

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

August 15, 2017



Location:

**Wabash Valley College
2200 College Street
Mt. Carmel, Illinois 62863**

**Dinner – 6:00 p.m. – Cafeteria
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**

August 15, 2017

7:00 p.m.

**Wabash Valley College
Cafeteria**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - 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) Bruce
 - A. Policy 100.24 - Emergency Response Plans
 - B. Policy 100.36 - Sex Offender Registration
 - C. Policy 500.17 - Campus Safety & Security
 - D. Policy 600.1 - Relationship with College Foundations
 - E. Policy 800.1 - Educational Curriculum and Course Development
 - Policy 800.2 - Program Review and Evaluation
 - Policy 800.6 - Academic Freedom
 - Policy 800.7 - Evaluating Student Performance
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. FY2018 Tentative Budget Browning
 - B. Athletic Training Agreement for OCC with Carle Richland Memorial Hospital..... Bruce
 - C. Agreement with Richland County TB and Health Office..... Bruce
 - D. Water Retention Plan and Construction Easement - Seals Property Bruce
 - E. Student Handbook Revisions - LTC Bruce
9. Bid Committee Report..... Bruce
 - A. None

- 10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
- 11. Chief Executive Officer’s Report..... Bruce
- 12. Executive Session..... Bruce
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes..... Bruce
 - B. Audio Executive Session Minutes Bruce
- 14. Approval of Personnel Report Bruce
- 15. Collective Bargaining..... Bruce
- 16. Litigation Bruce
- 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 18, 2017.

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. Also present was Madison Ferreira, student trustee. 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:
Terry L. Bruce, Chief Executive Officer/Chief Operating 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.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources
Alex Cline, Director of Information & Communications Technology.
Jeff Cutchin, Chief Academic Officer
Renee Smith, Executive 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 21, 2016 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 Brenda Culver 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, including OCC Dean Michael Conn and several staff members.

#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. 500.26 Credit Equivalency by Licensure Certification or State Seal of Bili
literacy: Pursuant to Public Act 099-0600, the State Seal of Bili

The CEO recommended approval of the following revised policy which implements the requirements of Public Act 099-0600

STUDENT – 500

Policy for Credit Equivalency by Licensure, ~~or~~ Certification or State Seal of Bili
literacy (500.26)

Date Adopted: December 11, 2012

Revised: TBD, pending Board approval

College credit may be granted for ~~specific professional certificates and federal and state licensures or certificates~~ an industry recognized license or certification or the State Seal of Bili
literacy as determined by an evaluative process administered by the Dean of the College
Instruction.

Board Action: Trustee Jan Ridgely made a motion that second reading be waived and that the foregoing Policy for Credit Equivalency by Licensure Certification or State Seal of Bili

#6-B. 100.17 Sexual Harassment: Based on recommendation by the Cabinet and District Administration, the CEO recommended second reading be waived and that the Board delete the current Sexual Harassment policy and that it be incorporated into Policy 100.31 Preventing Sexual Violence Policy

BOARD OF TRUSTEES -100

Policy on Sexual Harassment (100.17)

Date Adopted: November 17, 1998

Revised: March 15, 2005

Revised: February 17, 2009

Revised: October 20, 2015

Revised: October 18, 2016

Revised: January 17, 2017

Deleted by Board Action: July 18, 2017 (See Policy 100.31) (*Pending Board Approval*)

~~Illinois Eastern Community Colleges (IECC) is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with federal and state law and Board of Trustees' policy, IECC prohibits any member of the faculty, staff, administration, or student body, regardless of the sex of the other party, from sexually harassing any other member of the IECC community. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge or expulsion.~~

Defining Sexual Harassment

~~Sexual harassment means any unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance, a student's educational performance, and/or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.~~

~~Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: (1) quid pro quo and (2) hostile work or learning environment. Sexual harassment can be physical or psychological in nature. A combination of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.~~

~~Any report of allegations of sexual assault, domestic violence, dating violence or stalking is considered to fall under "sexual violence" and will be processed under procedures set forth under Board Policy 100.31 Preventing Sexual Violence. A complaint involving harassment not involving such conduct as described above will be investigated pursuant to Board Policy and Procedure 100.17 Sexual Harassment. In no event shall a complaint proceed simultaneously through more than one internal procedure.~~

Examples of Sexual Harassment

~~Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:~~

- ~~• Physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee or student's body or poking another employee or student's body.~~

- ~~Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.~~
- ~~Preferential treatment or promises of preferential treatment to an employee or student for submitting to sexual conduct, including soliciting or attempting to solicit an employee or student to engage in sexual activity for compensation or reward.~~
- ~~Subjecting, or threats of subjecting, an employee or student to unwelcome sexual attention or conduct or intentionally making the employee's job performance or student's educational performance more difficult because of that employee or student's sex.~~

~~Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:~~

- ~~— (1) whether a student will be admitted to a college, or a person will be employed by the District;~~
- ~~— (2) the educational or work performance required or expected;~~
- ~~— (3) the attendance or assignment requirements applicable to a student or employee;~~
- ~~— (4) to what courses, fields of study or programs, including honors, a student will be admitted;~~
- ~~— (5) what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;~~
- ~~— (6) the quality of instruction a student will receive;~~
- ~~— (7) what tuition or fee requirements are applicable to a student;~~
- ~~— (8) what scholarship opportunities are available to the student;~~
- ~~— (9) what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;~~
- ~~— (10) any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;~~
- ~~— (11) any performance evaluation, promotion or other employment benefit an employee may receive;~~
- ~~— (12) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or,~~
- ~~— (13) what degree, if any, the student will receive.~~

~~Sexual harassment between students, neither of whom is employed by IECC, should be reported to the appropriate investigators.~~

~~The Chief Executive Officer has designated a minimum of two persons to hear and investigate cases of alleged sexual harassment (See Appendix A.). A student or staff member who believes that he/she has been the victim of sexual harassment should immediately report such conduct to one of these designated persons and complete the Sexual Harassment allegation form. An appropriate investigation of each complaint received will be conducted.~~

Responsible Administrators

a. ~~Title IX Coordinator~~

~~The Title IX Coordinator is responsible for overseeing the investigative process of all sexual harassment reports, prevention education, and associated training.~~

~~— The Title IX Coordinator for Illinois Eastern Community Colleges is:~~

~~— Ashlee Spannagel, Program Director of Grants, Compliance & Outreach~~

~~— Address: 320 East North Avenue, Noble, IL 62868~~

~~— Telephone: 618-393-3491~~

~~— Email: spannagela@iecc.edu~~

~~b. Sexual Harassment Investigators~~

~~The Sexual Harassment Investigators are the individual's designated by the Chief Executive Officer to investigate reports and complaints of sexual harassment in accordance with IECC policy and procedure.~~

~~c. Presidents~~

~~The Presidents are the individuals designated to review investigative reports of sexual harassment at the colleges and to determine the appropriate action for IECC to take based on the findings. If the allegation is against the President, the report will be submitted to the Chief Executive Officer.~~

~~d. Chief Executive Officer~~

~~The Chief Executive Officer will review reports of sexual harassment at the District level. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.~~

~~e. Deans/Associate Deans/Directors/Supervisory Personnel~~

~~All supervisory personnel are responsible for ensuring compliance with IECC's Sexual Harassment Policy and appropriate procedures.~~

~~Investigations will be initiated within one working day of receiving the complaint. The investigator will schedule a conference within five working days from the date of receipt of the complaint. Complainants may choose to be accompanied by a co-worker, another student, or other individual or their choice when attending meetings to discuss the allegations. Every reasonable effort will be made to determine the facts pertinent to the allegations. The investigator will submit a written report to the College President, including a recommendation for appropriate disciplinary action where deemed necessary. If the allegation is against the President, the report will be submitted to the Chief Executive Officer. At the District level, the report will be submitted to the Chief Executive Officer. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.~~

~~If the complaint can be resolved to the satisfaction of all parties, the matter will be considered closed, subject to re-opening upon further complaint or additional information.~~

~~If the complainant is dissatisfied with the decision of the President, he/she may appeal to the Chief Executive Officer. A written response shall be provided within five working days of receipt of the appeal. Then, if dissatisfied, the complainant may appeal to the Chair of the Board of Trustees. The Chair of the Board will provide the complainant with a written response within five working days of receipt of the appeal. The Chair of the Board of Trustees shall have final appeal authority.~~

~~In cases of recurrent complaints, or in cases of flagrant unlawful behavior, immediate action may be taken by the President and/or Chief Executive Officer.~~

~~The administration will take all necessary steps to protect the rights of both complainant and alleged harasser.~~

~~Any employee found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including discharge. Any student found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including expulsion.~~

~~Those who feel they have been sexually harassed or discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights~~

Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

Illinois Department of Human Rights	Illinois Human Rights Commission
James R. Thompson Center	James R. Thompson Center
100 W. Randolph Street, 10 th Floor	100 W. Randolph, Suite 5-100
Chicago, Illinois 60601	Chicago, Illinois 60601
Telephone (312) 814-6245	Telephone (312) 814-6269
Telephone TTY (866) 740-3953	

Illinois Department of Human Rights	Illinois Department of Human Rights
222 South College, Room 101-A	2309 West Main Street
Springfield, Illinois 62704	Marion, IL 62959
Telephone (217) 785-5100	Telephone (618) 993-7463
Telephone TTY (866) 740-3953	Telephone TTY (866) 740-3953

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office U.S. Department of Education
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Email: OCR.Chicago@ed.gov
Website: <http://www.ed.gov/ocr>

Persons found to have retaliated or discriminated against an employee or student for complaining about sexual harassment or for initiating or assisting with a claim of sexual harassment will be subject to appropriate disciplinary action.

The rights to confidentiality, both of the complainant and of the alleged harasser, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including discharge or expulsion.

Appendix A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual harassment:

Frontier Community College _____ Megan Black
2 Frontier Drive _____ Eric Resor
Fairfield, IL 62837 _____
Phone: (618) 842-3711

Lincoln Trail College _____ Tyler Browning
11220 State Highway 1 _____ Rena Gower
Robinson, IL 62454 _____
Phone: (618) 544-8657

Olney Central College _____ Linda Horn
305 North West Street _____ Doug Shipman
Olney, IL 62450 _____
Phone: (618) 395-7777

Wabash Valley College _____ Tiffany Cowger
2200 College Drive _____ John Day
Mt. Carmel, IL 62863 _____
Phone: (618) 262-8641

Workforce Education _____ Laurel Taylor
John A. Logan College _____ Kim Underwood
Carterville, IL 62918 _____
Phone: (618) 985-3741

District Office _____ Bonnie Chaplin
233 East Chestnut Street _____ Alex Cline
Olney, IL 62450 _____
Phone: (618) 393-2982

The Chief Executive Officer shall update Appendix A as necessary.

