

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

July 20, 2021



Location:

**Olney Central College
305 N. West Street
Olney, IL 62450**

<https://zoom.us/j/97654938784>

Meeting ID: 976 5493 8784
Call in number: 312 626 6799

**Dinner – 6:15 p.m. – OCC Banquet Room
Meeting – 7:00 p.m. – OCC Banquet Room**

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 20, 2021

7:00 p.m.

Olney Central College

OCC Banquet Room

<https://zoom.us/j/97654938784>

Meeting ID: 976 5493 8784

Call in number: 312 626 6799

1. Call to Order & Roll CallChairman Carter
2. Disposition of Minutes Chancellor Gower
3. Recognition of Visitors and GuestsGower
 - A. Visitors and Guests
 - B. IECEA Representative
4. Budget HearingChairman Carter
5. Public Comment
6. Reports
 - A. Trustees
 - B. Chancellor
 - C. Presidents
 - D. Cabinet
7. Policy First Reading (and Possible Approval)Gower
 - A. Policy 200.7 Human Subject Research.....Gower
8. Policy Second ReadingGower
 - A. None
9. Staff Recommendations for Approval
 - A. Affiliation AgreementsGower
 - SSM Health Care Corporation/ Crawford Memorial Hospital
 - B. 2021-2022 IECC Catalog.....Gower

- C. Memorandum of Understanding CAISA (Counseling & Information for Sexual Assault/Abuse & SAFE (Sexual Assault and Family Emergencies).....Gower
- D. Appointment of Board Audit CommitteeGower
- E. Fiscal Year 2022 Budget.....Gower

- 10. Bid Committee Report.....Gower
 - A. Lincoln Trail College- Natatorium Remodel
 - B. FCC, LTC, OCC, WVC- 3D Anatomy Visualization Table & Virtual Dissection Table

- 11. District Finance
 - A. Financial Report Hawkins
 - B. Approval of Financial Obligations Hawkins

- 12. Executive Session.....Gower

- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes.....Gower
 - B. Audio Executive Session MinutesGower

- 14. Approval of Personnel ReportGower

- 15. Collective Bargaining.....Gower

- 16. LitigationGower

- 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 Banquet Room, At Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, July 20, 2021.

AGENDA #1 – “Call to Order & Roll Call” – Chairman Gary Carter 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, Alan Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student Trustee Sania Borom was 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.

Rodney Ranes, President of Olney Central 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 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, June 15, 2021 were presented for disposition.

Board Action to Approve Minutes: Trustee Brenda Culver made a motion to approve minutes of the foregoing meeting as prepared. Trustee Barbara Shimer 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: 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 2022 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 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.

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 20th day of July, 2021. The purpose of the budget hearing is to receive public comments on the FY2022 Budget of the District.” Student Trustee Sania Borom 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.

B. Hearing on FY2022 Budget: The Chairman declared that the Board is now in a hearing on the FY2022 budget at 7:02 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, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Also present was Sania Borom, 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 FY2022 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 FY2022 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 FY2022 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 Al Henager seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, 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 7:07 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 Presidents: Reports were presented from each of the colleges.

#6-C. Report from Cabinet: None.

AGENDA #7 – “Policy First Readings (and Possible Approval)” –

#7-A. Human Subject Research Policy 200.7: Dr. Gower presented the following new policy which follows the Federal Code 45 CFR 46 to ensure the protection of participants in human subjects research. The Chancellor recommended that second reading be waived and that the revised policy be approved.

ADMINISTRATION – 200

Human Subjects Research Policy 200.7

Date adopted: July 20, 2021 pending board approval

Illinois Eastern Community Colleges (IECC) is committed to ensuring the safety, rights, and welfare of all participants involved in human subjects research. All research involving human subjects must be conducted in compliance with all applicable federal, state, and local regulations, including the HHS regulations for the protection of human subjects in research (Code 45CFR 46). All prospective research projects will be reviewed by the HSR Coordinator, who will make a decision or convene the Institutional Review Board (IRB) for further review and determination. IECC prohibits any research involving participants under the age of 18.

The purpose of the HSR review process is to ensure:

1. equitable selection of subjects
2. the risk to subjects is minimized
3. any deception is justified
4. data collection is confidential and subject privacy is protected
5. informed consent is obtained prior to the involvement of subjects
6. subjects can withdraw from the study at any time

Board Action: Trustee Brenda Culver made a motion that second reading be waived and that the foregoing Human Subject Research Policy 200.7 be revised and approved as recommended. Trustee Barbara Shimer 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, Al Henager, 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 – “Policy Second Readings” – None.

