

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

July 16, 2019



Location:

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

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**July 16, 2019
7:00 p.m.**

**Frontier Community College
Bob Boyles Foundation Hall**

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. Student Consumer Policy 500.33
7. Policy Second Reading Holt
 - A. None
8. Staff Recommendations for Approval
 - A. Articulation Agreement with SIU-C – Social Services Martin
 - B. IECC Catalog 2019-2020 Martin
 - C. Selection of Architectural Firm Holt
 - D. Appointment of Board Audit Committee Holt
 - E. Castle Branch Agreement Holt
 - F. Athletic Training Agreement – LTC Holt
 - G. Affiliation Agreements Holt
 - Fairfield Memorial Hospital – Phlebotomy – IECC
 - Christopher Rural Health Planning Corporation – Phlebotomy – IECC
 - Harsha Behavioral Center – Associate Degree Nursing - IECC
 - Crawford Memorial Hospital – Medical Coding, Medical Office Assistant, Medical Transcription, and Health Information Technology – OCC

9. Bid Committee Report..... Holt
A. Bucket Truck - FCC
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
14. Approval of Personnel Report Holt
15. Collective Bargaining Holt
Approval of Two-Year Contract with Bargaining Unit Faculty
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 Bob Boyles Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, July 16, 2019.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Alan Henager, James Lane, Jan Ridgely. Student Trustee Corey Hall was absent. 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:
Marilyn Holt, Interim Chief Executive Officer.
Jay Edgren, President of Frontier Community College.
Matt Fowler, President of Wabash Valley College.
Ryan Gower, President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Tara Buerster, Director of Human Resources.
Alex Cline, Director of Information & Communications Technology.
Ryan Hawkins, Chief Financial Officer/Treasurer.
Holly Martin, Chief Academic Officer.
Renee Smith, Assistant to CEO/Board Secretary.
Michael Thomas, Dean of Workforce Education

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, June 18, 2019 were presented for disposition.

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

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

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

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Reports were presented from each of the colleges.

#5-C. Report from Cabinet: None.

AGENDA #6 – “Policy First Readings (and Possible Approval)” –

#6-A. Student Consumer Policy 500.33: Holly Martin presented the following revised policy which addresses the District’s responsibility in meeting obligations to students in the areas of admissions, marketing and recruitment efforts. The Interim CEO recommended that second reading be waived and that the revised policy be approved.

STUDENT – 500

Student Consumer Policy (500.33)

Date adopted: June 18, 2019

Revised: July 16, 2019, pending Board approval

In accordance with the US Higher Education Act of 1965 and the Higher Learning Commission Policy on Recruiting, Admission and Related Institutional Practices, Illinois Eastern Community Colleges shall make student consumer information available to all current and prospective students. Student Consumer Information shall ~~include, but not be limited to: time to complete degree, cost, typical graduate debt, and whether a program meets licensure requirements~~ be delivered through transparent and ethical methods.

Board Action: Trustee Jan Ridgely made a motion that second reading be waived and that the foregoing Student Consumer Policy 500.33 be revised and approved 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, James Lane, Jan Ridgely. Student advisory vote: Absent. 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 #7– “Policy Second Readings” – None.

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

#8-A. Articulation Agreement with SIU-C – Social Services: Holly Martin presented an articulation agreement between Illinois Eastern Community Colleges - Wabash Valley College and Southern Illinois University at Carbondale to facilitate transfer from IECC to SIU-C in the area of Social Work. The Board Chairman recommended approval of the articulation agreement, as listed in full in the agenda, between IECC and SIU-Carbondale.

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

#8-B. 2019-2020 Catalog: Holly Martin reviewed the 2019-2020 IECC Catalog. The catalog lists all courses, programs, degrees and certificates, along with the district policy that applies to operation of the district and its students. Throughout the year, the Board of Trustees is asked to approve changes to the catalog. These changes are added to the electronic version on the IECC website and this amended electronic version becomes the binding document for the district’s relationship with students, faculty, and staff. Because high school counselors continue to use the catalog when advising students, the District will print 870 catalogs for a price of approximately \$4580.00. The Board Chairman recommended approval for Creasy Printing Services to print the 2019-2020 Catalog.

Board Action: Trustee Brenda Culver made a motion to approve printing of the 2019-2020 IECC Catalog by Creasy Printing Services as presented and recommended. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Selection of Architectural Firm: Marilyn Holt recommended approval of the following contract with Walk Architecture from Effingham, Illinois for architectural services for the Performing Arts addition at Lincoln Trail College. It was noted that the square footage of the addition to the LTC Performing Arts Building was listed in error in the agreement as listed in the agenda. It was recommended that the contract be amended to read 3,069 square foot addition rather than 35,000 square foot addition. It would now accurately read: Whereas the OWNER intends to contract for Design of a new approximate ~~35,000~~ 3,069 square foot addition to the Performing Arts Building on the Campus of Lincoln Trail College, Robinson, Illinois.

