation day payments ~~made pursuant to section 400.12~~ shall be subject to restrictions as set forth in Public Act 94-004, and as interpreted by the Board of Trustees.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 20, 2022
RE: Holiday, Leave, and Benefit Policy – Non-Bargaining Unit Employees (400.4)

Revisions to Policy 400.4 were initiated in 2020 as a result of the Families First Coronavirus Response Act. Related text has been removed to reflect the expiration of these initiatives. Additional revisions reflect general cleanup and clarifications.

The proposed revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 400.4 as presented.

RG/am

Attachment

Holiday, Leave, and Benefit Policy - Administrative, Professional/Non-Faculty, Secretarial/Clerical, Technical, Custodial/Maintenance/Security, and Other Employees Not Covered by the Collective Bargaining Agreement Non-Bargaining Unit Employees (400.4)

Date Adopted: May 20, 1997

Revised: November 15, 2005

Revised: June 20, 2006

Revised: December 12, 2006

Revised: August 18, 2009

Revised: February 21, 2017

Revised: March 17, 2020

Revised: April 21, 2020

Revised: June 16, 2020

Revised: January 19, 2021

Revised: September 20, 2022 (Pending Board Approval)

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

I. **Leave.** One (1) leave day is the equivalent of eight (8) hours; paid leave days can be used in half-hour increments. Unless otherwise noted, leave days described below are not paid out upon termination. Leave policy provisions for modified-time employees shall be prorated according to time employed in relation to full-time employees.

A. **Sick Leave.** Each full-time employee shall, on the first day of employment of the employee's initial year, be granted a pro-rated share of working days up to a total of seventeen (17) Sick Leave days with pay. **One day of Sick Leave is eight (8) hours. Sick Leave may be used in half-hour increments.**

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

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

Any unused Sick Leave days will be allowed to accumulate. An accounting of accumulated Sick Leave will be made semi-annually. [Moved from G. below]

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

~~Emergency Paid Sick Leave: Emergency Paid Sick Leave: In accordance with the Families First Coronavirus Response Act and the Consolidated Appropriations Act, the District has created emergency paid sick leave that is effective April 1, 2020 through March 31, 2021.~~

~~Eligibility: Per the act, all full and part-time employees are eligible.~~

~~Qualifying Reasons for Emergency Paid Sick Leave: The employee is unable to work because~~

- ~~1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.~~
- ~~2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.~~
- ~~3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.~~
- ~~4) The employee is caring for an individual who is subject to a quarantine or isolation order as described in (1) above, or has been advised as described in (2) above.~~
- ~~5) The employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable, due to COVID-19 precautions.~~
- ~~6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.~~

~~Length of Leave: Full-time employees are eligible for up to 80 hours of emergency paid sick leave. Part-time employees are eligible for the average number of hours worked during a typical two-week period.~~

~~Pay During Leave: Employee's regular rate of pay up to \$511 per day (\$5,110 in aggregate) when leave is taken for reasons (1), (2), and (3) above. Employee's regular rate of pay up to \$200 per day (\$2,000) in aggregate) when leave is taken for reasons (4), (5), and (6). Barring~~

~~future extension of this legislation, the Emergency Paid Sick Leave section of this act shall expire at midnight on March 31, 2021. Illinois Eastern Community Colleges will remain in compliance with future extensions of this or comparable legislation directing the use of Emergency Paid Sick Leave.~~

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

Years of Continuous Full-time Service	Personal Emergency Days allowed per Year
Initial Year	Up to ½ of sick days awarded at time of employment
2-9	6
10-15	7.5
16-20	9
21-25+	10.5

C. Personal Leave. A full-time employee shall be granted, without loss of pay or benefits, two (2) **Personal Leave** days per fiscal year for personal reasons. Application for such leave should be made ~~to the employee's immediate supervisor~~ five (5) days prior to ~~the time said leave is desired to the employee's immediate supervisor.~~ Unused **Personal Leave days** shall accumulate as **Sick Leave** to a maximum of fourteen (14) additional sick days.

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

Part-time hourly employees: Part-time employees who 1) work 20 hours or more per week and 2) have been employed by IECC for 6 months or more will be eligible for **Required Court Appearance Leave**. Part-time employees who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

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

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

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

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

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

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

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

~~G. **Accounting**. An accounting of accumulated sick leave will be made semi-annually.~~ [Moved above to Sick Leave.]

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

~~H. **Modified Time Employees**. Leave policy provisions for modified time employees shall be prorated according to time employed in relation to full time employees.~~ [Moved to I above.]

II. **Holidays and Winter Break**

- A. **Official Holidays and Breaks**. Paid holidays for all full-time employees include, **Christmas, and New Year’s Day**, Martin Luther King, Jr. Day, Presidents’ Day, Spring Holiday,

Memorial Day, **Juneteenth**, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving and the following Friday, **Christmas Day, New Year's Day**.

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

C. **Winter Break**. The administration establishes **Winter Break** for full-time employees in accordance with the academic calendar. Full-time employees who are required to work over **Winter Break** shall be given **Floating Holiday time leave** equivalent to the time they were required to work over **Winter Break**. ~~This floating holiday leave does not accumulate from year to year, and must be used prior to the end of the fiscal year during which it is acquired. Application for such floating leave should be made five (5) days prior to the time said leave is desired to the employee's immediate supervisor.~~

~~Full-time employees shall be granted one (1) floating holiday per fiscal year. Floating holidays do not accumulate and must be used during the fiscal year. Full-time employees must have been employed before March 1 to be eligible for the floating holiday. Application for such leave should be made five (5) days prior to time said leave is desired to the employee's immediate supervisor (effective July 1, 2003).~~ [Moved above to Floating Holidays.]