Board Action: Trustee John Brooks made a motion that second reading be waived and that the foregoing Sexual Harassment Policy 100.17 be deleted as 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: 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.

#6-C. Policy 100.29 Campus Sexual Violence Elimination Act/Campus SaVE Act: Based on recommendation by the Cabinet and District Administration, the CEO recommended second reading be waived and that the Board delete the current Policy 100.29 Campus Sexual Violence Elimination Act/Campus SaVE Act policy and that it be incorporated into Policy 100.31 Preventing Sexual Violence Policy.

Campus Sexual Violence Elimination Act/Campus SaVE Act Policy (100.29)

Date Adopted: May 20, 2014

Deleted by Board Action: July 18, 2017 (See Policy 100.31) (*Pending Board Approval*)

~~The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sexual assault, domestic violence, dating violence, or stalking, as defined in the Illinois Criminal Code, against any student or employee that reports to be a victim of such offenses on any Illinois Eastern Community College campus, at any college activity or off campus, if it is deemed that there is a direct relationship between the sexual offense and Illinois Eastern Community Colleges. The Board will establish and maintain, as part of its written Violence Prevention Plan:~~

- ~~1. Education programs to promote the awareness of rape, acquaintance rape and other sex offenses.~~
- ~~2. Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible.~~
- ~~3. Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.~~
- ~~4. Resources informing students of
 - ~~a. their options to notify proper law enforcement authorities and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses,~~
 - ~~b. existing counseling, mental health, or student services for victims of sexual assault, both on campus and in the community, and~~
 - ~~c. options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.~~~~

Board Action: Trustee Jan Ridgely made a motion that second reading be waived and that the foregoing Campus Sexual Violence Elimination Act/Campus SaVE Act Policy 100.29 be deleted 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: 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.

#6-D. Policy 100.31 Preventing Sexual Violence: Based on recommendation by the Cabinet and District Administration, the CEO recommended second reading be waived and that the Board revise the current Policy 100.31 Preventing Sexual Violence as follows. These revisions include incorporating language from two policies deleted by Board action earlier in the meeting. Policy 100.17 Sexual Harassment and Policy 100.29 Campus Sexual Violence Elimination Act/Campus SaVE Act are incorporated into the recommended Policy 100.31. It was also recommended that Policy 100.31 Preventing Sexual Violence be renamed Policy 100.31 Preventing Sexual Misconduct. The revised policy follows:

Preventing Sexual Misconduct Policy (100.31)

Date Adopted: July 19, 2016

Revised: October 18, 2016

Revised: January 17, 2017

Revised and combined with Policies 100.17 & 100.29: July 18, 2017

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sex-based harassment, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual violence, or stalking. The Board adopts the following standards of conduct for all members of the Illinois Eastern Community Colleges community, including employees, students, contractors, and visitors.

The Board is committed to the principle that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent. The District prohibits any and all forms of Sexual Misconduct including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking. Prohibited conduct under this Policy also includes attempting or aiding in the commission of Sexual Misconduct or retaliating against another for exercising his/her rights under this Policy.

The Board recognizes that victims and offenders can be any gender and expects members of the campus community to help maintain a safe environment. The Board encourages anyone who has been subjected to Sexual Misconduct seek appropriate help and report the incident promptly to the police and/or designated officials pursuant to this Policy.

The District is committed to educating students, staff, and faculty about its policies and procedures against Sexual Misconduct. As a general matter, the Board, through its Chief Executive Officer, will take prompt action to investigate reports of Sexual Misconduct and, where appropriate, to impose sanctions. The applicable procedures will depend on whether the alleged offender is a student, faculty, or staff member.

This policy applies to students, employees, contractors, or third parties whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if;
 - 1. The conduct was in connection with a College or College-recognized program or activity;
 - or
 - 2. Otherwise has a connection to the College.

Definitions

- A. Consent: Consent is knowing, voluntary and clear affirmative permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active verbal or physical resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Submission resulting from a use of force does not constitute consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A person can withdraw consent at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, being asleep or unconscious, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

- B. Dating Violence: The term dating violence means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- C. Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- D. Incapacitated or Incapacitation: An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one's own conduct;
- Communicating consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

Where an individual's level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant:

- Intoxication may impact one's ability to give consent and may lead to incapacitation (the inability to give consent).
- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower

inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual's intoxication is never an excuse for or a defense to committing sexual assault and it does not diminish one's responsibility to obtain consent.

- E. Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by IECC's Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of Sexual Misconduct.
- F. Sexual Assault: Any nonconsensual sexual act proscribed by Federal or State law including when the victim lacks capacity to consent, including both sexual intercourse without consent and sexual contact without consent.

Sexual Intercourse without Consent means having or attempting to have sexual intercourse with another individual without consent as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Contact without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person's breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

- G. Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual nonconsensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- H. Sexual Harassment: Sexual harassment means any unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance, a student's educational performance, and/or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an

individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: (1) quid pro quo and (2) hostile work or learning environment. Sexual harassment can be physical or psychological in nature. A combination of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Examples of Sexual Harassment

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee or student's body or poking another employee or student's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee or student for submitting to sexual conduct, including soliciting or attempting to solicit an employee or student to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee or student to unwelcome sexual attention or conduct or intentionally making the employee's job performance or student's educational performance more difficult because of that employee or student's sex.

Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:

- (1) whether a student will be admitted to a college, or a person will be employed by the District;
- (2) the educational or work performance required or expected;
- (3) the attendance or assignment requirements applicable to a student or employee;
- (4) to what courses, fields of study or programs, including honors, a student will be admitted;
- (5) what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;
- (6) the quality of instruction a student will receive;
- (7) what tuition or fee requirements are applicable to a student;
- (8) what scholarship opportunities are available to the student;
- (9) what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;
- (10) any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;
- (11) any performance evaluation, promotion or other employment benefit an employee may receive;
- (12) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or,

(13) what degree, if any, the student will receive.

- I. Sexual Misconduct: Includes sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking.
- J. Sexual Violence: Physical sexual acts perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.
- K. Stalking: Engaging in a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- L. Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying intent to cause harm to persons or property.

Title IX Coordinator

- A. The Title IX Coordinator for Illinois Eastern Community Colleges is:
Ashlee Spannagel, Program Director of Grants, Compliance & Outreach
Address: 320 East North Avenue, Noble, IL 62868
Telephone: 618-393-3491
Email: spannagela@iecc.edu

Responsibilities of the Title IX Coordinator include:

- Overseeing IECC's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- A Title IX complaint includes complaints alleging any form of Sexual Misconduct as defined by this Policy which involve employees, students, contractors, and visitors.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
- Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of Sexual Misconduct.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.

- Promoting an educational and employment environment which is free of sexual discrimination, harassment and gender bias.

B. Deputy Title IX Coordinators:

There is a Deputy Title IX Coordinator at each IECC campus. Their contact information is outlined below:

<u>Frontier Comm. College</u>	<u>Lincoln Trail College</u>	<u>Olney Central College</u>	<u>Wabash Valley College</u>
Jan Wiles Assistant Dean of Student Services 2 Frontier Drive Fairfield, IL 62837 618-847-9133 or 877-464-3687 wilesj@iecc.edu	Julie Higginbotham Assistant Dean of Student Services 11220 State Highway 1 Robinson, IL 62454 618-546-2252 or 866-582-4322 higginbothamj@iecc.edu	Andi Pampe Assistant Dean of Student Services 305 North West Street Olney, IL 62450 618-393-3305 or 866-622-4322 pampea@iecc.edu	Tiffany Cowger Assistant Dean of Student Services 2200 College Drive, Mt. Carmel, IL 62863 618-263-5535 or 866-982-4322 cowgert@iecc.edu

Responsibilities of the Deputy Title IX Coordinators include:

- Working in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training, education, communications, and administration of complaint procedures for complaints against students.

C. Sexual Misconduct Investigators:

There are two trained Sexual Misconduct Investigators at each IECC campus, Workforce Education, and at the District Office. The investigators are individual's designated by the Chief Executive Officer to investigate any and all reports of Sexual Misconduct including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking. See Appendix A for a complete listing of investigators.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office U.S. Department of Education
500 W. Madison Street. Suite 1475
Chicago. IL 60661-4544
Telephone: (312) 730-1560
Email OCR.Chicago@ed.gov
Website: <http://www.ed.gov/ocr>

Those who feel they have been sexually discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights

Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

Illinois Department of Human Rights
James R. Thompson Center
100 W. Randolph Street, 10th Floor
Chicago, Illinois 60601
Telephone (312) 814-6245
Telephone TTY (866) 740-3953

Illinois Human Rights Commission
James R. Thompson Center
100 W. Randolph, Suite 5-100
Chicago, Illinois 60601
Telephone (312) 814-6269

Illinois Department of Human Rights
222 South College, Room 101-A
Springfield, Illinois 62704
Telephone (217) 785-5100
Telephone TTY (866) 740-3953

Illinois Department of Human Rights
2309 West Main Street
Marion, IL 62959
Telephone (618) 993-7463
Telephone TTY (866) 740-3953

Procedure – Addressing Sexual Misconduct

If a report includes allegations of Sexual Misconduct then the process and procedures set forth in this Policy will be followed in the assessment, investigation and resolution of the complaint.

Options for Assistance Following an Incident of Sexual Assault

A. Medical Attention and Evidence Preservation

1. **Off-Campus Health Care Options:** After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at the nearest hospital or medical facility. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the providers identified on the Notification of Rights and Options.

Preservation of Evidence:

- In Illinois, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence to prove the criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.
- Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or copies of other documents, if they have any, that would be useful to investigators or the police.
- As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a

complaint regarding an incident, he or she, nevertheless, should consider speaking with someone and taking steps to preserve evidence in the event that the victim changes his/her mind at a later date.

B. Victim Advocacy

1. Off-Campus Advisors and Advocates: The Notification of Rights and Options provides a list of off-campus advisors and advocates that can provide an immediate confidential response for employees and students in an emergency situation.
2. Ongoing on and off campus counseling, advocacy and support for students and employees is located within the Notification of Rights and Options.

C. Emergency Response

1. Anyone who experiences or observes an emergency situation should immediately contact local law enforcement by calling 911.
2. Although the Board of Trustees strongly encourages all individuals to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the local police. Filing a police report can include, but is not limited to, giving an oral and/or written statement to the appropriate law enforcement agency. Local law enforcement agencies are outlined in the Notification of Rights and Options.