THIS AGREEMENT made this 6th day of June, 2019 by and between **LINCOLN TRAIL COLLEGE**, 11220 IL-1, Robinson, Illinois 62454 hereinafter called the OWNER, and **WALK ARCHITECTURE**, 17125 East 2000th Avenue, Effingham, Illinois 62401 hereinafter called the ARCHITECT, witnessed

Whereas the OWNER intends to contract for Design of a new approximate 35,000 square foot addition to the **Performing Arts Building** on the Campus of Lincoln Trail College, Robinson, Illinois.

A. Basic Services of the Architect – Design-Bid-Build

The Architect agrees to perform for the above named work professional services consisting of the following: consultation with the Owner, research applicable design criteria, attend project meetings and communicate with the Owner's representative on the progress of the project.

The Architect will assist the Owner in obtaining approval of the plans and specifications by such authorities as required by law. Site engineering, structural, mechanical, electrical, plumbing and fire protection systems to be design by others.

1. Design Development Phase

1.1 The Architect shall prepare the Design Development Document which may consist of the following: preliminary studies, design development drawings, and estimate of construction cost for the Owner's approval.

2. Construction Documents

2.1 Once Design Development Documents are approved by the Owner, the Architect shall prepare Construction Documents which may consist of the following: working drawings; specifications; and large scale details.

3. Bidding and Negotiation

3.1 Once Construction Documents are approved by the Owner, the Architect shall assistance with Bidding and Negotiation Phase of the project.

3.2 The Architect shall assist the Owner in preparing the bidding information that includes the date, time and place of the Bid Date. Also the Bid Form that represents the agreement Contractor shall make to the Owner and the Conditions of the Contract for Construction (General, Supplementary and other Conditions) shall be prepared by the Architect. (These documents are located in the Architect's Specifications for the project.)

3.3 The Architect shall assist the Owner in contacting prospective contractors, collecting competitive bids, reviewing the bids and proposals, and selecting the most accurate bid and awarding the bid to the prospective contractor. Included in the bid process, the Architect in conjunction with the Owner shall hold a Pre-Bid Conference informing the prospective contractor general information about the project and respond to the prospective contractor's questions as clarifications and interpretations of the Construction Documents. The response to the questions shall be address in addendum to each perspective bidder.

3.4 The Architect shall consider the request for substitutions and may assist the Owner in any, if necessary, negotiations with a perspective contractor.

4. Construction Phase

4.1 The Architect shall advise and consult with the Owner in the Construction Phase of the project. The Architect shall administer the Contract between the Owner and Contractor as stated in the AIA Document A201-2007, General Conditions of the Contract for Construction. If any modifications are made between the Owner and Contractor, those modifications shall not affect the Architect's services as this agreement states.

4.2 The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. (Referenced AIA B101-2007.) The Architect shall not have control over and shall not be responsible for any of the Contractor's, or any person's, negligent acts or omissions in performing portions of the Work.

4.3 At appropriate intervals in the project, the Architect shall visit the site to review the project and become familiar with the progression of the Work that is being completed. Also, the Architect shall inform the Owner on the progression of the Work. If noticed, the Architect may note, if any, any deviations, defects or deficiencies to the Owner and/ or Contractor. However, the Architect shall not be required to make exhausted or continuous on-site inspections to check the quality of the Work and the Architect must not be held responsible forth and neglected acts of omissions in the performing of the portions of the work. (Referenced AIA B101-2007.)

4.4 The Architect has the authority to reject the Work by the Contractor that does not represent the intention of the Contract Documents.

5. Payment from Owner to Contractor

5.1 The Architect shall review and approve the amounts of payment from the Owner to the Contractor.

5.2 The request for payment by the Contractor shall be submitted per the AIA Payment Application form.

5.3 The approval of the Payment Application by the Architect shall not be a representation that the Architect has made exhaustive or continuous on-site inspections to check the quality or quantity of the work, reviewed construction means, methods, techniques, sequences or procedures, reviews copies of requisitions received from the Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right of Payment, or ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum. (Referenced AIA B101-2007.)

5.4 The Architect may approve minor changes that may not affect the cost or timeframe of the Work that is to be completed based from the Construction Documents.

B. Payments to the Architect

The Owner agrees to pay said Architect for her basic services a fee based on a **Fixed Rate** of **\$22,500** plus Reimbursable Costs and other payments, if any, as specified in Paragraph 3. Extra services as mentioned in Paragraph 3 will be performed only on written order of the Owner.