III. **Benefits**

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

Related Policies

Vacation Leave Policy 400.12

Family and Medical Leave Policy 400.20

Child Bereavement Leave Policy 400.27

Agenda Item #7

Action on Items Removed from Consent Agenda

Agenda Item #8

Policy First Reading (and Possible Approval)

A. Policy 500.38 Graduation Requirements

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 20, 2022
RE: New Graduation Requirements Policy (500.38)

A new policy has been developed from catalog topics pertaining to graduation requirements and honors. While reviewing the information to formalize a policy, the Deans of Instruction proposed the restructuring of graduation honors as follows:

<u>Current Graduation Honors/GPA</u>		<u>Proposed Graduation Honors/GPA</u>	
		Highest:	4.0
High:	3.90 or greater	High:	3.75 – 3.99
Honors:	3.50 – 3.89	Honors:	3.50 – 3.74

This was the only recommended revision to current practices relating to graduation requirements or honors. It was determined this change to the graduation honors would become effective beginning with the graduating class of Spring 2024.

The proposed new policy has been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 500.38 as presented.

RG/am

Attachment

Graduation Requirements Policy (500.38)

Date Adopted: September 20, 2022 (Pending Board Approval)

The Board of Trustees of Illinois Eastern Community College District No. 529, upon the recommendation of faculty, staff, and the chancellor, will grant a certificate or degree to students who meet the requirements of a program. It is the student's responsibility to know and follow the requirements of the curriculum and the rules governing academic work. No IECC official or faculty member can relieve a student of this responsibility.

To be recommended for graduation, all students must:

1. Successfully complete all of the prescribed requirements in the selected program of study for the effective Catalog Term;
2. Earn, at a minimum, the required number of college-level credits at IECC:
 - For a degree, 16 credit hours
 - For a certificate, 16 credit hours or 50% of the required credit hours, whichever is less;
3. Earn a cumulative grade point average of at least 2.0 for all IECC coursework;
4. Satisfy all IECC financial obligations;
5. Fulfill any outstanding requests for records; and
6. Make application for graduation and pay any associated fees by the due date.

Graduation Honors

Effective beginning with the graduating class of Spring 2024, graduates who meet the following academic achievements will be recognized at the college's commencement ceremony and an appropriate designation will appear on their transcript and diploma.

Highest Honors

4.0 GPA

High Honors

3.75 – 3.99 GPA .

Honors

3.50 – 3.74 GPA

These honors are awarded based on the student's cumulative grade point average for college-level coursework completed from IECC through the term prior to graduation.

Agenda Item #9

Policy Second Reading

None.

Agenda Item #10

Staff Recommendations for Approval

Agenda Item #10A

City of Robinson, IL TIF Extension

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: September 20, 2022

RE: City of Robinson TIF Extension

The City of Robinson has expressed interest in extending the life of the West Robinson Industrial Tax Increment District and the Downtown Robinson TIF District. The desire is to extend both districts for an additional twelve years. The West Robinson Industrial area would be extended to May 2035 and the Downtown Robinson area would be extended to October 2036.

As part of the TIF renewal process, the City must obtain letters of support from all taxing bodies within the TIF development area. The attached letter of support would supply the City of Robinson with acknowledgement of the IECC Board of Trustees' support for the twelve-year extension to each TIF District.

I ask the Board's approval of support for the extension of the West Robinson Industrial Tax Increment District and the Downtown Robinson TIF District for the City of Robinson.

RG/akb

Attachment

September 20, 2022

City of Robinson
PO Box 188
Robinson, IL 62454

To Whom it May Concern,

The Illinois Eastern Community College District #529 Board supports the request by the City of Robinson, Illinois, to extend the life of the West Robinson Industrial Tax Increment District from 23 to 35 years, as well as to extend the life of the Downtown Robinson TIF District from 23 to 35 years. The Illinois Eastern Community College District #529 Board has discussed this request with the City and understands that the extension is needed to accommodate future planning for, and development of, the Robinson community.

Sincerely,

Gary Carter
Chairman
IECC District #529 Board

Agenda Item #10B

Appointment of Ethics Officer

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 202, 2022
RE: Appointment of Ethics Officer

Board Secretary & Ethics Officer, Renee Smith gave notice of her retirement from the Illinois Eastern Community College District #529 Board of Trustees on August 15, 2022.

The vacancy of Ethics Officer shall be filled by appointment, by the Illinois Eastern Community College Board of Trustees.

A motion to present the name of a prospective individual to fill the vacancy would be appropriate at this meeting.

RG/sc

The Board hereby appoints _____, as Ethics Officer for the Board, and for the district, pursuant to statute. He/She shall serve until his successor is appointed and qualified.

Agenda Item #10C

Board of Trustees Election

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 20, 2022
RE: Board of Trustees Election

Elections to the Board of Trustees will occur on April 4, 2023, and the Board needs to take official notice of the dates concerning that election.

September 20, 2022 is the first day to circulate nominating petitions. Nominating petitions must be signed by at least 50 voters or 10% of the voters residing within the College District, whichever is less.

December 12 to December 19, 2022, is the period for filing nominating petitions with the local election official.

April 4, 2023 is election of community college trustees at the consolidated election.

May 2, 2023 is the last day for community college Boards to conduct an organizational meeting for the seating of trustees elected at the April 4th election.

The IECC Board has three Trustees who have terms that are expiring. Those seats are currently held by Gary Carter, Brenda Culver, and Roger Browning. Trustees will be running for 6-year terms.

To conduct the election, the Board needs to appoint an election official and an assistant election official to act in the absence of the election official.

I ask the Board's approval of the dates and terms open for election on April 4, 2023 and for the appointment of Sheryl Childers as the Election Official and the appointment of Nickie Daniel to be the Assistant Election Official.

RG/sc

Agenda Item #11

Bid Committee Report

BID COMMITTEE REPORT

September 20, 2022

Olney Central College

1. OCC New Student Sidewalk

Frontier Community College

1. Mini Excavator

Olney Central College/Wabash Valley College

1. (2) 2022 Pickup Trucks

TO: Board of Trustees

FROM: Bid Committee

DATE: September 20, 2022

RE: OCC New Student Sidewalk

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 received from Homes by Schuetz for a total of \$42,350.