Addressing Confidentiality

Before a victim or bystander reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to the confidential resources located in the Notification of Rights and Options.

If the victim wants to tell the Responsible Employee what happened, but also maintain confidentiality, the employee should tell the victim that the employee will share that information for consideration in the investigation and resolution of the complaint, but cannot guarantee that request will be met. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

If a victim discloses an incident to a Responsible Employee, but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, that request must be weighed against the Board's obligation to provide a safe environment for all students and employees, including the student victim.

If the request for confidentiality can be met, a victim must understand that the Board's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished. Alternatively, the request for confidentiality may not be able to be honored in order to provide a safe environment for all students and employees.

The following individual(s) are responsible for evaluating requests for confidentiality:

- Title IX Coordinator
- Chief Executive Officer
- Legal Counsel

A victim will be informed, at the earliest point possible, of a determination that a request for confidentiality cannot be maintained. In such instances, to the extent possible, information will be shared only with people responsible for handling the response to the complaint and those with a “need to know.”

Where confidentiality is maintained, responsive action will reflect the victim's request for confidentiality. As such, if a victim's request for confidentiality limits the ability to formally investigate a particular allegation, responsive steps will still be to limit the effects of the alleged Sexual Misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to, providing increased monitoring, supervision or security at locations or activities where the alleged misconduct occurred.

Reporting and Confidentially Disclosing Sexual Misconduct

The Board of Trustees encourages all victims and bystanders of Sexual Misconduct to talk to someone about what happened so that victims (and bystanders) can get the support they need and so that the Board can respond appropriately. Certain employees on campus are considered “Responsible Employees.” Therefore, these individuals cannot ensure confidentiality as they are required to report instances of Sexual Misconduct.

Confidential Reporting Options:

If the victim desires full confidentiality he/she should speak with a confidential advisor. The Title IX Coordinator does take third party reports. With the victim's permission, the confidential advisor may file a report on the details of the incident without revealing the victim's identity to the Title IX Coordinator. The purpose of a confidential report is to attempt to comply with the victim's wish to keep the matter confidential while taking steps to ensure the safety of the victim and others.

A complete list of confidential advisors is available in the Notification of Rights and Options within this Policy if a student wishes to report confidentially.

Confidential Advisors. Confidential advisors have received up to 40 hours of training previously and 6 hours of ongoing training annually to support survivors of sexual violence and misconduct and are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

A victim who speaks to a confidential advisor must understand that, if the student victim wants to maintain confidentiality, IECC's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these advisors will still assist the victim in receiving other necessary protection and support at the request of the victim, including working with IECC officials to address issues such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules only when consent is given by the victim. A student victim who at first requests confidentiality may

later decide to file a complaint with IECC or report the incident to law enforcement, and thus will have the incident fully investigated. These advisors will provide the victim with assistance if the victim wishes them to do so.

NOTE: While confidential advisors may maintain a victim's confidentiality from Illinois Eastern Community College, by law, any IECC employee and/or confidential advisor who suspects or receives knowledge that any minor involved in any programming at IECC may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline (1-800-252-2873), and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. IECC employees will also complete an Incident Report Form and forward to appropriate College and/or District officials.

Employees (including child care staff), students, and parents of daycare students will be made aware of reporting requirements and procedures for handling reports of child abuse and neglect. If the parent or legal guardian of the child is suspected of abuse, IECC employees will follow the guidance of Child Protective Services regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse will not be discharged for making a report; unless it is proven that a false report was knowingly made.

Timely Warning and/or Emergency Notification:

If the alleged perpetrator(s) pose a serious and immediate threat to the community, IECC may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

Reporting to an Employee:

IECC employees are required to report all the details of an incident (including identities of the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called **Responsible Employees**, generally obligates the Board to investigate the incident and take appropriate steps to address the situation.

The following categories of employees are Responsible Employees. If title is not listed below the employee is not considered a Responsible Employee.

- College and District Administration
- Title IX Coordinator and Deputy Coordinators
- Supervisors and Managerial Staff
- Faculty
- Coaches and Athletic Directors
- Student Advisors and Student Group Advisors

A list of Responsible Employees is available through the Title IX Coordinators. When a victim tells a Responsible Employee about an incident of Sexual Misconduct including sexual assault, the victim has the right to expect immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator and, if applicable, all relevant details about the alleged Sexual Misconduct shared by the victim so that the

investigative process can begin to determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the IECC's response to the report and those with a "need to know". The Title IX Coordinator, Deputy Coordinators, and those responsible for the resolution of the complaint will work together to make determinations about what and to whom information will be shared about an ongoing investigation, after careful consideration of the facts of the case. Information will only be shared with those with a need-to-know which might include the appropriate College officials responsible for campus security or College officials responsible for overseeing the student and/or employee to ensure protective or interim measures are implemented. Victims will be notified what and to whom information will be shared before the information is disseminated. Information will only be shared to ensure the safety of the victim and to prevent the recurrence of Sexual Misconduct.

Your Role as an Employee Regarding Reporting and Disclosing Sexual Misconduct of a Student

All employees who have information regarding Sexual Misconduct of a student or employee are required to report it to the Title IX Coordinator or any Responsible Employee.

Interim Measures

Upon receipt of a report, in being mindful of the victim's well-being, designated personnel will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The Title IX Coordinator, Deputy Coordinators, and College Administration will consider the following factors when determining what interim measures may be appropriate for implementation:

- The specific need expressed by the victim and/or complainant;
- The age(s) of the students involved;
- The severity or pervasiveness of the allegations;
- Any continuing effects on the victim and/or complainant;
- Whether the victim and/or complainant share class, dining areas, work locations, etc.; and
- Whether other judicial measures have been taken to protect the victim and/or complainant (i.e. no-contact order or order of protection).

Interim measures will also include:

- Assisting the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Providing other security and support, which could include obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Informing the victim of their right to report a crime to law enforcement and provide the victim with assistance if the victim wishes.

Retaliation against the victim, whether by students or employees, will not be tolerated.

An international Student may be granted approval to reduce his/her course load while recovering from the immediate effects of a sexual violence incident.

To meet the continuing obligation to address the issue of Sexual Misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt consideration of broader remedial action, such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting IECC's policies and practices. Interim and protective measures will only be shared with those involved in the resolution of a complaint, appropriate College officials responsible for ensuring the measures are implemented, or those with a need-to-know.

Miscellaneous

- A. Electronic and Anonymous Reporting. Although direct verbal reporting of complaints is preferred, an online system for electronic and anonymous reporting is available for use by victims or bystanders. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice for the purpose of triggering an investigation. Electronic reports can be filed via a form on the IECC webpage and will generally receive a response within 12 hours with a list of available resources absent an emergency.
- B. Off-Campus Counselors and Advocates, Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information unless the victim requests the disclosure and signs consent or waiver form or unless that individual has reporting or other obligations under state law.
- C. Clery Act Reporting Obligations. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 U S C 1092(f)), the Annual Security Report (ASR) is available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires timely issuance of warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

Title IX Complaint Investigation Procedures

- A. Formal Investigation Process
 - 1. Initiation of Investigation by Title IX Coordinator:
 - a. Upon receipt of a complaint of Sexual Misconduct under this Policy, by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair and thorough investigation.
 - b. The investigation will be coordinated by the Title IX Coordinator and/or one of the Deputy Coordinators (if a student), and will generally conclude within 60 calendar days or less.
 - i. Where the allegations are complex or other factors delay the investigative process an extension may be granted by the Title IX Coordinator.

- ii. If an extension is necessary, the complainant and the respondent will be notified.
2. IECC Officials Involved in the Resolution of Complaints:
- a. With respect to complaints that involve an employee, vendor, contractor, or visitor, the Department of Human Resources and the Title IX Coordinator will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.
 - b. With respect to complaints that involve a student, the Deputy Title IX Coordinators will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.
 - c. With respect to complaints that involve both a student and employee, the Title IX Coordinator, the Director of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.
3. Addressing Conflict of Interest:
- a. If, prior to the initiation of the investigation, either the complainant or the accused alleges that an Investigator has a conflict of interest, after hearing from both parties on the topic, the Title IX Coordinator will decide whether to excuse the Investigator and announce his/her decision in writing to both parties.
 - b. If the Title IX Coordinator determines that the Investigator should be excused, or if an Investigator is unavailable to conduct the investigation, the Title IX Coordinator will appoint a replacement Investigator.
4. Interim Measures Provided: During the investigation, the Title IX Coordinator and/or a Deputy Coordinator (as applicable) will determine whether the victim and/or complainant receives interim measures as set forth above, and will advise the victim and/or complainant of the right to file a complaint with local law enforcement agencies.
5. Notice to Victim/Complainant and Respondent Of Allegations:
- a. Generally, within 10 business days of receipt of a complaint by the Title IX Coordinator, the complainant and respondent will be notified in writing of the following:
 - i. The accused;
 - ii. The complainant (unless determined to honor a request by the complainant to remain confidential);
 - iii. The date(s) of the alleged misconduct;
 - iv. A brief description of the allegation;
 - v. The specific provisions of this Policy that were allegedly violated;
 - vi. The identity of the individual(s) with authority to make a finding or impose a sanction prior to any contact from the individual(s); and
 - vii. The investigatory process that will follow.
6. Due Process Rights of Victim and/or Complainant and Respondent:
- a. The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his or her case.
 - b. When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by a silent advisor.

- i. A silent advisor may be a family member, peer, advocate, staff/faculty member, a union representative, etc.
 - ii. The silent advisor will be informed prior to any meeting that he/she is not allowed to provide information to the investigator or ask questions of the party during the interview process.
 - c. If the respondent is an employee, any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement may be followed.
 - d. Mediation will not be used to resolve a complaint of sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking, but may be used to resolve a case of sexual harassment.
7. Evidence Considered:
 - a. A trained investigator(s) will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation.
 - b. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint.
 - c. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent.
8. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the internal investigation be temporarily suspended. Such request will be evaluated to determine whether, and for how long, to suspend the internal investigation.
9. Report of Investigation:
 - a. At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action, as appropriate.
 - b. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).
10. Determination:
 - a. For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report and all evidence gathered to determine whether the student engaged in Sexual Misconduct in violation of Policy.
 - b. For employee cases, the Title IX Coordinator will determine whether the employee engaged in a Policy violation involving Sexual Misconduct.
 - c. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this Policy was violated.