The architect shall be paid on a monthly basis based on the number of hours spent and an hourly rate of **\$100.00** until bid documents are completed. At Bid Date, the Architect shall be paid **75%** of the **Fixed Rate**. At Substantial Completion of the project, the Architect shall be paid for the **remainder** of the **Fixed Rate**.

Payments are due thirty days from receipt of statement. Payments unpaid after thirty days will bear interest at the rate of 1.5% per month (18% APR).

C. Extra Services and Special Cases

If the Architect is caused extra drafting or other expenses due to changes ordered by the Owner or due to the delinquency or insolvency of the Owner or Contractor, or as a result of damage by fire, or for making as-built drawings, he shall be equitably paid for the services and any extra expenses involved. The cost involved shall be agreed upon before work is started.

The following items shall be considered as reimbursable expenses for this project:

1. Reproduction and copying costs
2. Photography expense
3. Preparation of color renderings
4. Construction of scale models
5. As-Built Documents & Owner Manual Coordination
6. Analysis of Owning & Operational Costs

Where required for the project, the cost of any specialized consultant will be arranged for by the Architect and billed as extra service with a 10% additional charge for coordination and administration of the work.

Specialized consultants include but are not limited to the following:

1. Civil Engineering
2. Structural Engineering
 3. Geotechnical Engineer
 4. Specialized Testing Engineers and/or Laboratories
 5. Mechanical Engineering
 6. Acoustical Engineers
 7. Special Systems Consultants (computer, communications, sound, etc.)
 8. Surveying Services
 9. Environmental Engineers
 10. Comprehensive Interior Design
 11. Landscape Architect

The necessity for any specialized consultant along with the associated cost shall be determined and approved jointly by the Architect and Owner prior the work being started.

D. Ownership of Documents

Drawings and Specifications as instructions of service are the property of the Architect whether the work for which they are made be executed or not, and shall not be used for any purpose other than for this particular project.

E. Surveys, Borings and Tests

The Owner shall, so far as the work under this Agreement may require, furnish the Architect with the following information: complete and accurate surveys of the building site, giving the lines of streets, pavements and adjoining properties, the rights restrictions, easements and boundaries of the building site.

Where required, the Architect will furnish his own topographical surveys. If surveys, tests or soil borings are required, they will be performed or arranged for by the Architect at extra cost. Where it is necessary to subcontract these services, they shall be billed at the rate of 1.1 times the cost to the Architect.

F. Termination

If any work designed or specified by the Architect is abandoned or suspended, in whole or in part, the Architect shall be paid for the services tendered on account of it.

Should the project be terminated at the completion of the preliminary design phase, the Architect shall be paid for services rendered to date. This will normally be 1.4% of the estimated cost of construction (20% of the fee) plus any additional fee for extra services authorized by the Owner.

Should the project be terminated during the working drawing phase, prior to receiving bids, the Architect shall be paid for services rendered to date based on hourly rates specified in Paragraph 3.

G. Miscellaneous Provisions

The Architect and the Architect's Consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB), mold or other toxic substances.

H. Successors and Assignments

The Owner and the Architect each binds himself, his partners, successors, legal representatives, and assigns to the other party to this agreement and to the partners, successors, legal representatives, and assigns of such other party in respect of all covenants of agreement. Except as mentioned above, neither the Owner nor the Architect shall assign, sublet, or transfer his interest in this agreement without written consent of the other.

THE OWNER and the ARCHITECT hereby agree to the full performance of the covenants contained herein.

IN WITNESS WHEREOF they have executed this Agreement the day and year first written above.

**AGREEMENT BETWEEN OWNER AND
MECHANICAL, ELECTRICAL AND PLUMBING ENGINEER**

MEP Scope-

Design of the Mechanical Electrical and Plumbing for the Lincoln Trail Performing Arts Addition. Layout and Specifications and Improvements in this area, as described to us, our fee shall include:

1. Review and coordination with the architect, contractor, structural engineer and owner.
2. Plumbing Electrical HVAC design drawings in AutoCAD.
3. Issue of addendums as required meeting the original project scope.
4. Respond to questions during review and bidding period.
5. Engineer shall respond to RFI's and provide clarifications to construction documents as required meeting the original project scope.
6. Shop drawing review of engineering related equipment as needed.

Scope includes no job site kick off meetings, and limited construction administration services for shop drawing review and response to RFI's. Our fee shall be invoiced monthly based on percentage of completion with 95% due upon issuing drawings for permit.

MEP Fee-

\$7,800

Reimbursable expenses are to be in addition to fees above. These reimbursable expenses include air fare, rental car, fuel, parking, meals, overnight delivery services, courier services, and reproduction costs at \$2.50/sheet for 24 x 36" bond copies.

Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454

July 3, 2019

SUBJECT: Design Services Proposal for Performing Arts Addition

Thank you for the opportunity to provide this engineering proposal. The following depicts our understanding of the scope of work for this project.

PROJECT DESCRIPTION

The project consists of the complete design and development of biddable construction documents and specifications for an addition of the Performing Arts Building. The existing theater is to the north that we will be attaching. This portion of the facility is for preparing the stage, set, actors, etc. prior to entering the stage. The loading and receiving is for performance busses to park and unload and will be at grade level.

We understand the project to include Survey, Civil/Site Engineering, and Structural Engineering services.

The project delivery method will be Design-Bid-Build, and the project phases will include the following:

- **Schematic Design (SD) – Site Narratives**
- **Design Development (DD)**
- **Construction Documents (CD)**
- **Bidding Phase (BD)**
- **Construction Administration (CA)**
- **Record Drawings (RD)**

We further understand that:

1. Surveying Services to include:

- Establish and monument vertical and horizontal control
- The field survey will be based on Illinois State Plane Coordinates for Horizontal Location and NAVD88 Vertical Datum
- Execute a Topographic Survey of site
- Prepare and maintain original field notes
- Topographic survey to include:
 - Drainage (structures, pipes, flow lines)
 - Site features
 - Topography
 - Lot Lines
 - Vegetated/cultivated areas & Pavement types
 - Utilities as located per JULIE *Design Request*
- A vicinity map showing the property surveyed in reference to nearby structures
- 0.5 foot contours based upon above said Vertical Datum
- Indication of access to a public way on land such as easements, curb cuts, and driveways
- Location of utilities existing on or serving the surveyed property as determined by observed evidence together with evidence from plans obtained from utility companies or provided by client, and markings by utility companies and other appropriate sources (with reference as to the source of information)
- Manholes, catch basins, valve vaults and other surface indications of subterranean uses
- Utility company installations on the surveyed property. Note: source information from plans and markings will be combined with observed evidence of utilities to develop a view of those underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that limited excavation could be necessary

2. Civil/Site Engineering to include:

- NPDES permit for site disturbance
- Stormwater runoff rate calculation/model & water detention
- Environmental compliance checklist form

- Demolition Plan – Plan drawing(s) of all expected site and utility demolition items (if required)
- Site Plan - Plan drawing(s) of all existing and proposed site improvements (pavement materials, entrances, sidewalks, access roads, fencing, material storage bins, etc.) as well as location data for construction (control points, dimensions)
- Utility Plan - Plan drawing(s) of all existing and proposed utilities (sanitary sewers, storm sewers, water service, natural gas service) as well as removal/abandonment of existing service lines (if required)
- Grading and Erosion Control Plan - Plan drawing(s) of all existing and proposed grading (contours, spot elevations, min/max slopes) and all proposed erosion control measures (siltation fences, inlet sedimentation checks, siltation basin, etc.)
- Construction Staging Plan – Plan drawing(s) of proposed construction staging areas, earth material spoil areas, contractor parking areas, construction access roads, etc.
- Site Details – Drawing(s) detailing all site features (pavement sections, entrances, sidewalks, pavement joints, loading dock wall sections, signage, bollards, etc.)
- Utility Details – Drawing(s) detailing all utility features (manholes, inlets, cleanouts, pipe trenches, water vaults, fire hydrants, etc.)
- Grading/Erosion Control Details – Drawing(s) detailing all grading and construction erosion control measures (siltation fences, inlet sedimentation checks, siltation basin, etc.)
- Sewer Profiles – Profile drawing(s) detailing new storm and sanitary sewer
- Drainage Area Maps - Plan drawing(s) detailing drainage areas and storm water hydraulics, as necessary.

3. Structural Engineering to include:

CDI will prepare the structural analysis of the proposed building with the general scope of work provided as shown below.

Calculations/Reports

Building Code & College Standards

Lateral force resisting systems

Wind loading parameters

Snow loading parameters

Live loading parameters

Seismic loading parameters

Construction Drawings

- Foundation Plans – Plan drawing(s) addressing building footings, foundation walls, grade beams, etc.
- Framing Plans – Plan drawings containing the floor and roof framing, diaphragms and bracing.
- Structural Details – Detail drawing(s) addressing building details, foundation details, sub drainage details, etc.
- Structural General Notes – Plan sheet containing design loads, applicable codes, notes for each construction material type and construction inspection requirements.

Specifications

- Specifications will be done for all civil site design related construction (site clearing, earthwork, concrete paving, asphalt paving, paving joint sealants, storm sewer piping, sanitary sewer piping, gas piping, water piping, etc.). Each section will be written in the Construction Specification Institute MasterFormat, include a clear statement of the proposed work, and be edited to contain only information pertinent to the project.