OCC New Student Sidewalk			
Company	Alternate 1 5' Wide Sidewalk Between Gym, etc.	Alternate 2 Cross Drainage Piping	Bid
A & R Mechanical Services Urbana, IL	\$16,900	\$4,100	\$62,250
Bergstrom Concrete Construction, Olney, IL	\$16,729	\$1,000	\$73,000
Homes by Schuetz Olney, IL	\$8,250	\$1,400	\$32,700

Respectfully submitted,

Ryan Gower
Ryan Hawkins

Department: Operations & Maintenance.

Source of Funds: OCC Maintenance Budget.

Rationale for Purchase: Student pathway is presently unpaved and in need of paving. Vendor submitted the lowest bid to meet specifications for this project. It is recommended that the Base bid, Alternate 1 bid, and Alternate 2 bid be accepted.

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 Olney Central College New Student Sidewalk shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 2:00 p.m. local time, on Monday, September 12, 2022, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

SITE VISIT

A site visit is optional, but it is the responsibility of the contractor to verify measurements of the installation areas as well as to provide all labor, materials, equipment, and tools necessary for the complete project. If a site visit is desired prior to submitting a bid, schedule a visit with Clay Atkins, OCC O&M Team Lead, to determine an acceptable date and time. Clay can be contacted at (618) 395-7777. Any questions concerning anything contained herein should be directed, in writing, to Nicholas Knapp, Construction Project Manager, at 233 E. Chestnut, Olney, IL 62450. Questions may also be submitted to bids@iecc.edu. Please include OLNEY CENTRAL COLLEGE NEW STUDENT SIDEWALK in the subject line of any inquiry. The deadline for questions is 2:00 p.m., Tuesday, September 6, 2022.

ADDENDUM

If it becomes necessary to revise any part of the RFP, an official written addendum will be issued by Illinois Eastern Community Colleges to all bidders of record.

Vendor must clearly understand that any verbal representation made or assumed to be made during any oral discussion held between vendor's representative and any Illinois Eastern Community Colleges personnel is not binding. Only the information issued in writing and added to the Request for Proposal specifications file by an official written addendum are binding.

METHOD OF BIDDING

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

SCOPE OF WORK

The scope of this bid is to provide all materials, labor, and equipment required to install a new 5' wide sidewalk approximately 1,090' long from the southwest corner of the parking lot west of the OCC Gymnasium to 55' north of the north edge of Gadde Bridge Lane, just southwest of the OCC baseball field. The new sidewalk shall be installed along and replacing the existing gravel path between the beginning and ending points described. The scope also includes (2) two 5' wide and approximately 30' long connection sidewalks from the sidewalk running west of the OCC baseball field to Linn Street, which is west of the new sidewalk. The connection sidewalks scope includes a sidewalk ramp for the handicapped, associated detectable warning surface, and existing curb modifications as required. See attached drawing illustrating the extent of the sidewalk scope.

The scope shall include cutting/grading the existing gravel path down 2" - 4" from its existing elevation so that the top of the new 4" thick sidewalk is approximately 2" above adjacent existing grade. The remaining gravel path shall be compacted as the sub-base for the new concrete sidewalk.

MATERIAL & PLACING/FINISHING OF CONCRETE

The new sidewalk shall be minimum 4" thick fiber-reinforced concrete with a strength of not less than 4,000 psi. The aggregate sub-base material shall be lightly moistened just before the concrete is placed. The concrete shall be placed in successive batches for the entire width of the slab, struck off and finished to a true and even surface with floats and trowels. The final troweling shall be done with a steel trowel and the finished surface shall be smooth and even. All edges of the concrete shall be edged with a 1/4" radius tool. The final finish shall be a light to medium broom finish with adjacent strokes lightly overlapping, producing a uniform and slightly roughened surface. The broom finish shall be perpendicular to the centerline of the sidewalk.

FORMS

Side forms shall be true to line and grade. The finished grade of the sidewalk shall be set to an elevation establishing a uniform slope between the sidewalk and the adjacent grade. The cross slope of the sidewalk shall be a maximum of 2%. The sidewalk cross slope shall cause the sidewalk to drain in the direction of the natural drainage of the adjacent existing grade.

TIE BARS/REBAR

Where concrete sidewalks are constructed adjacent to existing curb and gutter or where a sidewalk adjoins an existing sidewalk, 1/2" deformed steel tie bars (rebar) 16" long shall be positioned 18" on center. The tie bars shall be drilled into the existing concrete a minimum of 3".

CONTRACTION JOINTS

Contraction joints in concrete sidewalks shall be provided every 8' or less and in equal intervals where possible. The depth of saw-cut contraction joints for concrete sidewalks approaches shall be a minimum of 25% of the depth of the concrete and shall be tooled or saw-cut.

EXPANSION JOINTS

Transverse expansion joints consisting of ½" thick pre-formed joint filler shall be placed ¼" below the surface of the concrete sidewalk at maximum intervals of 100'.

SIDEWALK RAMPS FOR THE HANDICAPPED

Where sidewalks are constructed at street intersections, a sidewalk ramp for the handicapped shall be provided in accordance with the requirements of the Americans with Disability Act Accessibility Guidelines (ADAAG), the most recent ADA Standards for Accessible Design. Minimum ½" deformed steel tie bars (rebar) are required where the sidewalk meets the curb. The tie bars shall be a minimum of 16" long, drilled a minimum of 3" into the curb and shall be positioned 18" on center.

The maximum slope of the handicapped sidewalk ramp shall be 1:12. If necessary, the grade of a sidewalk shall be lowered where handicapped sidewalk ramps are required in order to comply with the maximum handicapped ramp slope of 1:12. Detectable warnings consisting of raised truncated domes shall be installed in all handicapped sidewalk ramps and shall be a minimum of 4' wide and 2' deep. Placement of the detectable warnings shall be in accordance with the ADAAG requirements. The color of the detectable warning panels shall be a contrasting color of Brick Red. The truncated dome warning panels shall be cast in place detectable warning panels of high impact polymer, which is colorfast and UV stable, as manufactured by TufTile ADA Tactile Products or of an equal product.