Notice to Victim and/or Complainant and Respondent: Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title

IX Coordinator or the Deputy Coordinator will prepare a written Notice of Decision supporting the decision and deliver it to both parties simultaneously.

The Notice of Decision will contain:

- a. Identity of who is issuing the decision;
- b. Notice of the finding of whether the alleged conduct occurred;
- c. Any individual remedies for the complainant;
- d. In non-violence cases, notice of any sanctions imposed on the accused that directly relate to the complainant;
- e. In violence cases, notice of all sanctions imposed on the accused;
- f. Steps being taken to eliminate the misconduct and prevent recurrence;
- g. Process to file an appeal of the decision.

11. Sanctions, Protective Actions, and Remedies:

a. Sanctions:

- i. Sanctions will be determined by the Title IX Coordinator and other College officials, as appropriate.
- ii. Sanctions will be communicated with College officials only on a need-to-know basis to ensure the sanctions are implemented appropriately.
- iii. Students who have violated the Sexual Misconduct Policy are subject to any sanctions set forth in the Code of Student Conduct or other Program policies, up to and including expulsion. For students, sanctions include verbal reprimands, written warnings, probation, loss of privileges, limits to access and/or movement on campus, restitution, educational or work assignments, suspension for a period of one or more days, expulsion, withholding a degree, removal from courses, etc. Students could have their privileges to participate in extracurricular activities temporarily suspended if involved in an ongoing investigation.
- iv. Employees who have violated the Sexual Misconduct Policy will be subject to sanctions including warning, reprimand, limits to access and/or movement on campus, suspension with or without pay, suspension for part of a day or for a period of one or more days, demotion, and other forms of disciplinary action up to and including dismissal as appropriate under applicable District procedures.

To encourage reporting, a student victim's good faith report of a violation of the Sexual Misconduct Policy will be taken into consideration in determining an appropriate response to the reporting student's own misconduct (e.g., educational responses from alcohol/drug violations as opposed to disciplinary action).

- b. Protective Actions: Protective measures may be implemented as appropriate, including no-contact orders, trespass notices, or other protective measures. Although IECC does not issue orders of protection, IECC will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent.
- c. Remedies: Remedies for the victim and/or complainant depend upon the specific nature of the complaint, as do remedies for the community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;

- Providing an escort to ensure that the victim and/or complainant can move safely between classes, vehicle and/or activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Identifying counseling and/or advocacy services;
- Identifying medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the community as a whole may include, but are not limited to.

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating individuals to be available to assist victims of sexual discrimination, harassment and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and personnel to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination harassment and misconduct at Illinois Eastern Community Colleges.

Title IX Appeal Procedures for Student Victims and/or Complainants and Student Respondents

A. Appeal Request

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator or his/her designee at the conclusion of a formal investigation must submit a written request for appeal to the Appeal Authority (AA). This request must be submitted to the Title IX Coordinator within 10 business days after receipt of the Title IX Coordinator/Deputy Coordinator's Notice of Decision. In the event a student victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator and/or Deputy Coordinator will be final.

Note: If the victim and/or complainant or respondent is an employee, then any employee misconduct appeal procedures are as outlined in other applicable policies, including grievance procedure.

The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the AA, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable.
4. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise inappropriate.

Within 10 business days after receipt of the appeal request, the Title IX Coordinator or his/her designee will decide whether to grant the appeal based on whether the appeal meets one of the above enumerated grounds for appeal and shall send written notification to the respondent and the complainant stating:

1. That the appeal has been filed;
2. The specific reason for the appeal, including a copy of the written appeal document;
3. That they have the opportunity to submit additional relevant information and/or statements for review to the Title IX Coordinator within five (5) business days; and
4. The identity of the Appeal Authority.
 - a. If the accused is a student, the Appeal Authority shall be the Director of Human Resources.
 - b. If the accused is an employee, the Appeal Authority shall be the Director of Information & Communications Technology.

If the appeal is granted, the matter will be referred to the AA, and the Hearing Procedures for the AA set forth below will be followed. In the event of an appeal, the decision(s) of the AA will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion.

The Title IX Coordinator will ensure that the Appeal Authority is provided with the following materials: (a) the notice of complaint document; (b) the investigatory materials (including all interview recordings and tangible evidence considered by the investigator during the investigation; (c) the Notice of Decision; (d) the Notice of Appeal; and (e) any documents/statement provided to the Notice of Appeal. These materials comprise the "Record on Appeal."

The Appeal Authority will review the Record on Appeal for one or more of the following purposes:

1. To assess whether a material deviation from written procedures impacted the fairness of the investigation;
2. To determine whether the decision was supported by substantial evidence;
3. To determine whether the sanction(s) imposed were appropriate for the violation of Policy;
4. To consider new information, sufficient to alter a decision not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original hearing.

B. Establishment of the Standing Appeal Authority

The Appeal Authority may make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AA will be established each fall and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the CEO:

Director of Human Resources, Tara Buerster

Alternate: Director of Information & Communications Technology, Alex Cline

None of the above-named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Note that when cases involve employees, the AA will be the Director of Information & Communications Technology. The CEO may appoint interim members as required.

C Hearing Procedures for the Appeal Authority

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined above) and present his/her case to the AA, and call witnesses in his/her behalf.
When requested by the victim, the AA shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).
3. The hearing will begin with a presentation by the Title IX Coordinator/Deputy Coordinator of his/her determination, followed by a presentation by the appellant. The appellee may present his/her case as well.
4. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties will be given an opportunity to question witnesses. However, the complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the individual or individuals resolving the complaint, suggest questions to be posed by the individual or individuals resolving the complaint and respond to the other party.
5. The AA reserves the right to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the AA without regard for the legal rules of evidence.
7. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created and a record will be made available to either party upon request.
9. The AA will render its written decision within 7 business days after the hearing, absent extenuating circumstances. The decision will be to affirm, reverse or modify the Title IX Coordinator/Deputy Coordinator's determination as to the violation of Policy and the sanction imposed (if any).
10. If a student respondent is found not to have engaged in Sexual Misconduct in violation of Policy, and if coursework has been missed as a direct result of the action

taken against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).

11. In all cases other than suspension or expulsion, the decision of the AA is final.
12. If the decision of the AA is to suspend or expel the student respondent, that decision will be transmitted to the Chief Academic Officer. The student respondent will then have two business weeks after the decision to appeal pursuant to the standard student grievance procedure. The appeal/grievance will consist of the student respondent's written statement of disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the AA hearing. Upon further advancement of a grievance, relevant information will be reviewed before making a decision to uphold the suspension or expulsion or to take other appropriate action.

Training, Prevention and Education

A. For Students and Employees

IECC will provide ongoing awareness and prevention training programs to ensure students and employees are provided substantive opportunities to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant policies and procedures, retaliation, survivor strategies, the impact of trauma relevant definitions, and other pertinent topics. Students will also receive a copy of the Preventing Sexual Misconduct Policy and the related protocols.

B. For Employees

1. IECC will provide 8-10 hours of annual survivor-centered and trauma-informed training to employees involved in: the receipt of a report of a student sexual violence, referral or provision of services to a survivor, or any campus complaint resolution procedure for all forms of Sexual Misconduct. Such employees include the Sexual Misconduct Investigators, Title IX Coordinator, Deputy Title IX Coordinators, and Appeal Authorities.
2. IECC will provide all employees that are classified as Responsible Employees with annual training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant policies and procedures, retaliation, the impact of trauma, relevant definitions, and other pertinent topics.
3. IECC will provide confidential advisors with periodic training on the District administrative processes, interim protective measures, and complaint resolution procedures.

The Title IX Coordinator will annually review training offerings to identify ways in which to enhance its effectiveness.

Publication

The following will be prominently published on the District website, updated regularly and made available: the comprehensive Policy; student notification of rights, contact information for Title IX

Coordinator and Deputy Coordinators; confidential resources and advisors and counseling services; and an explanation of responsibilities of Title IX coordinators, Responsible Employees and mandated reporters.

Task Force

The Board, through its CEO, will also establish a campus-wide task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent Sexual Misconduct.

1. The task force shall meet a minimum of twice per year for the purpose of discussing and improving upon the following areas: best practices as they relate to prevention, awareness, education, and response to Sexual Misconduct; IECC's comprehensive Policy and procedures; and collaboration and information-sharing among IECC, community-based organizations, and law enforcement.
2. The task force shall consist of individuals, including campus staff, faculty, and students. Individuals from the following entities should be invited to serve on the task force: a community-based sexual assault crisis center; a community-based domestic violence agency; local law enforcement; and the local State's Attorney's Office.
3. The task force shall receive annual training on awareness and prevention of Sexual Misconduct; IECC's comprehensive Policy on Sexual Misconduct; the provisions of federal and state law concerning survivors of Sexual Misconduct; survivor-centered responses and the role of community advocates; the role and function of each member on the task force for the purpose of ensuring a coordinated response to reported incidences of Sexual Misconduct; and trauma-informed responses to Sexual Misconduct.

Reporting

The Board, through its CEO will comply with all reporting requirements established pursuant to the Illinois Board of Higher Education Act, the Preventing Sexual Violence in Higher Education Act, and the Clery Act.

Notification of Rights and Options

A victim of Sexual Misconduct has a right to report (or not report) the incident to Illinois Eastern Community Colleges.

Reporting to IECC

If you choose to make a report the following individuals will receive the report, will investigate and resolve the matter pursuant to Policy. IECC respects the sensitive nature of such complaints and the privacy of victims of Sexual Misconduct but cannot guarantee complete confidentiality in meeting its responsibility to investigate and address the report. Any of these individuals will help a victim notify law enforcement of an incident, although it is the victim's choice whether or not to make such a report.

A. The Title IX Coordinator is: Ashlee Spannagel, Program Director of Grants, Compliance, & Outreach, 320 East North Avenue, Noble, IL 62450, 618-393-3491, spannagela@iecc.edu.