Project Management

- Project team meetings: CDI will make a site visit and meet with the project team members as needed in order to discuss project related issues on an as needed basis.
- Jurisdictional meetings: CDI will attend any City of Robinson planning/zoning and site development meetings for this project
- Utility meetings: CDI will attend any meetings with utility companies for coordination
- QA/QC: CDI will employ in-house expertise to check design and construction improvements and modify the construction documents accordingly

Deliverables

Deliverables at each milestone submittal shall include sets of drawings/specifications/etc. as required to adequately convey the project scope at each specific project stage. Anticipated submittal deliverables are summarized below:

- Schematic Design Submittal
- Design Development Submittal
- 50% Design Plan Submittal
- 95% Design Plan Submittal
- Final Design Plan Submittal

EXCLUSIONS/ASSUMPTIONS

- Existing Utility capacity: CDI assumes that the existing utilities surrounding the site, such as water mains, gas mains, sewer mains, etc. are in good condition. CDI will coordinate with a sub-contractor to televise the storm and sanitary sewer lines and perform a condition assessment. CDI assumes that the public and University owned utilities surrounding the site have adequate capacity to provide suitable services for this new project scope of work. Redesign of existing off-site utilities in order to increase capacity or upgrade deteriorated facilities is not in CDI's scope of work, however, CDI can provide this design work as an additional service if needed.
- CDI assumes that the site is free of any environmental mitigation/remediation issues. If issues arise, these will be addressed by another environmental engineer, and their remediation design will not be part of CDI's project scope of work.
- Scope of work will follow College facility standards, applicable codes, and CDI will work with the Project Team to define/verify code compliance.
- The drawings for this project will be created using AutoCAD Civil 3D and/or Revit.

PROJECT FEES

| | |
|--|----------------|
| Site Surveying | \$1,200 |
| Civil/Site Design, Grading, Utilities, Sidewalks, Drainage Design, parking lot | \$1,800 |
| Structural Engineering | \$6,500 |
| Total | \$9,500 |

This Contract will be a Lump Sum, including reimbursable expenses unless another method is preferred. This proposal has been drafted using all information available at this time. Please let me know if we have made any errors in assumptions, or if any conclusions need to be clarified.

Adam D. Bohnhoff, PE, SE

Effingham Branch Manager
104 N. Second Street, Suite A
Effingham, Illinois 62401
abohnhoff@civildesigninc.com
www.civildesigninc.com

Board Action: Trustee James Lane made a motion to amend the contract regarding square footage listed for the LTC Performing Arts Addition to read 3,069 square feet rather than ~~35,000~~ square feet and to approve the amended contract with Walk Architecture. The motion was seconded by Trustee Al Henager and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Appointment of Board Audit Committee: Board members John Brooks and Jan Ridgely were appointed as members of the Board Audit Committee. The Committee annually meets with the District’s independent auditors to review the completed audit. Committee members then report to the Board and the Board takes action on the audit.

Board Action: Trustee Brenda Culver made a motion to appoint Board members John Brooks and Jan Ridgely to the audit committee. 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, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Castle Branch Agreement: Marilyn Holt presented the Castle Branch for CB Bridges agreement and explained that this agreement will allow Associate in Applied Science students in Nursing to be placed in selected clinical agencies in Indiana. Mrs. Holt recommended approval of the Castle Branch for CB Bridges agreement for the ADN program.

Board Action: Trustee Brenda Culver made a motion to approve the agreement with Castle Branch as listed in full in the agenda. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees Absent: None. The motion having received 7 yea votes and 0 nay votes the Chair declared the motion carried.

#8-F. Athletic Training Agreement - LTC: Lincoln Trail College has requested the renewal of the existing Athletic Training Services Agreement for services for a one year period to cover academic year 2019-2020. The Interim CEO recommended approval of the athletic training agreement with Crawford Memorial Hospital for Lincoln Trail College.

Board Action: Trustee James Lane made a motion to approve the Athletic Training Agreement for LTC with Crawford Memorial Hospital as listed in full in the agenda. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees Absent: None. The motion having received 7 yea votes and 0 nay votes the Chair declared the motion carried.

#8-G. Affiliation Agreements: - IECC wishes to enter into affiliation agreements with area medical facilities as listed in full in the agenda. These agreements with Fairfield Memorial Hospital, Christopher Rural Health Planning Corporation, Harsha Behavioral Center, and Crawford Memorial Hospital are for the District's programs in Phlebotomy, Associate Degree in Nursing, Medical Coding, Medical Office Assistant, Medical Transcription, and Health Information Technology and are the standard agreement utilized by the district. The Interim CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreements all on one roll call as recommended and as listed in full in the agenda. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – CFO Ryan Hawkins reported that the Bid Committee recommends that all bids received for the Bucket Truck for the FCC Lineman Program be rejected because the bids did not meet bid specifications.