BACKFILL

After the concrete has been cured, the edges along the sidewalk and driveway approach shall be backfilled with compacted topsoil, graded at a gradual slope to the existing grade on each side of the sidewalk.

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

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

See attached drawing associated with the scope of this project.

ALTERNATES

ALTERNATE 1:

This alternate includes all site modifications, material, labor, and equipment associated with providing a new 5' wide sidewalk approximately 275' long from the southwest corner of parking lot west of the Gymnasium running east to the southwest corner of the courtyard west of Wattleworth Hall. This portion shall be constructed in the same manner/specifications as scheduled for base bid scope. See attached drawing illustrating location of sidewalk associated with this alternate. The new sidewalk shall be installed along and replacing the existing gravel path between the beginning and ending points described.

ALTERNATE 2:

This alternate includes all site modifications, material, labor, and equipment associated with providing cross drainage under the new sidewalk. Contractor shall provide installation of (10) ten locations of drainage pipe directly below the bottom of the 4" thick concrete sidewalk to allow natural site drainage under the new sidewalk. The drainage pipe shall be 4" Schedule 40 PVC and the length shall be as required to extend just beyond the new compacted backfill along each edge of the new sidewalk. Final locations of the (10) ten drainage pipes shall be coordinated between the Contractor and Owner.

PREPARATION OF BIDS

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

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

METHOD OF BID EVALUATION

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

INSURANCE

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

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

SALES TAX

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

PREVAILING WAGE

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

SHIPPING & HANDLING

All freight and delivery must be included in bid.

SPECIAL PROVISIONS

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

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

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

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

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

Illinois Eastern Community Colleges has an aspirational goal that **20%** of this project's material and/or labor will involve small, minority-owned, veteran-owned, and/or women-owned businesses in the procurement process. However, if a primary contractor, sub-contractor, material vendor, etc. is not a small, minority-owned, veteran-owned, and/or women-owned businesses it does not eliminate a contractor/company/vendor/etc. from bidding or limit the consideration of a bid submitted by or including a non-small, minority-owned, veteran-owned, and/or women-owned businesses in any way. Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), Business Enterprise Program (BEP) to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification.

Bids submitted with small, minority-owned, veteran-owned, and/or women-owned (BEP) business participation; whether as primary contractor, sub-contractor, material vendor, etc.; should indicate the percentage of work associated with the BEP businesses.

BID FORM

Following Board approval, bids will be awarded on September 20, 2022.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO OLNEY CENTRAL COLLEGE, 305 NORTH WEST STREET, OLNEY, ILLINOIS 62450. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

BASE BID MATERIALS \$ _____

BASE BID LABOR \$ _____

TOTAL BASE BID \$ _____

ESTIMATED TIME TO COMPLETE IN DAYS _____

ALTERNATE 1 BID (5' wide sidewalk between Gymnasium Parking Lot and Wattleworth Hall Courtyard)

MATERIALS \$ _____

LABOR \$ _____

TOTAL ALTERNATE 1 BID \$ _____

ALTERNATE 2 BID (Cross drainage piping)

MATERIALS \$ _____

LABOR \$ _____

TOTAL ALTERNATE 2 BID \$ _____

ESTIMATED START DATE IF AWARDED ON OR ABOUT SEPTEMBER 21, 2022 _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

Any Certified Vendor (Primary Contractor, Sub-Contractors, or Procurement/Material Vendors) in accordance with the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

Percentage of overall work (material and/or labor) being provided by BEP Certified Vendor(s) % _____



OLNEY CENTRAL COLLEGE

NEW SIDEWALK
OVERALL LAYOUT
SCALE: NTS
AUGUST 12, 2022

TO: Board of Trustees

FROM: Bid Committee

DATE: September 20, 2022

RE: FCC Mini Excavator

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 received from Bobcat of Effingham for a total of \$52,350.00.

FCC Mini Excavator			
Company	Addendum #1	Addendum #2	Bid
Alliance Tractor Newton, IL	X	X	\$57,212.00
Bobcat of Effingham Teutopolis, IL	X		\$52,350.00
Fabick Cat Salem, IL	X	X	\$62,549.11
Little Tractor & Equipment Harrisburg, IL	X		\$55,477.00
Rudd Evansville, IN	X	X	\$66,630.00

Respectfully submitted,

Ryan Gower
Ryan Hawkins

Department: FCC's Electrical Distribution Systems Program.

Source of Funds: Perkins Postsecondary Education Grants passed through the Illinois Community College Board.

Rationale for Purchase: 100% Perkins supported expense in line with the Perkins workplan to enhance the EDS instruction.

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 Mini Excavator for Frontier Community College's Electrical Distribution Systems Program shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 2:15 p.m. local time, on Monday, September 12, 2022, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

METHOD OF BIDDING

Unit Costs Bids will be received for the following:

- New 2022 or 2023 Mini Excavator
- Preferred brand: Bobcat, Case, Caterpillar, John Deere, Kubota, Yanmar
- Rubber tracks
- Enclosed cabin with AC/heat
- Net power: 23 - 28 hp
- Diesel
- Blade width 5.5 - 5.10 ft
- Blade dimensions: width 5.5 - 5.10 ft
- Boom swing left greater than or equal to 43°
- Boom swing right greater than or equal to 65°
- Digging depth greater than 11 ft
- Fuel capacity greater than 10 gallons
- 2 Speed travel: Max 2.5 - 3 mph; Min 1.5 - 2 mph

Bids should include all items bid as one contract price. All bids should include photos of the item being offered. A web link to the dealer's webpage having photos of the selected stock item is acceptable.