B. The Deputy Title IX Coordinators are:

<u>Frontier Comm. College</u>	<u>Lincoln Trail College</u>	<u>Olney Central College</u>	<u>Wabash Valley College</u>
Jan Wiles Assistant Dean of Student Services 2 Frontier Drive Fairfield, IL 62837 618-847-9133 or 877-464-3687 wilesj@iecc.edu	Julie Higginbotham Assistant Dean of Student Services 11220 State Highway 1 Robinson, IL 62454 618-546-2252 or 866-582-4322 higginbothamj@iecc.edu	Andi Pampe Assistant Dean of Student Services 305 North West Street Olney, IL 62450 618-393-3305 or 866-622-4322 pampea@iecc.edu	Tiffany Cowger Assistant Dean of Student Services 2200 College Drive, Mt. Carmel, IL 62863 618-263-5535 or 866-982-4322 cowgert@iecc.edu

C. Electronic/Anonymous reporting: <https://www.iecc.edu/e4/forms/svcf/default.php>

D. Additional Non-Confidential Resources On-Campus:

<u>Frontier Comm. College</u>	<u>Lincoln Trail College</u>	<u>Olney Central College</u>	<u>Wabash Valley College</u>
Faculty/Administrators/Supervisors Athletic Director & Coaches Student Group Advisors & Student Advisors	Faculty/Administrators/Supervisors Athletic Director & Coaches Student Group Advisors & Student Advisors	Faculty/Administrators/Supervisors Athletic Director & Coaches Student Group Advisors & Student Advisors	Faculty/Administrators/Supervisors Athletic Director & Coaches Student Group Advisors & Student Advisors

A. District Office, Human Resources Department (when an employee is involved): 618-393-2982, ext. 5521

Responsive Procedures:

Pursuant to Policy, IECC will investigate reports of Sexual Misconduct. A victim may request, and IECC will evaluate, interim protective measures to address victim safety, including obtaining and enforcing a no-contact order or order of protection. IECC does not issue such orders, but victims can contact local law enforcement agencies to secure a no-contact order or order of protection.

Upon receipt of a report of Sexual Misconduct, IECC will initiate a prompt, fair and thorough investigation through the Title IX Coordinator. The victim/complainant and respondent(s) will be afforded the opportunity to present information and witnesses, and IECC will make a good faith effort to contact and interview any witnesses identified by the parties, including those no longer at the College. IECC strictly prohibits retaliation against the complainant, respondent, or other witnesses.

Upon conclusion of the investigation, the Title IX or Deputy Title IX Coordinator will notify the victim/complainant of the determination and of any remedies offered or provided by IECC to the victim and any disciplinary sanctions on the respondent(s) that directly relate to the victim/complainant. A victim/complainant and a student respondent may utilize the appeal process provided by Policy upon conclusion of the investigation.

Confidential Options for Reporting:

The following confidential advisors have been identified to provide support to victims. These advisors are not required to report any information about an incident to the Title IX Coordinator without a victim's permission:

CAISA, Robinson, IL (serving Lincoln Trail, Olney Central, and Wabash Valley)	618- 544-9379
	After-Hours Crisis Hotline: 866-288-4888
SAFE, Mt. Vernon, IL (serving Frontier)	618-244-9330
	After-Hours Crisis Hotline: 800-625-1414

Additional Off-Campus Resources:

The following local health, mental health, counseling and advocacy services are available for victims. At a victim's request, IECC personnel identified above can assist victims in accessing these services.

- a. IECC Employee Assistance Program 1-855-775-4357 or www.rsli.acieap.com
- b. Illinois Coalition Against Sexual Assault: 217-753-4117 or www.icasa.org
- c. National Sexual Assault Hotline: 800-656-HOPE(4673); <https://www.rainn.org/get-help/national-sexual-assault-hotline>
- d. National Domestic Violence Help Line: 877-TO END DV (877-863-6338); http://www.cityofchicago.org/dam/city/depts/fss/supp_info/DV/MODVsafteycardEnglish.pdf
- e. AARDVARC – An Abuse, Rape and Domestic Violence Aid and Resource Collection at www.aardvarc.org
- f. The Illinois Coalition Against Domestic Violence: 217-789-2830; http://www.ilcadv.org/about_icadv/contact.asp
- g. Illinois Attorney General's Office: 1-800-228-3368; www.ag.state.il.us/victims/
- h. Illinois Crime Victims Bill of Rights 725 ILCS 120-1: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1970&ChapterID=54>
- i. Illinois Crime Victims Compensation Program: 800-228-3368; <http://www.ag.state.il.us/victims/cvc.html>
- j. Illinois Department of Children and Family Services: 800-25-ABUSE (800-252-2873); <http://www.state.il.us/dcf/index.shtml>

<u>Frontier Comm. College</u>		<u>Lincoln Trail College</u>		<u>Olney Central College</u>		<u>Wabash Valley College</u>	
Fairfield Police	911	Robinson Police	911	Olney Police	911	Mt. Carmel Police	911
Wayne Co. Sheriff	842-6631	Crawford Co. Sheriff	546-1515	Richland Co. Sheriff	395-7481	Wabash Co. Sheriff	262-4186
*Fairfield Memorial	842-2611	*Crawford Memorial	544-3131	*Carle Richland Memorial	395-2131	*Wabash General	262-8621
303 NW 11 th Street		1000 N Allen Street		800 E. Locust Street		1418 College Drive	
Fairfield, IL	62837-2601	Robinson, IL	62454	Olney, IL	62450	Mt. Carmel, IL	62863
SAFE	244-9330	CAISA	544-9379	CAISA	544-9379	CAISA	544-9379
Wayne Family Counseling		Crawford Family Counseling		Richland Family Counseling		Depot Counseling	
Regular Hours	842-2125	Regular Hours	546-1021	Regular Hours	395-4306	Regular Hours	263-4970
24 Hour Crisis	395-5026	24 Hour Crisis	395-5026	24 Hour Crisis	395-5026		

** Indicates health care options which provide rape kits and/or Sexual Assault Nurse Examiners. Seeking medical treatment also serves to preserve physical evidence of sexual violence.*

Appendix A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking:

Frontier Community College

2 Frontier Drive
Fairfield, IL 62837
Phone: (618) 842-3711

Megan Black
Eric Resor

Lincoln Trail College

11220 State Highway 1
Robinson, IL 62454
Phone: (618) 544-8657

Tyler Browning
Rena Gower

Olney Central College

305 North West Street
Olney, IL 62450
Phone: (618) 395-7777

Linda Horn
Doug Shipman

Wabash Valley College

2200 College Drive
Mt. Carmel, IL 62863
Phone: (618) 262-8641

Kalie Naas
John Day

Workforce Education

John A. Logan College
Carterville, IL 62918
Phone: (618) 985-3741

Laurel Taylor
Kim Underwood

District Office

233 East Chestnut Street
Olney, IL 62450
Phone: (618) 393-2982

Bonnie Chaplin
Alex Cline

The Chief Executive Officer shall update Appendix A as necessary.

Board Action: Trustee Al Henager made a motion that second reading be waived and that the foregoing Policy 100.31 Preventing Sexual Misconduct be approved as recommended. Student Trustee Madison Ferreira 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: 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 #7– “Policy Second Readings” – None.

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

#8-A. 2017 Program Review: Jeff Cutchin reviewed the 2017 Program Review Report. The report contains a detailed review of specific career and technical education programs and academic transfer disciplines based on quality, cost, and need. The 2017 review included 29 career and technical education degrees and certificates as well as the academic discipline of Communications/English. Academic support services reviewed covered Admissions, Recruiting and Registration and Records. This review is conducted with a focus on quality, cost and need. The CEO recommended approval of the 2017 Program Review Report.

Board Action: Trustee Brenda Culver made a motion to approve the 2017 Program Review as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. 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.

#8-B. 2017-2018 Catalog: Jeff Cutchin reviewed the 2017-2018 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 \$4,370. The Board Chairman recommended approval to print the 2017-2018 Catalog.

Board Action: Trustee James Lane made a motion to approve printing of the 2017-2018 IECC Catalog as presented and recommended. Student Trustee Madison Ferreira 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: 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.

#8-C. Prevailing Rate of Wages: Roger Browning presented and recommended adoption of “An Ordinance of the Board of Trustees of Illinois Eastern Community Colleges Ascertain the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed in any Public Works of Said District.” The ordinance is the same as adopted one year ago and includes attachments listing the prevailing rate of wages for Crawford, Richland, Wabash and Wayne Counties, Illinois, as determined by the Illinois Department of Labor under date of June 2017. The determination is to be on file in the District Office and available to any interested party, attached to all contract specifications, and copies are to be mailed to the Secretary of State Index Division and Illinois Department of Labor. A notice of the

determination must be published. The CEO recommended approval of the Prevailing Rate of Wages as presented.

Board Action: Trustee James Lane made a motion to approve the Prevailing Rate of Wages 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: 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.

#8-D. Technology Plan: Alex Cline reviewed the Technology Plan for FY2018, FY2019, and FY2020. The plan was developed by the Technology Committee and established a blueprint that sets the IECC's Information Technology vision, its strategic directions, and the action plans for supporting the academic experience of students and strengthening the educational mission of faculty and staff.

The Technology Plan is grouped into the categories of administrative systems, networking infrastructure, telecommunications, software, and other technology resources. The plan reviews the progress of FY 2017 projects and sets the goals for FY2018, FY2019 and FY2020.

The Technology Plan for FY2018, FY2019 and FY2020 contemplates expenditures of \$500,000 in fiscal year 2018 and \$450,000 in fiscal years 2019 and 2020 for a total anticipated expenditure of \$1,400,000. The CEO recommended approval of the Technology Plan as recommended.

Board Action: Trustee Brenda Culver made a motion to approve the Technology Plan, 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, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. 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 2017-2018. The CEO recommended approval of the agreement with Crawford Memorial Hospital.

Board Action: Trustee James Lane made a motion to approve the Athletic Training Agreement between Illinois Eastern Community College - Lincoln Trail College and Crawford Memorial Hospital, located in Robinson. 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: 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.

#8-F. Route 130 Greenhouse (Seals) Property Easement: The Board previously approved two construction easements to build several berms and a retention pond on District property adjoining the Greenhouse/Seals property. At the request of District Administration, the

Seals have now approved limiting the construction easement to two years following commencement of substantial construction at the site. A request was also made of the District to provide a construction easement for a waterway on the south side of the Greenhouse/Seals property. The waterway is on both District property and the Greenhouse/Seals property under its current alignment. Under the proposed construction easement, the waterway will be moved from twelve to fifteen feet totally onto District property. This permanent realignment will be beneficial to the District and the Greenhouse/Seals property. This construction easement will be limited to two years following substantial construction upon the waterway project. The CEO recommended limiting the construction easement to two years following commencement of substantial construction at the site.

Board Action: Trustee Brenda Culver made a motion to approve a construction easement for a realignment of a waterway on the south side of the Greenhouse/Seals property and to approve a limitation of two years for the two construction easements following commencement of substantial construction at the sites. 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: 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 #9 – “Bid Committee Report” – None.

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, 2017.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for July 2017, totaling \$1,160,285.43, 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 2017, in the amounts listed, and payments from the revolving fund for June 2017. 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, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. 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 – “Chief Executive Officer's Report” – None.