TO: Board of Trustees
FROM: Bid Committee
DATE: July 16, 2019
RE: Bucket Truck

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 rejecting all bids at this time due to the specifications of the request for bids not being met.

| Bucket Truck | |
|---------------------------------------|------------------|
| Company | Total Bid |
| Southwest Equipment Lewisville, TX | \$47,500 (2008) |
| Southwest Equipment Lewisville, TX | \$49,500 (2010) |

Respectfully submitted,

Ryan Hawkins
Renee Smith

Department: CTE Leadership Grant.

Source of Funds: This bid is 100% funded through the US Department of Education Career and Technical Education-Basic State Grant as awarded by the Illinois Community College Board for \$50,000 with 0% of the cost of this solicitation financed by non-federal sources.

Rationale for Purchase: N/A.

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

Specifications for Bucket Truck

2010 or Newer Bucket Truck (in-stock) meeting the following specifications:

- Boom: 55 – 60 feet
- Material handler included
- Two-person bucket
- Gross Vehicle Weight Rating (GVWR): 28,000 – 33,000 lbs
- PTO Hours: Under 6,000
- Engine: Cummins ISB or ISC or Caterpillar
- Dielectric test must be current

Note: Following Board approval, bids will be awarded on July 16, 2019.

Please list your bids below:

Truck Year _____ Color _____ Mileage _____

Make _____ Model _____ Bid _____

Truck Year _____ Color _____ Mileage _____

Make _____ Model _____ Bid _____

Truck Year _____ Color _____ Mileage _____

Make _____ Model _____ Bid _____

All freight, delivery, municipal license and title charges are included in bid.

Signature _____ Telephone # _____

Print Name _____ Fax # _____

Company _____ Date _____

Address _____

This bid is 100% funded through the US Department of Education Career and Technical Education-Basic State Grant as awarded by the Illinois Community College Board for \$50,000 with 0% of the cost of this solicitation financed by non-federal sources.

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Board Action: Trustee Gary Carter made a motion to reject all bids for the FCC Bucket Truck and 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 that the “Ayes” have it and 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 June 30, 2019.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for July 2019, totaling \$1,031,207.18, 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 July 2019, in the amounts listed, and payments from the revolving fund for June 2019. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – Interim CEO Marilyn Holt reviewed the current enrollment numbers.

AGENDA #12 – “Executive Session” – The Board of Trustees went into executive session at 7:41 p.m. and the executive session was adjourned at 8:34 p.m. and returned to regular session. Separate minutes for the closed executive session meeting have been prepared for this meeting.

AGENDA #13 – “Approval of Executive Session Minutes” – No executive session was held during the regular meeting, Tuesday, June 18, 2019.

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

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- 400.1. Employment of Personnel
- 400.2. Notice of Reassignment
- 400.3. Change-in-Status
- 400.4. Salary Adjustment
- 400.5. Authority for Interim CEO to hire Faculty prior to August Board meeting
- 400.6. Special Assignments FY2020
- 400.7. Academic Year 2019-2020 Educational Level Change
- 400.8. Approval of Proposed Non-College Employment
- 400.9. Resignation Ratification

400.1. Employment of Personnel

A. Faculty

1. Cori Witsman, Nursing Instructor, OCC (WVC), effective August 8, 2019.

B. Professional/Non-Faculty – Non-Exempt

1. Tona Ambrose, Full-Time Temporary Director of College Access, LTC, effective August 1, 2019.
2. Shawn Hall, Full-Time Temporary Head Soccer Coach, LTC, effective August 1, 2019.

400.2. Notice of Reassignment

A. Faculty

1. Laurie Jenkins, Health Programs Instructor, LTC, to Nursing Instructor, LTC, effective August 8, 2019.

400.3. Change-in-Status

A. Professional/Non-Faculty – Exempt

1. Leslie Scott, Assistant Director Emergency Preparedness Management, FCC to Director of Paramedicine, FCC, effective July 17, 2019.

