

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**December 10, 2019**



**Location:**

**Lincoln Trail College  
11220 State Route 1  
Robinson, Illinois 62454**

**Dinner – 6:00 p.m. – Lincoln Room  
Meeting – 7:00 p.m. - Cafeteria**

*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**

**December 10, 2019**

**7:00 p.m.**

**Lincoln Trail College  
Cafeteria**

1. Call to Order & Roll Call.....Chairman Fischer
2. Disposition of Minutes..... Interim CEO Holt
3. Recognition of Visitors and Guests ..... Holt
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
6. Policy First Reading (and Possible Approval)..... Holt
  - A. None
7. Policy Second Reading ..... Holt
  - A. None
8. Staff Recommendations for Approval
  - A. Articulation Agreement with Vincennes University..... Martin
  - B. Motorcycle Safety Agreements with SIU – FCC-LTC-OCC-WVC..... Holt
  - C. Affiliation Agreements..... Holt
    - Carle Foundation Hospital – FCC Phlebotomy
    - Good Samaritan Hospital – OCC Phlebotomy
    - Lawrence County Hospital – OCC Phlebotomy
    - Crawford Memorial Hospital – OCC Phlebotomy
    - Carle Foundation Hospital – OCC Phlebotomy
9. Bid Committee Report ..... Holt
  - A. Frontier Community College
    1. Design & Construction of New Exterior Electronic Sign
  - B. Wabash Valley College
    1. (2) Equipment Contracts

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, December 10, 2019.

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

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

John Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Al Henager, Jan Ridgely. Trustees absent: James Lane . Student Trustee Corey Hall was absent. 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:  
Jay Edgren, President of Frontier Community College.  
Matt Fowler, President of Wabash Valley College.  
Ryan Gower, President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College.  
Tara Buerster, Director of Human Resources.  
Alex Cline, Director of Information Technology and Communications.  
Ryan Hawkins, Chief Finance Officer.  
Holly Martin, Chief Academic Officer.  
Renee Smith, Assistant to CEO/Board Secretary.

Chairman Fischer announced that Trustee James Lane has resigned his position on the Board in order to avoid conflict of interest with his application for the position of IECC Chancellor.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held November 19, 2019 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Al Henager made a motion to approve the minutes of the foregoing meeting as amended. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

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

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

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

**AGENDA #5 – “Reports”** –

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

**#5-B. Report from Presidents:** Informational reports including the announcement of upcoming events were provided by the College Presidents.

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

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

**AGENDA #7 – “Policy Second Reading”** - None.

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

**#8-A. Articulation Agreement with Vincennes University:** Vincennes University has requested approval of a transfer agreement between Illinois Eastern Community Colleges and Vincennes University that will facilitate transfer from IECC’s Associate in Science and Arts Degree with a concentration in Education to Vincennes University’s Bachelor of Science in Special Education, Mild Intervention K-12. The proposed agreement is listed in full in the Board agenda.

**Board Action:** Trustee Brenda Culver made a motion to approve the articulation agreement with Vincennes University as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student Advisory Vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8B. Motorcycle Safety Training Agreements:** The CEO recommended approval of a motorcycle safety training agreement with Southern Illinois University at Carbondale for each of the four IECC colleges for 2020. The agreements for FCC, LTC, OCC, and WVC are listed in full in the board agenda.

**Board Action:** Trustee Gary Carter made a motion to approve the Motorcycle Safety Training Agreements between Southern Illinois University at Carbondale for Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Student advisory vote: Absent. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Affiliation Agreements:** The CEO recommended approval of affiliation agreements with Crawford Memorial Hospital, Carle Foundation Hospital, Good Samaritan Hospital, and Lawrence County Hospital for the FCC and OCC Phlebotomy Programs. The agreements are listed in full in the Board Agenda.

**Board Action:** Trustee Al Henager made a motion to approve the standard affiliation agreements with Crawford Memorial Hospital, Carle Foundation Hospital, Good Samaritan Hospital, and Lawrence County Hospital for the Phlebotomy Programs at FCC and OCC as presented in full in the Board agenda. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – The following bid committee reports were presented for approval:

TO: Board of Trustees  
 FROM: Bid Committee  
 DATE: December 10, 2019  
 RE: Design & Construction of New Exterior Electronic Sign

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

The Bid Committee recommends acceptance of the bid received from T. Ham Sign Inc. for a total of \$59,350.89.

Company	Total Bid
Double D Signs Teutopolis, IL	\$52,800
Martin Branding Group, Inc. River Forest, IL	\$98,000 – Mixed Facade \$100,350 – Brick Facade
T. Ham Sign, Inc. Mt. Vernon, IL	\$59,350.89

Respectfully submitted,

Ryan Hawkins  
 Marilyn Holt  
 Renee Smith

Department: Frontier Community College.  
 Source of Funds: 014-5510F-8700-806

Rationale for Purchase: The proposal received meets all specifications required.