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting, Tuesday, July 18, 2017.

AGENDA #13 – “Approval of Executive Session Minutes” – No executive session was held during the regular meeting, Tuesday, June 20, 2017.

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

400.1. Employment of Personnel

A. Faculty

1. Wade Baker, Band/Music Instructor, OCC, effective August 10, 2017

B. Classified

1. Terry Chrtt, Information Technology Technician, FCC, effective July 24, 2017

400.2. Change in Status

A. Classified

1. Erin Volk, Career Advisor, LTC, to Advisor, LTC, effective July 19, 2017

400.3. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Calendar Year</u>
Amie Mayhall	Sojourner, LLC	16
Shirley Smithenry	Richland Memorial Hospital Olney, IL	45
Beth Wilson	Fairfield Memorial Hospital Fairfield, IL	60
Winifred Wolven	Grand Canyon University Phoenix, AZ	20

400.4. Authority to Hire Faculty Prior to Start of Academic Year

400.5. Resignation Ratification

A. Faculty

1. Mark Fitch, Collision Repair Technology Instructor, OCC, effective August 2, 2017

Addendum to Personnel Report

400.5. Resignation Ratification

A. Professional Non-Faculty, Non-Exempt

1. Abbi Cook, Manager of Food Service, WVC, effective September 1, 2017

400.6. Authority to Hire Food Service Manager, WVC, prior to August Board Meeting

#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 400.5 and 400.6. 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 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: 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” – Student Trustee Madison Ferreira made a motion to adjourn. 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 voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:25 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Trustees**
- B. Presidents**
- C. Cabinet**

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

Policy 100.24 - Emergency Response Plans

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: Revisions to Emergency Response Plans Policy 100.24

The Clery Act requires colleges and universities that receive federal funding to disseminate a public Annual Security Report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

The District's Emergency Response Plans Policy has been revised to comply with the requirements of the Clery Act. This plan will allow IECC to develop and disseminate the Annual Security Report.

I recommend the Board waive the second reading and approve the revisions to Policy 100.24.

TLB/rs

Attachment

Emergency Response Plans (100.24)

Date Adopted: September 21, 2010

Revised: October 20, 2015

Revised: ~~March~~ March 21, 2017

Revised: August 22, 2017

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of creating and maintaining Emergency Response Plans that outlines the plan for managing major emergencies and incidents that may threaten the health, safety, and welfare of the college community or disrupt its programs or activities. The Emergency Response Plans meet the requirements of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and the Illinois Administrative Code Part 305, and are compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305) and the National Incident Management System (NIMS). The Emergency Response Plans also provide for Business Continuity (Annex 10) and Academic Continuity (Annex 11) which includes general framework for planning and decision making as it pertains to the academic and business functions of IECC in case of a campus emergency.

The College President, or his/her designee, coordinates appropriate actions, on behalf of the College, in all emergencies in accordance with the respective College's Emergency Response Plan. A Continuity of Administration team is outlined in each Emergency Response Plan and consists of the President, Dean of Instruction, Assistant Dean of Student Services, Director of Business, and Operations & Maintenance Team Leader at each College.

Emergency Response Plans are reviewed and revised, as necessary, on an annual basis. Procedures for specific emergency scenarios are accessible to students, faculty, staff and the public through a link from the IECC homepage.

Initiation of Emergency Response Plan

The President, or designee, in conjunction with the national weather service, local first responders, health service departments, College administrators, etc., will be responsible for confirming the existence of a significant emergency or dangerous situation.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the President or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The President, or designee, will collaborate with Public Information and Marketing to craft the message that will be distributed via some or all of the systems described below to communicate the threat to the College community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

IECC will use the Emergency Alerts through the ReGroup System to communicate an immediate threat to the campus community. The Emergency Alerts will be delivered in the form of a text message and/or email to alert students and employees, within minutes, whenever a significant emergency or dangerous situation has occurred which may pose a potential threat. The Emergency Alerts will include instructions for taking appropriate actions. Individuals of the larger community have the opportunity to opt-in to receive the Emergency Alerts based on the College of their choice, by registering at www.iecc.edu/safety. Email notifications can also be sent via the Student Portal to notify the entire College community of an ongoing threat.

Emergency Drills and/or Testing

Emergency drills and the testing/evaluation of emergency notifications and responses are conducted on an annual basis, involving the College community at each of the Colleges. The exercise and drill may be announced or unannounced and response and effectiveness will be evaluated and documented. IECC distributes its emergency response and evacuation procedures to appropriate College officials and all relevant agencies that may serve the College community in the event of an emergency, including but not limited to local law enforcement agencies, healthcare facilities, emergency management agencies, counseling centers, fire departments, etc. Emergency evacuation information and routes are posted in all facilities.

Agenda Item #6B

Policy 100.36 - Sex Offender Registration

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: Sex Offender Registration Policy 100.36

The Clery Act requires colleges and universities that receive federal funding to disseminate a public Annual Security Report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

The District's Sex Offender Registration Policy has been created to accurately reflect the requirements of the Clery Act so that IECC can disseminate the Annual Security Report.

I recommend the Board waive the second reading and approve the revisions to Policy 100.36.

TLB/rs

Attachment

BOARD OF TRUSTEES – 100

Sex Offender Registration (100.36)

Date Adopted: August 15, 2017 (pending Board approval)

The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students and employees to register at the College or University in which they attend or are employed. The purpose of this Policy is to outline IECC's registration requirements for students or employees who are convicted sex offenders or sexual predators who are required to register as such pursuant to the Illinois Sex Offender Registration Act.

Within three days of enrollment, admittance, or employment at IECC, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any student or employee that is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act must register with the Assistant Dean of Student Services at the College of attendance or the IECC Human Resources Department at the District Office (if an employee).

Any student or employee who fails to register with the appropriate College/District officials within three days of enrollment, admittance, employment, or conviction, as required by the Act, will be subject to immediate expulsion from the College or dismissal from employment with the District.

Agenda Item #6C

Policy 500.17 - Campus Safety & Security

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: Revisions to the Campus Safety & Security Policy 500.17

The Clery Act requires colleges and universities that receive federal funding to disseminate a public Annual Security Report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

The District's Campus Safety & Security Policy has been revised to include a definition of campus security's authority, defines the conditions for reporting a crime, establishes a proposed response to a report, requires the establishment of timely warning notices, outlines the security access and maintenance of campus facilities, and defines the use of drugs and alcohol at campus facilities. These policy changes comply with the requirements of the Clery Act to allow IECC to prepare and disseminate the Annual Security Report.

I recommend the Board waive the second reading and approve the revisions to Policy 500.17.

TLB/rs

Attachment

STUDENT - 500

Campus Safety and Security Policy (500.17)

Date Adopted: October 26, 1992

Date Revised: July 17, 2001

Date Revised: August 19, 2008

Date Revised: August 16, 2011

Date Revised: August 15, 2017 (pending Board approval)

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which is safe and free of crime. Programs of crime prevention, college security procedures, and programs to prevent drug and alcohol abuse have been implemented to promote a crime-free environment. Information regarding these programs is available from your college office of student services. The college environment includes all students, employees and other persons participating in Illinois Eastern classes, programs, services and other activities and events. Illinois Eastern administration monitors and evaluates campus safety on an ongoing basis.

Campus Security Authorities

Campus Security Authorities (CSA) are responsible for reporting any and all crimes reported to them to the designated officials at IECC. The following positions, and the respective individuals that assume these positions, are classified as a CSA at IECC: President, Assistant to the President, Dean of Instruction, Assistant to the Dean of Instruction, Assistant Dean of Student Services, Athletic Director, Athletic Coach, Student Organization Advisor, Retention Coordinator, Title IX Coordinator, Sexual Misconduct Investigators, and Members of the Threat Assessment and Behavioral Intervention Team (TABIT).

Reporting a Crime

Illinois Eastern encourages all students and employees to report all on-campus **INCIDENTS** of criminal activity, including but not limited to, murder, rape, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft, along with on-campus **ARRESTS** for liquor law violations, drug law violations, and weapons possessions to the President or his/her designee. Reports may be made in person to the President's Office at each respective campus, or to any Campus Security Authority (CSA) during regular hours of operation, or to the appropriate law enforcement agency. Students and employees are encouraged to report all crimes considered to be a threat to students and employees so that Illinois Eastern can determine if preventive measures can be implemented to prevent recurrence of a particular crime. Reporting is also requested for evening classes and college events occurring at ~~places~~ locations other than college property.

Any crime reported to IECC officials will require appropriate attention in order to adhere with state and federal regulations and/or the possible issuance of timely warnings. IECC does not have confidential crime reporting options.

Crime report documentation and records are maintained in a centralized office location upon receipt of reports from CSAs, College officials, and/or local law enforcement agencies.

Response to a Report

College officials will cooperate with local law enforcement officials during an ongoing criminal investigation on an as needed basis. In the interim, College officials can ensure victims are provided with on-campus resources and/or information about any off-campus services as necessary.

College officials may also convene the Student Disciplinary Committee or TABIT in response to an incident that has occurred on campus, if applicable, for review and for potential action, as appropriate. Upon written request, IECC will release the report on the results of any disciplinary proceeding conducted by the

institution against a student who is the alleged perpetrator to the victim of a crime of violence or a non-forcible sex offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for this purpose.

Timely Warning Notices

Illinois Eastern will monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the College community. A Timely Warning notice will be distributed to the College community when a crime is reported that poses a serious or continuing threat to the campus community. Timely Warning notices will be distributed using the Emergency Notifications in the ReGroup System or through the Student Portal.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the appropriate College officials. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by College officials. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime.

The President or his/her designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. If warranted, the President, or his/her designee, will distribute the Timely Warnings using the systems identified above. Timely Warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Security, Access, and Maintenance of Campus Facilities

Illinois Eastern custodial and maintenance staff or other District personnel are responsible for the security, access, and maintenance of all District buildings and grounds. Lighting, landscaping, and other safety-related aspects of the campuses are continually monitored, maintained, and repaired.

As such, custodial and maintenance staff or other College personnel will be present on campus during all times that classes are in session. IECC buildings and facilities are generally intended for the use and benefit of the students and employees. However, the facilities are open and accessible during normal business hours and into the evening and weekend hours depending on class schedules and events. Visitors and guests seeking to utilize College facilities are required to make prior arrangements with the appropriate College officials.