AGENDA #9 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#9-A. Affiliation Agreements: Chancellor Gower recommended approval of affiliation agreements between Illinois Eastern Community Colleges and SSM Health Care Corporation and with Crawford Memorial Hospital.

Board Action: Trustee Brady Waldrop made a motion to approve the Affiliation Agreements between IECC and SSM Health Care Corporation and Crawford Memorial Hospital 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, Gary Carter, Brenda Culver, Al Henager, 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.

#9-B. 2021-2022 IECC Catalog: Dr. Gower reviewed the 2021-2022 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 897 catalogs for a price of approximately \$4,865.00. Dr. Gower recommended approval for Creasy Printing Services to print the 2021-2022 Catalog.

Board Action: Trustee Brenda Culver made a motion to approve printing of the 2021-2022 IECC Catalog by Creasy Printing Services as presented and recommended. Student Trustee Sania Borom 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, Al Henager, 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.

#9-C. Memorandum of Understanding CAISA (Counseling & Information for Sexual Assault/Abuse and SAFE (Sexual Assault and Family Emergencies): Dr. Gower recommended approval of the agreements with CAISA and SAFE as listed in full in the board agenda.

Board Action: Trustee Barbara Shimer made a motion to amend the agreements WITH CAISA and SAFE as presented. The motion was seconded by Student Trustee Sania Borom and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, 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.

#9-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 Barbara Shimer made a motion to appoint Board members John Brooks and Jan Ridgely to the audit committee. 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, Al Henager, 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.

#9-E. Fiscal Year 2022 Budget: – The community college district budget for fiscal year 2022 was reviewed. The Chancellor recommended adoption of the following resolution approving the FY2022 budget.

For Fiscal Year 2022, the Operating expenditures of the budget compared to Fiscal Year 2021 are as follows:

	<u>FY22</u>	<u>FY21</u>
Education Fund	\$30,240,879	\$26,462,914
Operations & Maintenance Fund	\$ <u>4,065,771</u>	\$ <u>3,752,799</u>
Total Operating Funds	\$34,306,650	\$30,215,713

The District has complied with all the notice and budget hearing requirements for the Fiscal Year 2022 Budget.

COMMUNITY COLLEGE DISTRICT BUDGET
STATE OF ILLINOIS
For Fiscal Year 2022

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, 2021 and ending June 30, 2022.

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 20th day of July 2021, 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, 2021 and ending June 30, 2022.

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 2022 BUDGET
SUMMARY STATEMENT OF OPERATING FUNDS
REVENUES AND EXPENDITURES

EDUCATION FUND

Revenue	\$31,093,817
Expense	(30,240,879)
Transfer – Out	(2,012,999)
Excess (Deficiency)	(1,160,061)
Transfer – In	135,000
Cash Balance – Beg. of Year	11,049,762
Cash Balance – End of Year	10,024,701

OPERATIONS & MAINTENANCE FUND

Revenue	\$3,224,875
Expense	(4,065,771)
Transfer – Out	0
Excess (Deficiency)	(840,896)
Transfer – In	0
Cash Balance – Beg. of Year	1,709,311
Cash Balance – End of Year	868,415

TOTAL OPERATING FUNDS

Revenue	\$34,318,692
Expense	(34,306,650)
Transfer – Out	(2,012,999)
Excess (Deficiency)	(2,000,957)
Transfer – In	135,000
Cash Balance – Beg. of Year	12,759,073
Cash Balance – End of Year	10,893,116

The official budget, which is accurately summarized in this document, was approved by the Board of Trustees on July 20, 2021.

Board Action: Trustee John Brooks made a motion to approve the Fiscal Year 2022 Budget. 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, Al Henager, 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 – “Bid Committee Report” – CFO Ryan Hawkins reported that the Bid Committee recommends that all bids received for the FCC, LTC, OCC, WVC – 3D Anatomy Visualization Table & Virtual Dissection Table be rejected.

3D Anatomy Visualization Table & Virtual Dissection Table

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 rejecting all bids at this time due to bid specifications that need to be more specific to allow for a clearer comparison between bidders.

Company	Total Bid
Anatomage Santa Clara, CA	\$298,720
Touch of Life Technologies (Toltech) Aurora, CO	\$272,400

LTC Natatorium Remodel

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 acceptance of the bid received from Grunloh Construction for a total of \$208,300.