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 Perkins Postsecondary Education grants 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 Mini Excavator

Unit Costs Bids will be received for the following:

- New 2022 or 2023 Mini Excavator
- Preferred brand: Bobcat, Case, Caterpillar, John Deere, Kubota, Yanmar
- Rubber tracks
- Enclosed cabin with AC/heat
- Net power: 23 - 28 hp
- Diesel
- Blade width 5.5 - 5.10 ft
- Blade dimensions: width 5.5 - 5.10 ft
- Boom swing left greater than or equal to 43°
- Boom swing right greater than or equal to 65°
- Digging depth greater than 11 ft
- Fuel capacity greater than 10 gallons
- 2 Speed travel: Max 2.5 - 3 mph; Min 1.5 - 2 mph

Note: Following Board approval, bids will be awarded on September 21, 2022.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO FRONTIER COMMUNITY COLLEGE, 2 FRONTIER DRIVE, FAIRFIELD, ILLINOIS 62837. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR THIRTY 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.

FROM: Ryan Hawkins

DATE: August 26, 2022

RE: Bidding – Mini Excavator, Frontier Community College – Addendum #1

This document represents Addendum #1 which contains pertinent information with regards to the request for bids originally sent out on Friday, August 19, 2022.

ADDITIONAL SPECIFICATIONS

- 24-inch bucket
- Hydraulic thumb
- Hydraulic coupler
- Zero tail swing
- Weight range 6,500-9,300 lbs.

BID TABULATION FORM

This Addendum contains a new bid tabulation form which shall be used in lieu of the originally provided bid form.

Specifications Mini Excavator for Frontier Community College

FRONTIER COMMUNITY COLLEGE MINI EXCAVATOR

- New 2022 or 2023 Mini Excavator
- Preferred brand: Bobcat, Case, Caterpillar, John Deere, Kubota, Yanmar
- Rubber tracks
- Enclosed cabin with AC/heat
- Net power: 23 - 28 hp
- Diesel
- Blade width 5.5 - 5.10 ft
- Blade dimensions: width 5.5 - 5.10 ft
- Boom swing left greater than or equal to 43°
- Boom swing right greater than or equal to 65°
- Digging depth greater than 11 ft
- Fuel capacity greater than 10 gallons
- 2 Speed travel: Max 2.5 - 3 mph; Min 1.5 - 2 mph
- 24-inch bucket as outlined in Addendum #1
- Hydraulic thumb as outlined in Addendum #1
- Hydraulic coupler as outlined in Addendum #1
- Zero tail swing as outlined in Addendum #1
- Weight range 6,500-9,300 lbs. as outlined in Addendum #1

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

Receipt of Addendum #1: ___ Yes ___ No

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, and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

FROM: Ryan Hawkins

DATE: September 7, 2022

RE: Bidding – Mini Excavator, Frontier Community College – Addendum #2

This document represents Addendum #2 which contains pertinent information with regards to the request for bids originally sent out on Friday, August 19, 2022, and Addendum #1 sent out on August 26, 2022.

ADDITIONAL SPECIFICATIONS

- Net power greater than or equal to 23 hp
- Boom swing right greater than or equal to 43°

BID TABULATION FORM

This Addendum contains a new bid tabulation form which shall be used in lieu of the originally provided bid form.

Specifications Mini Excavator for Frontier Community College

FRONTIER COMMUNITY COLLEGE MINI EXCAVATOR

- New 2022 or 2023 Mini Excavator
- Preferred brand: Bobcat, Case, Caterpillar, John Deere, Kubota, Yanmar
- Rubber tracks
- Enclosed cabin with AC/heat
- Net power: 23 - 28 hp
- Diesel
- Blade width 5.5 - 5.10 ft
- Blade dimensions: width 5.5 - 5.10 ft
- Boom swing left greater than or equal to 43°
- Boom swing right greater than or equal to 65°
- Digging depth greater than 11 ft
- Fuel capacity greater than 10 gallons
- 2 Speed travel: Max 2.5 - 3 mph; Min 1.5 - 2 mph
- 24-inch bucket as outlined in Addendum #1
- Hydraulic thumb as outlined in Addendum #1
- Hydraulic coupler as outlined in Addendum #1
- Zero tail swing as outlined in Addendum #1
- Weight range 6,500-9,300 lbs. as outlined in Addendum #1
- Net power greater than or equal to 23 hp as outlined in Addendum #2
- Boom swing right greater than or equal to 43° as outlined in Addendum #2

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

Receipt of Addendum #1: _____ Yes _____ No
Receipt of Addendum #2: _____ Yes _____ No

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, and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

TO: Board of Trustees

FROM: Bid Committee

DATE: September 20, 2022

RE: (2) 2022 Pickup Trucks for OCC/WVC

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 received from Steve Faulkner's Chevrolet, Buick & GMC for a total of \$80,940.

(2) 2022 Pickup Trucks for OCC/WVC	
Company	Bid
Steve Faulkner's Chevrolet, Buick & GMC Princeton, IN	\$40,470 each \$80,940 for 2

Respectfully submitted,

Ryan Gower
Ryan Hawkins

Department: OCC & WVC Operations and Maintenance.

Source of Funds: OCC & WVC Operations and Maintenance.

Rationale for Purchase: Trucks are replacing aged fleet. Only bid received and meets 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 TWO 2022 ¾ Ton Long Bed V8 Pickup Trucks for both Olney Central College and Wabash Valley College's Operations and Maintenance Teams shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 2:00 p.m. local time, on Tuesday, September 13, 2022, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, **and to hold the bids for a period of thirty (30) days from the bid date.**

Interested bidders that have only one such truck to provide are encouraged to supply a bid. Interested bidders with two such trucks to bid should indicate any volume discounting provided with the bid.

METHOD OF BIDDING

Unit Costs Bids will be received for TWO of the following:

- 2022 ¾ Ton Pickup
- Regular Cab, Long Box
- Primary Color: White
- Rubberized Vinyl Flooring
- Minimum 6.4L V8 Gasoline Engine
- GVW Rating of at least 10,250 lbs.
- 4 Wheel Drive
- Cruise Control
- Standard Tailgate
- 17" Aluminum Wheels
- All Season Tires
- Backup Camera
- Airbags- Frontal, front seat side-impact, and roof rail
- Minimum 150 AMP Alternator
- Man. Extending and Folding Heated Mirrors with Turn Indicators
- 3.73 Ratio Rear Axle
- Automatic Transmission

Bids should include all items bid as one contract price. All bids should include photos of interior and exterior of the vehicle being offered. A web link to the dealer's webpage having photos of the selected stock item is acceptable.