IECC does not possess a campus security department or campus law enforcement; therefore, each College is routinely patrolled by local law enforcement agencies to evaluate and monitor security-related matters. There is no memorandum of understanding regarding any topic, including the investigation of criminal incidents, in place between IECC, the Colleges, and local law enforcement agencies. IECC maintains a working relationship among College officials and state and local law enforcement agencies for the investigation of alleged criminal offenses.

The Board of Trustees appoints a Director for Campus Security and Public Safety for compliance with Illinois Public Act 97-0155 (730 ILCS 150/3) Sex Offender Registration Act. Illinois Eastern administration also monitors and evaluates campus safety on an ongoing basis.

Firearms at IECC

The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials, ~~or when being used for approved course work, or when the Concealed Firearms Policy (100.28) applies,~~ is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the ~~college~~College.

Drugs and Alcohol at IECC

The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in Illinois Eastern classes, programs, services and other activities and events is strictly prohibited. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the college. See Substance Abuse (100.9) and Drug-Free Workplace (400.19) Policies for additional information on the prohibition of alcohol and drug use on IECC campuses.

~~Illinois Eastern will monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the college community. Upon demand, Illinois Eastern will provide appropriate disciplinary information to victims of violent crimes. Campus crime statistics will be made available upon request to all students, employees, and the college community, as well as to student applicants and prospective employees.~~

~~An annual report will be published each year and will be made available to the college community and public.~~

Annual Security Report Development and Dissemination

The Annual Security Report (ASR) will be prepared and published prior to October 1st on the District's website, and be made available to all students, prospective students, employees, and prospective employees. Each year, an email notification will be sent to all enrolled students, faculty, and staff with a direct link to access the report. An overview of the contents of the ASR and a direct link are included in employee application forms and in the automated email response to admission applications and the acceptance letter to ensure all prospective employees and prospective students are provided the information. The ASR will contain information for the previous calendar year and crime statistics for the three previous calendar years. A hard copy of the ASR can be requested from the Student Services Office at any of the Colleges or from the Human Resources Office for prospective employees.

Agenda Item #6D

Policy 600.1 - Relationship with College Foundations

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: Revisions to Policy 600.1 Relationship with College Foundations

As suggested by the HLC Peer Review Team, we continue to formally review the Policy manual. Administration has carefully reviewed the Community Relations 600 section of the policy manual and has suggested a revision be made to the following policy:

600.1 Relationship with College Foundations

The Cabinet has approved this revision and I recommend the Board waive the second reading and approve the revisions to the above policy.

TLB/tab

Attachment

COMMUNITY RELATIONS - 600

Relationship with College Foundations (600.1)

Date Adopted: December 19, 1989

Revised: August 15, 2017 (pending Board approval)

The Board of Trustees encourages a relationship with the following Foundations:

Frontier Community College Foundation
Lincoln Trail College Foundation
Olney Central College Foundation
Wabash Valley College Foundation
~~International Institute for Continuing Education,
— Technical Education and Research~~

Basic to the existence of a college foundation is the fact that foundation efforts are not to be substituted for the financial responsibilities of the Board.

Foundation projects which involve property or materials under the jurisdiction of the Board of Trustees shall be determined by ~~mutual agreement of the Board of Directors of the Foundation and~~ the Board of Trustees and the colleges.

Agenda Item #6E

Policy 800.1 Educational Curriculum and Course Development

Policy 800.2 Program Review and Evaluation

Policy 800.6 Academic Freedom

Policy 800.7 Evaluating Student Performance

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: Revisions to Policies in Instruction 800

As suggested by the HLC Peer Review Team, we continue to formally review the Policy manual. Administration has carefully reviewed the Instruction 800 section of the policy manual and has suggested a revision be made to the following policies:

- 800.1 Educational Curriculum and Course Development
- 800.2 Program Review and Evaluation
- 800.6 Academic Freedom Policy
- 800.7 Policy on Evaluating Student Performance

The administration has approved these revisions and I recommend the Board waive the second reading and approve the revisions to the above policies.

TLB/tab

Attachment

INSTRUCTION - 800

Educational Curriculum and Course Development (800.1)

Date Adopted: December 19, 1989

Revised: August 15, 2017 (pending Board approval)

Organized curricula in degree programs will include general education courses within either baccalaureate or occupational-oriented curricula designed to contribute to the liberal education of each student. The number and content of said courses may vary according to the curriculum in which a student is enrolled.

Curriculum developed by the faculty or professional staff will flow from the appropriate professional personnel through the appropriate college and District advisory committees to the Chief Executive Officer's Cabinet and the Board of Trustees. Student interest, business, industry, community needs and faculty involvement will be utilized in educational curriculum and course development.

District educational offerings shall be articulated with senior institutions, other community colleges and secondary schools for the purpose of insuring smooth transition for students.

The Board of Trustees delegates authority to the staff for the review and approval of new courses that are moderate extensions of previously approved instructional curricula.

INSTRUCTION - 800

Program Review and Evaluation (800.2)

Date Adopted: December 19, 1989

Revised: August 15, 2017 (pending Board approval)

A full cycle of program review and evaluation should be made every five years, to include program need, cost and quality. The review ~~may~~ will involve faculty, and may include staff, students and administration. Advisory committees, consultants and/or other sources may be utilized when appropriate.

The review should be comprehensive, systematic, and district-wide. Guidelines of external agencies may be used by the District to fulfill the requirements of these agencies.

INSTRUCTION - 800

Academic Freedom Policy (800.6)

Date Adopted: May 21, 2013

Revised: August 15, 2017 (pending Board approval)

Illinois Eastern Community Colleges recognizes the principles of academic freedom and is committed to freedom of expression and the pursuit of truth in teaching and learning. In the development of knowledge, research endeavors and creative activities, Illinois Eastern Community Colleges faculty, students, and staff are free to cultivate a spirit of inquiry and scholarly criticism.

IECC shall likewise require the exercise of responsible judgment on the part of the District's faculty and staff as they exercise academic freedom in accomplishing the mission of Illinois Eastern Community Colleges. Faculty are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters which have no relation to their fields. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled, and are evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to established academic criteria and standards.

INSTRUCTION - 800

Policy on Evaluating Student Performance (800.7)

Date Adopted: April 18, 2017

Revised: August 15, 2017 (pending Cabinet and Board approval)

Student performance is evaluated solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards. Evaluating student performance and learning will be measured using a variety of methods including, but not limited to, assignments, projects, presentations, quizzes, and tests. Faculty members are required to give students regular feedback in the form of a grade or progress report throughout the term and a final grade at the end of the term. IECC requires that faculty maintain grade books (hard copy or electronic) for a minimum of five years.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

FY2018 Tentative Budget

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: FY2018 Tentative Budget

Prior Board action required that the tentative budget be made available to the public by August 9th and mailed to the Board of Trustees. The tentative budget will remain available for public inspection through the scheduled September 19th Budget Hearing and Board meeting. Publication of the budget's availability and notice of the Public Hearing on the Budget was made in district newspapers.

The fiscal year 2018 tentative budget was sent to the Board of Trustees under separate cover. The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2018. It was based on information available at the time of publication. If new information becomes available, changes will be made to the final budget and those changes will be reviewed with the Board on September 19th prior to approval of a final budget.

As required by law, a Public Hearing on the Budget will be held on September 19, 2017 and following the hearing, a final budget will be presented to the Board for its approval.

I ask the Board of Trustees' approval of the tentative budget as presented.

TLB/akb

Agenda Item #8B

Athletic Training Agreement for OCC with Carle Richland Memorial Hospital

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: Carle Richland Memorial Hospital Athletic Training Services Contract

Carle Richland Memorial Hospital, under new ownership and formerly Richland Memorial Hospital (RMH), has requested a renewal of the existing Athletic Training Services Agreement for an additional one-year period to cover academic year 2017-2018.

Olney Central College has been extremely satisfied with the services provided by RMH under the existing agreement and OCC wishes to extend the agreement.

I ask the Board's approval of this extension of the Athletic Training Services Training Agreement with Carle Richland Memorial Hospital.

TLB/rs

Attachment

**CARLE RICHLAND MEMORIAL HOSPITAL
ATHLETIC TRAINING SERVICE AGREEMENT
WITH
OLNEY CENTRAL COLLEGE**

This Agreement made this _____ day of _____, 2017 between Olney Central College, hereinafter referred to as "District"; and Richland Memorial Hospital, Inc., dba Carle Richland Memorial Hospital, hereinafter referred to as "CRMH";

WHEREAS, CRMH is a healthcare facility in the business of providing athletic training services in Richland County, Illinois; and

WHEREAS, District operates various athletic programs and desires athletic training services for District's student-athletes; and

WHEREAS, CRMH desires to make such services available, on the terms and conditions hereinafter set forth;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, commencing with the date hereof, the parties mutually agree as follows:

1. CRMH agrees to provide athletic training services to District during the term of this agreement and on the terms and conditions hereinafter set forth.
2. CRMH agrees to:
 - a. Bill District directly for services rendered totaling Six Thousand One Hundred and Eighty Dollars (\$6,180.00) for the 2017-2018 school year. CRMH will bill in four installments of One Thousand Five Hundred and Forty-Five Dollars (\$1,545.00) to be paid by District on October 15, 2017, December 15, 2017, March 15, 2018, and June 15, 2018.
 - b. Provide a Certified Athletic Trainer for District from August 1, 2017 until May 31, 2018 with an average of 15 hours per week of coverage (totaling 630 hours of total coverage).
3. Event Coverage – CRMH will provide a Certified Athletic Trainer to the District on the following dates:
 - a. Daily coverage in the Athletic Training Room at Olney Central College on days when school is in session, excluding days evening event coverage is required.
 - b. Event coverage is ranked from highest risk sports with emphasis placed on home games and practice coverage.
4. CRMH will:
 - a. Offer parent, student-athlete, and coach education about injury prevention, nutrition, health and safety issues, drugs/steroids, and basic care.

- b. Maintain athletic training supply budget and inventory, subject to District approval.
 - c. Annual summary of athletic training coverage given to administration.
 - d. Follow any and all policies and procedures of District.
 - e. Deliver all services hereunder in a reliable, consistent and professional manner.
 - f. Communicate on a regular basis with District, and any District staff as directed, regarding the provision of services hereunder.
5. District agrees to:
 - a. Provide CRMH a complete schedule of events which designates times, dates, and locations of events as soon as the schedule is available.
 - b. Pay the fees set forth in Paragraph 2(a) when due.
 - c. Provide CRMH/Athletic Trainer with supplies (expendable and nonexpendable) as the budget allocates.
 - d. Provide for the maintenance and safety of equipment.
 - e. Provide janitorial service and maintenance of the Athletic Training Room (equipment cleaning is to be performed by the Athletic Trainer).
 - f. Provide towels and laundering of towels.
 - g. Provide bio-hazardous waste containers and removal of such waste.
 - h. Provide bus transportation if services are required at away events.
6. CRMH and any Athletic Trainer are and shall remain an independent contractor in all matters involving the performance of its services under this agreement. Nothing contained in this agreement shall be deemed to constitute CRMH or any Athletic Trainer as an agent, employee or partner of District or a joint venture with District.
7. CRMH and District agree to abide by all confidentiality laws, including but not limited to the provision of the policies of the District; the Illinois School Student Records Act (105ILCS 10/1 *et seq.*); the Family Educational Rights and Privacy Act (20 U.S.C. §1232 *et seq.*); and the Health Insurance Portability and Accountability Act (HIPAA).