	Grunloh Construction Effingham, IL	L.J. Swingler & Sons Teutopolis, IL	Wolfe Construction Vincennes, IN	Wohlman Construction Effingham, IL
Base Bid	\$196,500	\$208,900	\$254,560	\$219,000
Alternate #1 – Base Angles	\$3,700	\$4,000	\$6,540	\$3,920
Alternate #2 – North & South Column Bases	\$1,600	\$5,600	\$3,204	\$1,680
Alternate #3 – Diving Board Panels	\$6,500	\$7,000	\$12,995	\$6,805
Total	\$208,300	\$225,500	\$277,299	\$231,405

Board Action: Trustee Brenda Culver made a motion to approve the recommendations of the Bid Committee. Trustee John Brooks 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, Al Henager, 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 #11 – “District Finance” – The following district financial matters were presented:

#11-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of June 30, 2021.

#11-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for July 2011, totaling \$1,487,744.73, 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 July 2021, in the amounts listed, and payments from the revolving fund for June 2021. Trustee Barbara Shimer 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, Al Henager, 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 – “Executive Session” – The Board of Trustees went into executive session at 8:15 p.m. and the executive session was adjourned at 8:42 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” – Trustee Jan Ridgely made motion to approve executive session minutes of a closed session held during the regular meeting, Tuesday, July 20, 2021, 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, Al Henager, 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 – “Approval of Personnel Report” – Andrea McDowell presented the following and the Chancellor recommended approval.

400.1. Employment of Personnel

A. Faculty

1. Kimberly Wellen, English Instructor, FCC, effective August 10, 2021.
2. Clare Roosevelt, Nursing Instructor, OCC/WVC, effective August 10, 2021.

B. Professional, Non-Faculty, Exempt

1. Julie Dehart, Health Sciences Specialist/MLT Program Director, FCC, effective July 22, 2021.
2. Cassandra Goldman, Program Director of the International Student Program, DO, effective July 26, 2021.

C. Professional, Non-Faculty, Non-Exempt

1. Cole Carter, Broadcast Services Specialist, WVC, effective July 26, 2021.

D. Classified

1. Nickie Daniel, Office Assistant, DO, effective August 2, 2021.
2. Collyn Jewell, Maintenance/Groundskeeper, LTC, effective July 22, 2021.
3. Brittany Longbons, Student Services Specialist, FCC/DO, effective August 2, 2021.

400.2. Change in Status

A. Administrative

1. Laurel Taylor, Director of Business & Finance, Workforce Education, to Associate Dean, Business & Industry, FCC, effective July 21, 2021.

B. Faculty

1. Tosha Baker, Coordinator, TRIO Upward Bound, DO, to Marketing Business Management Instructor, WVC, effective August 10, 2021.

C. Professional Non-Faculty, Non-Exempt

1. Jonathan Leach, TRIO Upward Bound Counselor, DO, to Retention Coordinator, WVC, effective August 9, 2021.

D. Classified

1. Brandi Rich-Beard, Student Services Specialist, OCC, to Advisor/Recruiter, OCC, effective July 21, 2021.

400.3. Special Assignments (Attachment)

400.4. Annual Review of FMLA leave taken during FY 2021

A. Birth of Child

1. 6 weeks
2. 6 weeks
3. 12 weeks
4. 8 weeks

B. Personal Illness

1. 6 weeks
2. 12 weeks
3. 3 weeks
4. 3 weeks

400.5. Academic Year 2021-2022 Educational Level Change

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Lonnie Barnes	Below AAS	AAS	\$1,000
Tina Lindley	Below AAS	AAS	\$1,000
Cori Stringfellow	B+16	M	\$1,000

400.6. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Becky Coleman	Good Samaritan Hospital Olney, IL	36

400.7. Approval to Hire Music Instructor at LTC Prior to August Board Meeting

400.8. Resignation Ratifications

A. Faculty

1. Rebecca Carmack, Vocal/Instrumental Music Instructor, LTC, effective August 1, 2021.

B. Professional, Non-Faculty, Exempt

1. Linda Shidler, Director of Academic Success Center, OCC, effective July 22, 2021.

C. Professional Non-Faculty, Non-Exempt

1. Dana Hart, Coordinator of Employment & Benefits, DO, effective July 24, 2021.

D. Classified

1. Tracy Chastain, Maintenance/Custodian, OCC, effective July 13, 2021.

Board Action to Approve Personnel Report: Trustee Jan Ridgely made a motion to approve the Personnel Report as recommended. Trustee Al Henager 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, Al Henager, 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 #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17– “Other Items” – None.

AGENDA #18 – “Adjournment” – Trustee Al Henager 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 8:55 p.m.

Approved: Chairman: _____

Secretary: _____