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. Bids shall remain firm for 30 days from bid date.

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

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 2022 Pickup Truck

Unit Costs Bids will be received for the following:

- 2022 3/4 Ton Pickup
- Regular Cab, Long Box
- Primary Color: White
- Rubberized Vinyl Flooring
- Minimum 6.4L V8 Gasoline Engine
- GVW Rating of at least 10,250 lbs.
- 4 Wheel Drive
- Cruise Control
- Standard Tailgate
- 17" Aluminum Wheels
- All Season Tires
- Backup Camera
- Airbags- Frontal, front seat side-impact, and roof rail
- Minimum 150 AMP Alternator
- Man. Extending and Folding Heated Mirrors with Turn Indicators
- 3.73 Ratio Rear Axle
- Automatic Transmission

Note: Following Board approval, bids will be awarded on September 21, 2022.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO OLNEY CENTRAL COLLEGE, 305 N WEST ST, OLNEY IL 62450 AND TO WABASH VALLEY COLLEGE, 2200 COLLEGE DR, MT CARMEL, IL 62863. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TRUCK #1 \$ _____

TRUCK #2 \$ _____

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, and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

Agenda Item #12

District Finance

A. Financial Report

B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES	
DISTRICT #529	
TREASURER'S REPORT	
August 31, 2022	
FUND	BALANCE
Educational	\$ 11,220,480.65
Operations & Maintenance	2,297,100.46
Operations & Maintenance (Restricted)	435,658.61
Bond & Interest	954,302.38
Auxiliary	2,563,264.28
Restricted Purposes	(265,106.67)
Working Cash	922,663.65
Trust & Agency	635,098.39
Audit	29,244.12
Liability, Protection & Settlement	946,207.53
TOTAL ALL FUNDS	<u>\$ 19,738,913.40</u>
Respectfully submitted,	
Ryan Hawkins, Treasurer	

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
August 31, 2022

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS						
Cash	\$ 11,235,781	\$ 2,297,100	\$ 435,659	\$ 954,302	\$ 2,583,764	\$ (265,107)
Investments	5,005,189	1,505,767	-	-	5,345,276	-
Accounts Receivable	1,566,425	262,683	-	-	649,687	-
Other Receivables	852,099	-	200	-	-	296,741
Restricted Cash	-	-	3,908,104	-	-	-
Inventory	-	-	-	-	657,502	-
Other Assets	282,525	-	-	-	-	445,607
Due From Other Funds	-	-	-	-	-	-
Total Assets	\$ 18,942,019	\$ 4,065,550	\$ 4,343,963	\$ 954,302	\$ 9,236,229	\$ 477,241
LIABILITIES						
Accounts Payable	\$ 41,622	\$ 83,060	\$ 336,233	\$ -	\$ 66,507	\$ 21,735
Accrued Payroll Liabilities	(5,136)	-	-	-	-	-
Other Accrued Liabilities	33,766	-	32,998	-	64,380	(1,529)
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	70,252	83,060	369,231	-	130,887	20,206
FUND BALANCES						
Non-Spendable	-	-	-	-	657,502	-
Restricted						
Board Designated	12,027,684	1,200,316	-	-	-	-
Other Purposes	-	2,782,174	3,974,732	954,302	-	457,035
Unassigned	6,844,083	-	-	-	8,447,840	-
Total Fund Balances	18,871,767	3,982,490	3,974,732	954,302	9,105,342	457,035
Total Liabilities and Fund Balances	\$ 18,942,019	\$ 4,065,550	\$ 4,343,963	\$ 954,302	\$ 9,236,229	\$ 477,241

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
August 31, 2022

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 922,664	\$ 635,098	\$ 29,244	\$ 946,208	\$ 19,774,713
Investments	5,387,704	-	-	-	17,243,936
Accounts Receivable	-	-	-	-	2,478,795
Other Receivables	5,029	165,817	-	6,448	1,326,334
Restricted Cash	-	-	-	-	3,908,104
Inventory	-	-	-	-	657,502
Other Assets	-	-	-	-	728,132
Due From Other Funds	-	-	-	-	-
Total Assets	\$ 6,315,397	\$ 800,915	\$ 29,244	\$ 952,656	\$ 46,117,516
LIABILITIES					
Accounts Payable	\$ -	\$ 1,352	\$ -	\$ 6,448	\$ 556,957
Accrued Payroll Liabilities	-	-	-	-	(5,136)
Other Accrued Liabilities	-	4,056	-	-	133,671
Due to Other Funds	-	-	-	-	-
Total Liabilities	-	5,408	-	6,448	685,492
FUND BALANCES					
Non-Spendable	6,315,000	-	-	-	6,972,502
Restricted					-
Board Designated	-	-	-	-	13,228,000
Other Purposes	397	-	29,244	946,208	9,144,092
Unassigned	-	795,507	-	-	16,087,430
Total Fund Balances	6,315,397	795,507	29,244	946,208	45,432,024
Total Liabilities and Fund Balances	\$ 6,315,397	\$ 800,915	\$ 29,244	\$ 952,656	\$ 46,117,516

Illinois Eastern Community Colleges
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
For the Period Ended August 31, 2022

		Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund					
REVENUES												
Property Taxes	\$	716,314	\$	306,992	\$	65,460	\$	435,837	\$	-	\$	-
Replacement Taxes		20,293		20,293		-		-		-		-
ICCB Grants		2,550,787		-		-		-		-		-
Federal Grants		-		-		-		-		-		600,766
Tuition & Fees		5,328,570		500,805		-		-		258,013		-
Charges for Services		-		-		-		-		788,840		-
Interest		9,129		1,920		426		382		1,888		2
Other Revenues		16,753		3,518		-		-		1,232		18,518
Total Revenues		8,641,846		833,528		65,886		436,219		1,049,973		619,286
EXPENDITURES												
Payroll		1,329,924		133,483		-		-		210,157		221,411
Benefits		297,707		31,452		-		-		23,790		59,586
Contractual Services		116,247		79,191		-		-		26,583		31,934
Supplies		347,179		68,434		-		-		557,967		21,250
Travel		14,790		-		-		-		23,731		8,810
Fixed		4,704		-		-		-		122,070		4
Utilities		6,974		136,227		-		-		-		-
Capital Outlay		19,578		-		233,134		-		7,900		-
Other		15,179		-		-		-		19,309		35,088
Scholarships, Student Grants, & Waivers		1,755,720		-		-		-		79,511		307,486
Total Expenditures		3,908,002		448,787		233,134		-		1,071,018		685,569
Excess (Deficiency) of Revenues Over (Under) Expenditures		4,733,844		384,741		(167,248)		436,219		(21,045)		(66,283)
TRANSFERS												
Net Transfers		(1,733,516)		-		-		-		1,733,516		-
Total Transfers		(1,733,516)		-		-		-		1,733,516		-
Net Change in Fund Balance		3,000,328		384,741		(167,248)		436,219		1,712,471		(66,283)
Fund Balance - Beginning		15,871,439		3,597,749		4,141,980		518,083		7,392,871		523,318
Fund Balance - Ending	\$	18,871,767	\$	3,982,490	\$	3,974,732	\$	954,302	\$	9,105,342	\$	457,035

Illinois Eastern Community Colleges							
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)							
For the Period Ended August 31, 2022							
		Working Cash	Trust & Agency		Liability,		
		Fund	Fund	Audit Fund	Protection and		
					Settlement Fund		Total Funds
REVENUES							
	Property Taxes	\$ -	\$ -	\$ 16,309	\$ 234,599		\$ 1,775,511
	Replacement Taxes	-	-	-	-		40,586
	ICCB Grants	-	-	-	-		2,550,787
	Federal Grants	-	-	-	-		600,766
	Tuition & Fees	-	-	-	-		6,087,388
	Charges for Services	-	6,535	-	-		795,375
	Interest	709	478	15	543		15,492
	Other Revenues	-	409,588	-	1		449,610
	Total Revenues	709	416,601	16,324	235,143		12,315,515
EXPENDITURES							
	Payroll	-	-	-	-		1,894,975
	Benefits	-	-	-	22,335		434,870
	Contractual Services	-	7,300	7,000	8,505		276,760
	Supplies	-	8,668	-	-		1,003,498
	Travel	-	-	-	-		47,331
	Fixed	-	-	-	122,155		248,933
	Utilities	-	-	-	-		143,201
	Capital Outlay	-	-	-	-		260,612
	Other	-	-	-	-		69,576
	Scholarships, Student Grants, & Waivers	-	150,852	-	-		2,293,569
	Total Expenditures	-	166,820	7,000	152,995		6,673,325
	Excess (Deficiency) of Revenues Over (Under) Expenditures	709	249,781	9,324	82,148		5,642,190
TRANSFERS							
	Net Transfers	-	-	-	-		-
	Total Transfers	-	-	-	-		-
	Net Change in Fund Balance	709	249,781	9,324	82,148		5,642,190
	Fund Balance - Beginning	6,314,688	545,726	19,920	864,060		39,789,834
	Fund Balance - Ending	\$ 6,315,397	\$ 795,507	\$ 29,244	\$ 946,208		\$ 45,432,024

ILLINOIS EASTERN COMMUNITY COLLEGES
Comparative Combined Balance Sheets - All Funds
August 31, 2022

	ALL FUNDS	
	Fiscal Year 2023	Fiscal Year 2022
ASSETS:		
CASH	\$ 19,738,913	\$ 20,260,907
IMPREST FUND	21,300	21,300
CHECK CLEARING	14,500	14,500
CDB PROJECT TRUST	3,908,105	4,012,365
PREPAID EXPENSES	282,525	-
INVESTMENTS	17,243,936	12,223,530
RECEIVABLES	3,799,901	3,927,444
ACCRUED REVENUE	5,229	38,120
INVENTORY	657,502	749,825
OTHER ASSETS	445,607	475,500
FIXED ASSETS (Net of Depr)	19,298,918	16,185,397
TOTAL ASSETS AND OTHER DEBITS:	\$ 65,416,436	\$ 57,908,888
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	\$ -	\$ 3,308
ACCOUNTS PAYABLE	593,366	145,957
DEFERRED REVENUE	94,897	140,262
L-T DEBT GROUP (FUND 9)	6,138,092	7,676,062
OPEB (Prior Year Restated for GASB 75 Implementation)	13,963,316	15,176,595
TOTAL LIABILITIES:	20,789,671	23,142,184
FUND BALANCES:		
FUND BALANCE	27,658,486	24,425,285
INVESTMENT IN PLANT (Net of Depr)	19,298,918	16,185,397
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(20,101,408)	(22,852,657)
RESERVE FOR ENCUMBRANCES	17,770,769	17,008,679
TOTAL EQUITY AND OTHER CREDITS	44,626,765	34,766,704
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 65,416,436	\$ 57,908,888