400.4. Salary Adjustment

A. Professional/Non-Faculty – Exempt

1. Scott Meserole, O&M Team Leader/Coordinator, Fire Science, FCC, effective July 1, 2019.

400.5. Authority for Interim CEO to hire Faculty prior to August Board meeting.

400.6. Special Assignments FY 2020 (attachment)

400.7. Academic Year 2019-2020 Educational Level Change

A. Faculty

| <u>Name</u> | <u>From</u> | <u>To</u> | <u>Amount</u> |
|-----------------|-------------|-----------|---------------|
| Sarah Bergbower | M | M+12 | \$1,000 |
| Becky Coleman | M | M+12 | \$1,000 |
| Logan Marshall | AA | AA+32 | \$1,000 |

400.8. Approval of Proposed Non-College Employment

| <u>Name</u> | <u>Employer</u> | <u>Hours per Calendar Year</u> |
|------------------|--|--------------------------------|
| Brittany Caparas | Good Samaritan Hospital Vincennes, IN | 720 |

400.9. Resignation Ratification

A. Professional/Non-Faculty, Non-Exempt

1. Kalie Naas, Director of Learning Skills Center, WVC, effective August 5, 2019.

B. Classified

1. Brittany Stone, Bookstore Assistant, LTC, effective June 27, 2019.
2. Kathy Sutton, Custodian, FCC, effective August 10, 2019.

Special Assignments Frontier Community College

| Academic | | Approved 2018-19 | Recommended 2019-20 |
|-----------------|---|---------------------|------------------------|
| 1. Rodney Maxey | Lead Inst Auto Tech | \$550 * | \$550 * |
| 2. Jodi Peach | Lead Inst Health Informatics | \$550 * | \$550 * |
| 3. Gerry Kinney | Lead Inst Electrical Distribution Systems | \$550* | \$550* |

* \$100 of Lead Instructor Stipend is paid by Assessment budget.

Special Assignments Lincoln Trail College

| Academic | | Approved 2018-19 | Recommended 2019-20 |
|--------------------|---|---------------------|------------------------|
| 1. Jesse Allen | Lead Inst Telecommunications | \$650* | \$650* |
| 2. Reno Bemont | Lead Inst Welding | | \$550* |
| 3. Tyler Browning | Lead Inst Sport Management | \$550 * | \$550 * |
| 4. TBD | Lead Inst Health Programs (Medical Assistant, Electronic Medical Records, & Pharmacy Technician) | \$550 * | \$550 * |
| | | | |
| Other | | | |
| 1. Chris Ellington | O & M Team Leader | \$5,825 | \$7,500 |
| | | | |
| | | | |

* \$100 of Lead Instructor Stipend is paid by Assessment budget.

Special Assignments Olney Central College

| Academic | | Approved 2018-19 | Recommended 2019-20 |
|-------------------|------------------------------------|---------------------|------------------------|
| 1. Lonnie Barnes | Lead Inst Collision Repair Tech | \$550 * | \$550 * |
| 2. Shasta Bennett | Lead Inst Human Resource Assistant | | \$550* |

| | | | |
|--------------------|------------------------------------|---------|---------|
| 3. Tyler Boyles | Lead Inst CRT Auto Service Tech | \$550 * | \$550 * |
| 4. Curtis Marshall | Lead Inst Welding | \$550 * | \$550 * |
| 5. Amie Mayhall | Lead Inst Medical Office Assistant | \$600 * | \$600 * |
| 6. Logan Marshall | Lead Inst Industrial Maintenance | \$550 * | \$550 * |
| 7. Kristi Urfer | Lead Inst Accounting | \$600 * | \$600 * |
| | | | |
| Other | | | |
| 1. Clay Atkins | O & M Team Leader | \$5,825 | \$7,500 |

* \$100 of Lead Instructor Stipend is paid by Assessment budget.

Special Assignments Wabash Valley College

| Academic | | Approved 2018-19 | Recommended 2019-20 |
|---------------------|----------------------------------|-----------------------------|--------------------------------|
| 1. John Day | Lead Inst Social Services | \$550 * | \$550 * |
| 2. Jay Carter | Lead Inst Advanced Manufacturing | \$550 * | \$550 * |
| 3. Kyle Peach | Lead Inst Radio/TV | \$550 * | \$550 * |
| 4. Scott Balding | Lead Inst Diesel Equipment Tech | \$600 * | \$600 * |
| 5. Carla Cadwalader | Lead Inst Early Childhood Dev | \$550 * | \$550 * |
| 6. Steve Hnetkovsky | Lead Inst Agriculture Production | \$550 * | \$550 * |
| 7. Doug Robb | Lead Inst Agriculture Business | \$550 * | \$550 * |
| 8. David Wilderman | Lead Inst Marketing | \$550 * | \$550 * |
| 9. Brian Wick | Lead Inst Gunsmithing | \$550 * | \$550 * |
| 10. Joseph Brown | Lead Inst Truck Driving | \$550 * | \$550 * |
| | | | |
| Other | | | |
| 1. Adam Roesch | O & M Team Leader | \$5,825 | \$7,500 |

* \$100 of Lead Instructor Stipend is paid by Assessment budget.