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

TO: Board of Trustees  
 FROM: Bid Committee  
 DATE: December 10, 2019  
 RE: On Highway Engine & Off Highway Engine

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

The Bid Committee elected to reject the bid received from 9<sup>th</sup> Street Parts, LLC for the On Highway Engine. The Bid Committee recommends acceptance of the bid received from Fabick Power Systems for a total of \$83,676 for the Off Highway Engine, pending final approval by the United States Department of Commerce.

<b>On Highway Engine</b>	
<b>Company</b>	<b>Total Bid</b>
9 <sup>th</sup> Street Parts, LLC Mt. Carmel, IL	\$57,590

<b>Off Highway Engine</b>	
<b>Company</b>	<b>Total Bid</b>
9 <sup>th</sup> Street Parts, LLC Mt. Carmel, IL	\$79,950
Fabick Power Systems Green Bay, WI	\$83,676

Respectfully submitted,

Ryan Hawkins  
 Marilyn Holt  
 Renee Smith

Department: Wabash Valley College Diesel Equipment Technology.

Source of Funds: This bid is partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration for \$600,000. The equipment in this grant will be paid for 50% by the EDA and 50% by IECC.

Rationale for Purchase: The Off Highway Engine proposal from Fabick Power Systems received meets all specifications required.

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

**Board Action:** Trustee Gary Carter made a motion to approve the bid committee report recommendations as presented for the Design & Construction of New Exterior Electronic Sign at FCC. Trustee John Brooks seconded the motion and on a recorded roll call vote the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

Trustee Al Henager made a motion to approve the recommendations of the bid committee to accept one bid for inside equipment and reject one bid for highway equipment as presented for the purchase of instructional equipment at WVC. Trustee Brenda Culver seconded the motion and on a recorded roll call vote the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer’s report, showing the balance in all funds as of November 31, 2019.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for December 2019 totaling \$879,503.13 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 December 2019, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #12 – “Executive Session”** – The Board of Trustees went into Executive Session under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, under Section 2(c) (11) Litigation, under 2(c) (7) Setting the Price for Sale or Lease of Property, and under 2 (c) (3) Selection of a Person to Fill a Vacancy. Trustee Brenda Culver made a motion to go into closed session at 7:47 p.m.. The motion was seconded by Trustee Gary Carter and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried. The closed session began at 7:55 p.m. and adjourned and reconvened in open public session after a motion was made by Trustee Brenda Culver and the motion was seconded by Trustee Gary Carter. A voice vote was taken and the Chair declared the “Ayes” have it, the closed meeting was adjourned and there being a quorum present, the Board of Trustees reconvened the regular open meeting for the transaction of business at 8:53 p.m.



(Note: Separate minutes have been prepared for the foregoing closed meeting.)

**AGENDA #13 – “Approval of Executive Session Minutes” –**

**#13-A. Written Executive Session Minutes:** No executive session was held during the regular meeting, Tuesday, November 19, 2019.

**#13-B. Audio Recordings of Executive Sessions:** No executive session was held during the regular meeting, Tuesday, November 19, 2019.

**#13-C. Semi-Annual Review of Executive Session Minutes:** The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following report and recommendations:

The following written executive session minutes were reviewed in June 2019 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 17, 2012.
6. February 19, 2019.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in December 2019:

1. July 16, 2019.
2. October 15, 2019

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

1. May 21, 2019.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. February 19, 2019
2. May 21, 2019.
3. July 16, 2019.
4. October 15, 2019.

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

1. None.

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

1. Tuesday, June 18, 2019.
2. Tuesday, August 20, 2019.
3. Tuesday, September 17, 2019.

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

1. None.

**Board Action:** Trustee Al Henager made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted.

**AGENDA #14. Personnel Report:** Tara Buerster presented the following personnel report and the CEO recommended approval.

#### **400.1. Employment of Personnel**

##### **A. Faculty**

1. Jared Gullett, Health Careers Instructor, LTC, effective January 2, 2020, pending successful completion of background check.
2. Ronda Hockgeiger, Social Services Specialist Instructor, WVC, effective January 2, 2020.
3. Tina Lindley, Process Technology Instructor, LTC, effective January 2, 2020.

##### **B. Classified**

1. Tracy Chastain, Maintenance/Custodian, OCC, effective January 2, 2020.

#### **400.2. Adjustment in Hourly Rate**

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

1. Mark Smith, Building Manager, WRC, effective December 11, 2019.

#### **400.3. Special Assignment – Frontier Community College**

##### **A. Other**

1. Kent Staley, Interim O & M Team Leader, \$7,500 per fiscal year, effective November 18, 2019.

**#14-A. Board Action to Addend Personnel Report:** Trustee Al Henager made a motion to addend the Personnel Report, add an addendum for item 400.2 to make the adjustment in hourly rate effective November 20, 2019. Trustee Gary Carter seconded the motion. The Chair asked Trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

**#14-B. Board Action to Approve Amended Personnel Report:** Trustee Al Henager made a motion to approve the Amended Personnel Report as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #16 – Litigation** – None.

**AGENDA #17 – Other Items** – None.

**fAGENDA #18 – Adjournment** – Trustee Brenda Culver made a motion to adjourn. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:03 p.m.