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2021-2023**

College	Category	FISCAL YEAR 2021			FISCAL YEAR 2022			FISCAL YEAR 2023			% of Year
		Budget	Spent Thru August	% of Budget	Budget	Spent Thru August	% of Budget	Budget	Spent Thru August	% of Budget	
Frontier	Bills		\$ 60,230			\$ 72,842			\$ 95,564		
	Payroll		191,553			184,985			200,887		
	Waivers		255,133			218,510			282,080		
	Totals	\$ 3,899,789	506,916	13%	\$ 3,688,586	476,337	12%	\$ 3,873,183	578,531	15%	17%
Lincoln Trail	Bills		\$ 111,673			\$ 129,631			\$ 134,215		
	Payroll		172,394			200,706			186,612		
	Waivers		483,194			404,622			388,071		
	Totals	\$ 4,943,901	767,261	16%	\$ 4,977,953	734,959	16%	\$ 4,727,391	708,898	15%	17%
Olney Central	Bills		\$ 176,351			\$ 203,525			\$ 188,181		
	Payroll		347,431			341,672			365,440		
	Waivers		435,283			333,105			330,880		
	Totals	\$ 7,047,772	959,065	14%	\$ 7,367,058	878,302	12%	\$ 7,402,072	884,501	12%	17%
Wabash Valley	Bills		\$ 146,123			\$ 149,195			\$ 171,476		
	Payroll		264,193			266,083			277,178		
	Waivers		542,456			585,080			556,463		
	Totals	\$ 5,978,433	952,772	16%	\$ 5,775,220	1,000,358	16%	\$ 6,271,689	1,005,117	16%	17%
Workforce Educ.	Bills		\$ 23,769			\$ 20,818			\$ 20,158		
	Payroll		110,074			97,400			73,731		
	Waivers		140,598			144,825			188,034		
	Totals	\$ 3,349,386	274,441	8%	\$ 3,378,641	263,043	10%	\$ 2,761,446	281,923	10%	17%
District Office	Bills		\$ 30,752			\$ 54,442			\$ 62,287		
	Payroll		122,475			161,041			167,677		
	Waivers		-			-			-		
	Totals	\$ 1,410,117	153,227	11%	\$ 1,991,105	215,483	9%	\$ 2,334,026	229,964	10%	17%
District Wide	Bills		\$ 361,656			\$ 357,089			\$ 466,202		
	Payroll		94,642			152,842			191,883		
	Waivers		58,899			59,694			10,191		
	Totals	\$ 3,576,315	515,197	14%	\$ 7,148,722	569,625	7%	\$ 7,711,317	668,276	9%	17%
GRAND TOTALS		\$30,205,713	\$ 4,128,879	14%	\$ 34,327,285	\$ 4,138,107	12%	\$35,081,124	\$ 4,357,210	12%	17%

ILLINOIS EASTERN COMMUNITY COLLEGES

Operating Funds Expense Report

August 31, 2022

	FY 2023		FY 2022		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
Salaries	\$ 1,463,408	33.59%	\$ 1,404,729	33.95%	\$ 58,679	4.177%
Employee Benefits	329,160	7.55%	290,849	7.03%	38,311	13.172%
Contractual Services	195,438	4.49%	214,589	5.19%	(19,151)	-8.925%
Materials	416,033	9.55%	286,658	6.93%	129,375	45.132%
Travel & Staff Development	14,790	0.34%	11,685	0.28%	3,105	26.573%
Fixed Charges	4,704	0.11%	18,541	0.45%	(13,837)	-74.629%
Utilities	143,202	3.29%	139,758	3.38%	3,444	2.464%
Capital Outlay	19,578	0.45%	13,737	0.33%	5,841	42.520%
Other	1,770,897	40.64%	1,757,561	42.47%	13,336	0.759%
	<u>\$ 4,357,210</u>	<u>100.00%</u>	<u>\$ 4,138,107</u>	<u>100.00%</u>	<u>\$ 219,103</u>	<u>5.295%</u>

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

	Funding Source	Estimated Budget									
Student Center - WVC	CDB	\$4,029,400	=====								
Temp Building Replacement - LTC	CDB	\$1,495,500	=====								
Center for Technology - LTC	CDB	\$11,160,000	=====								
Applied Arts Building Roof - WVC	CDB	\$295,000	=====								
Applied Technology Center - OCC	CDB	\$3,076,400	=====								
Power Hub - WVC	CDB	\$300,000	=====								
Parking Lot Resurfacing	CDB	\$918,392	=====								
LTC - Performing Arts Building	Local	\$853,800	=====								
DW - HVAC Replacements	PHS	\$1,786,230	=====								
WVC - Pool Infill	PHS	\$285,500	=====								
LTC - Crawford County Recreational Center	Local	\$4,700,000	=====								
GRAND TOTAL		\$28,900,222		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

Agenda Item #13

Executive Session

Agenda Item #14

Approval of Executive Session Minutes

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

Agenda Item #15

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 20, 2022
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the September Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.4, 400.5, and 400.6 have been sent under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Temporary Contract**
- 400.3. Approval of Proposed Non-College Employment**
- 400.4. Honorable Dismissal**
- 400.5. Special Assignment (attachment)**
- 400.6. Resignation Ratifications**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Elaine Hasty, Spanish Instructor, IECC, effective September 26, 2022.

B. Professional, Non-Faculty, Exempt

1. Morris Nead, Project Director, Title III, FCC, effective September 26, 2022.
2. Brittany Biddle, Retention Coordinator, WVC, effective September 26, 2022.
3. Dennis Stroughmatt, Music & Theatre Specialist, WVC, effective September 26, 2022.
4. Shanna Bradford, Data Analyst, DO, effective September 26, 2022.

C. Classified

1. Brian Stevens, Groundskeeper, OCC, effective September 26, 2022.
2. Hunter Meritt, TRIO Upward Bound Counselor, DO/LTC, effective September 26, 2022.
3. Megan Hildebrand, TRIO Upward Bound Counselor, DO/OCC, effective September 26, 2022.

400.2. Temporary Contract

A. Professional, Non-Faculty, Exempt

1. Isaac Wodajo, Associate Head Men's Basketball Coach, WVC, effective September 26, 2022.

400.3. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Becky Coleman	Richland Nursing & Rehab Olney, IL	36

400.4. Honorable Dismissal

1. Micah Drummond, Covid Care Coordinator, DO, effective July 29, 2022.

400.5. Special Assignment (Attachment)

400.6. Resignation Ratifications

A. Faculty

1. Logan Marshall, Industrial Maintenance Instructor, OCC, effective December 31, 2022.

B. Classified

1. Whitney McCullough, TRIO Upward Bound Counselor, DO, effective August 22, 2022.

Agenda Item #16

Collective Bargaining

Agenda Item #17

Litigation

Agenda Item #18

Other Items

Agenda Item #19

Adjournment