Special Assignments District Office

| Extra-Curricular | | Approved 2018-19 | Recommended 2019-20 |
|----------------------|--|---------------------|------------------------|
| 1. Mary Morris | Faculty Coordinator of Student Learning Assessment – FCC | \$4,000 | \$4,000 |
| 2. Travis Matthews | Faculty Coordinator of Student Learning Assessment – LTC | \$4,000 | \$4,000 |
| 3. Kelly Payne | Faculty Coordinator of Student Learning Assessment – OCC | \$4,000 | \$4,000 |
| 4. Scott Balding | Faculty Coordinator of Student Learning Assessment – WVC | \$4,000 | \$4,000 |
| 5. Tammie Bohnhoff | Math Discipline Facilitator – OCC | \$1,000 | \$1,000 |
| 6. Cindy Boyce | Social & Behavioral Science Discipline Facilitator – LTC | \$1,000 | \$1,000 |
| 7. Allen Brown | Math Discipline Facilitator – WVC | \$1,000 | \$1,000 |
| 8. Carrie Brown | Life & Physical Science Discipline Facilitator – LTC | \$1,000 | \$1,000 |
| 9. TBD | Life & Physical Science Discipline Facilitator – WVC | \$1,000 | \$1,000 |
| 10. Rebecca Carmack | Humanities/Fine Arts Discipline Facilitator – LTC | \$1,000 | \$1,000 |
| 11. Nixie Hnetkovsky | Life & Physical Science Discipline Facilitator – FCC | \$1,000 | \$1,000 |
| 12. Nixie Hnetkovsky | Social & Behavioral Science Discipline Facilitator – FCC | | \$1,000 |
| 13. Jason Hortin | Social & Behavioral Science Discipline Facilitator – OCC | \$1,000 | \$1,000 |
| 14. Chris Mathews | Life & Physical Science Discipline Facilitator – OCC | \$1,000 | \$1,000 |
| 15. Drew McMurray | Social & Behavioral Science Discipline Facilitator – WVC | \$1,000 | \$1,000 |
| 16. Linda Monge | Math Discipline Facilitator – FCC | \$1,000 | \$1,000 |
| 17. Mary Morris | English/Communications Discipline Facilitator – FCC | \$1,000 | \$1,000 |
| 18. Kelly Payne | English/Communications Discipline Facilitator – OCC | \$1,000 | \$1,000 |
| 19. Heather Sandy | Humanities/Fine Arts Discipline Facilitator – OCC | \$1,000 | \$1,000 |
| 20. Kim Schucker | Math Discipline Facilitator – LTC | \$1,000 | \$1,000 |

| | | | |
|-----------------|--|---------|---------|
| 21. Jill Winter | English/Communications Discipline Facilitator – WVC | \$1,000 | \$1,000 |
| 22. Ann Wolven | English/Communications Discipline Facilitator – LTC | \$1,000 | \$1,000 |

ADDENDUM

400.10. Approval of Proposed Non-College Employment

| <u>Name</u> | <u>Employer</u> | <u>Hours per Calendar Year</u> |
|-------------|-----------------|--------------------------------|
| Jesse Allen | J & K Fiber | 144 |

#14-A. Board Action to Addend Personnel Report: Trustee Al Henager made a motion to addend the Personnel Report, to add an addendum for items under 400.10 and to amend item 400.8 Approval of Proposal of Non-College Employment to be corrected to read:

| <u>Name</u> | <u>Employer</u> | <u>Hours per Calendar Year</u> |
|------------------|--|--------------------------------|
| Brittany Caparas | Good Samaritan Hospital Vincennes, IN | 720 216 |

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 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 Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” –

#16-A. Consideration of Collective Bargaining Agreement with IECEA: The Director of Human Resources Tara Buerster reviewed the Collective Bargaining Agreement with the Illinois Eastern Colleges Education Association and the Interim CEO Marilyn Holt recommended approval of a new two-year contract between the Board of Trustees of Illinois Eastern Community Colleges, District No. 529 and the Illinois Eastern Colleges Education Association, IECEA, IEA-NEA. The contract was ratified by the Faculty Union on July 3, 2019. It calls for a 2.65% base salary increase for the 2019-2020 academic year, and a 2.65% increase for the 2020-2021 academic year. Among other topics addressed in the new contract are overload pay, summer school pay, health insurance, pay dates and various other items. The contract begins September 1, 2019 and expires at midnight on August 31, 2021, with no reopener.

Board Action: Trustee James Lane made a motion to approve the Faculty Contract Proposal as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. 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 – “Litigation” – None.

AGENDA #17– “Other Items” – None.

AGENDA #18 – “Adjournment” – Trustee Gary Carter 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 8:51 p.m.