8. CRMH shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.
9. District shall defend, indemnify, and save CRMH harmless from and against all losses, damages, claims, judgments, attorney's fees, expenses and liabilities whatsoever which may arise from or be claimed against CRMH resulting from or arising in connection with the services furnished by CRMH under this agreement, unless said losses, damages, claims, etc., arose from the negligence of CRMH, its employees or agents.
10. CRMH shall defend, indemnify, and save District, its employees, administrators, board members and agents harmless from and against all losses, damages, claims, judgments, attorney's fees, expenses and liabilities whatsoever which may arise from or be claimed against District resulting from or arising in connection with the services furnished by CRMH under this agreement, unless said losses, damages, claims, etc., arose from the negligence of District, its employees or agents. CRMH shall maintain a minimum of \$5,000,000.00 in professional errors and omissions insurance on its employees at all times and provide proof of same to District upon request.
11. CRMH shall not be liable to District or its student athletes if CRMH, at any time, is unable to render the athletic training services hereunder, or is delayed in rendering such services because of any act or neglect of District or its employees or agents, or because of strikes, lockouts, labor disputes, shortage of supplies, equipment breakdowns, fire, act of God, unforeseen emergencies, or because of any other unavoidable casualty or cause beyond CRMH's control.
12. This Agreement shall expire May 31, 2018, unless terminated earlier by either party giving the other not less than 30 days prior written notice.
13. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, but shall not be assigned by either party without written consent of the other.
14. This Agreement may be modified or amended from time to time by mutual agreement of the parties and any such modifications or amendments shall be reduced to writing and shall be attached to and become part of this Agreement.
15. This Agreement has been approved by the majority of members of the Illinois Eastern Community Colleges Board of Education at a duly called public meeting.

In witness whereof, the parties have executed this Agreement in duplicate as of the day and year first above written.

Olney Central College

Richland Memorial Hospital

Date: _____

Date: _____

By: _____

By: _____

Its: _____

Its: _____

Agenda Item #8C

Agreement with Richland County TB and Health Office

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: Agreement with Richland County TB and Health Office

Since 2011, Olney Central College and the Richland County TB and Health Office have had an agreement for the use of OCC facilities in the event of an emergency or disaster. The agreement has been renewed on two prior occasions and it is time to update the personnel and telephone numbers that exist within the agreement.

I ask the Board's approval of this Memorandum of Understanding.

TLB/rs

Attachment

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN**

**RICHLAND COUNTY TB & HEALTH OFFICE
AND
OLNEY CENTRAL COLLEGE (OCC)**

- I. **General Purpose:** To provide the Richland County TB & Health Office use of their gym and parking area adjacent to the gym for dispensing of medications or vaccines in the event of emergency/disaster event.

It is the intent of this agreement to:

- A. Define the responsibilities and information needed to carry out this agreement.

II. Responsibilities of each agency:

A. Richland County TB & Health Office will:

1. Give 24-48 hour notice to specified OCC individual(s) of the intent to distribute meds/vaccines from their facility.
2. Give information of the extent of the situation and time needed to carry out distribution.
3. Give OCC staff & immediate families priority of distribution from a list provided by OCC that includes names of employees and names of immediate family members.
4. Provide the following 24/7 phone number contact information to OCC representatives.

Deborah Lamb, RN Richland County TB & Health Nurse
Office phone: 392-6241
Cell phone: 839-9828

B. Olney Central College will:

1. Provide Richland County TB & Health Office with 24/7 names and phone number contact information in the event of an emergency event.
2. Provide basic floor plans of the grounds and facility for assessment of safety and traffic flow before any emergency event takes place.
3. Provide help in setting up distribution area, such as organizing tables, chairs, waste receptacles, etc.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. Review of this agreement will be done annually. This agreement may be terminated by either party upon thirty (30) days written notice.

Agreed to and accepted by:

Richland County TB & Health Office Olney, Illinois

Terry Bruce
CEO of IECC District #529

Date _____

Review Date: _____ Initials _____
Review Date: _____ Initials _____
Review Date: _____ Initials _____

Rodney Ranes
President of Olney Central College

Date _____

Review Date: _____ Initials _____
Review Date: _____ Initials _____
Review Date: _____ Initials _____

Dr. G. Andrew Fischer
IECC Board Chairman

Date _____

Review Date: _____ Initials _____
Review Date: _____ Initials _____
Review Date: _____ Initials _____

Deborah Lamb, RN
Richland County TB & Health Office

Date _____

Review Date: _____ Initials _____
Review Date: _____ Initials _____
Review Date: _____ Initials _____

Kevin L. Parker
Coordinator Richland County EMA

Date _____

Review Date: _____ Initials _____
Review Date: _____ Initials _____
Review Date: _____ Initials _____

Agenda Item #8D

Water Retention Plan and Construction Easement - Seals Property

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: Water Retention Plan and Construction Easement – Seals Property

The Board has taken prior action to approve construction easements on the Seals property on the North and West side of the Seals property and later approved a construction easement on the South side of the Seals property to allow the realignment of a waterway.

The agreement before the Board tonight deals with storm water discharge and retention of that water in an existing District pond. Water that lands on the Seals property will come onto District property and be stored temporarily in the existing District pond. To allow this to occur, changes will be made to the District's existing two outlet pipes and to the existing emergency spillway. All costs of any modification will be paid by the Seals and if any additional work is required in the future, all of that work will also be paid by the Seals.

A final construction easement will be presented to the Board at the September meeting to allow the Seals to do the necessary construction work on the two discharge outlets and the emergency spillway. Because that easement will require an additional survey, it was not available for Board review at the August meeting.

I ask the Board's approval of the attached storm water discharge and easement agreement.

TLB/rs

Attachment

STORM WATER DISCHARGE AND
RETENTION EASEMENT
AGREEMENT (the “Agreement”)

As set forth in this Agreement, a perpetual non-exclusive easement is hereby granted by the Illinois Eastern Community College District #529, an Illinois Community College District, of 233 E. Chestnut Street, Olney, Illinois, 62450 (“Hereinafter referred to as Grantor”), for the benefit of Parkside Inn, LLC, an Illinois Limited Liability Company, of 2400 N. Wakefield Road, Noble, Illinois, 62868 (hereinafter referred to as “Grantee”), and is dated for reference purposes as August 15, 2017.

RECITALS

A. Grantee owns a parcel of real property located at 367 N. West Street, Olney, Richland County, Illinois, 62450 (hereinafter referred to as the “**Development Property**”). Grantor owns certain real property adjacent to the Development Property and Grantee desires to realign an existing waterway, construct a new water retention pond and construct several berms to direct water into the new water retention pond on the property adjacent to the Development Property and to modify the existing pond on the Grantor’s property adjacent to the Development Property.

B. Grantee is now planning construction of additional projects on the Grantee’s property and Grantor has agreed to allow the Grantee to realign the existing waterway, construct a new water retention pond and construct several berms pursuant to a temporary construction easement executed on June 20, 2017, on the property adjacent to the Development Property to assist and benefit the Grantor with the increase in storm water flowing from the Development Property onto the Grantor’s property.

C. In connection with the construction and subsequent use of the Development Property for commercial use and development, Grantee will be discharging rates and volumes of storm water runoff from the Development Property at such amounts as are required by Grantee for their intended commercial use of the Development Property (“**Development Property Runoff**”) over and across the Grantor’s adjacent property and desires to utilize and modify the existing Grantor Pond on the adjacent property to adequately handle the Development Property Runoff.

D. Grantor has agreed to a temporary construction easement to modify the existing pond on the Grantor’s adjacent property for additional water retention by the Grantor of 4.8 inches of water during a 100 year rain and to modify the existing discharge piping and emergency spillway of the existing pond on the adjacent property for water retention by the construction plan as follows:

1. The Grantee shall reduce the existing 13 inch casing to 10 inches with a V-Notch Weir.
2. The Grantee shall reduce the existing 24 inch casing to 21 inch casing.
3. The existing emergency spillway will be raised 0.2 feet from the existing elevation of 441.5 mean sea level (MSL) to a level of 441.7 MSL.

These modifications by the Grantee to the existing Grantor pond will allow the existing Grantor pond to retain the additional Development Property Runoff from the Development Property and will be done at no expense to the Grantor but shall be of benefit to the Grantor.

NOW THEREFORE IN CONSIDERATION OF the Grantee's construction of the new water retention pond, realignment of the existing waterway, construction of several berms, modification of the existing pond and other good and valuable consideration, the sufficiency and receipt of which is herewith acknowledged, Grantor and Grantee agree as follows:

1. **Grant of Easement.** Grantor grants to Grantee a perpetual, non-exclusive easement (the "Easement") in, to, through, and over the Grantor's adjacent property for the discharge of Development Property Runoff into storm water detention and/or retention facilities that are either currently existing or which will be constructed by Grantee with sufficient capacity to accept and properly handle the Development Property Runoff and which shall be constructed and modified by Grantee in full compliance with any and all state, federal, county, or local statutes, ordinances, laws, regulations, rules or similar enactments (the "Governmental Requirements") and agrees to retain the additional Development Property Runoff detailed in this agreement herein.

2. **Maintenance.** At all times, Grantee or its successor in interest to the Grantee Property shall maintain the realignment of the existing waterway, the modifications of the existing District pond, the new water retention pond and required berms in compliance with all applicable Governmental Requirements. All costs of construction and maintenance of the projects described in this agreement shall be borne solely by Grantee or its respective successor in interest and at no expense to the Grantor.

3. **Reserved Rights of Grantor.** Grantor reserves the rights to use the Grantor's Property and to grant further easement interest in the Grantor's Property to others so long as such interest and uses do not materially or unreasonably interfere with the use of the Grantor's Property by Grantees for Development Property Runoff in accordance with this Agreement.

4. **Inurement.** The benefits and burdens of this Agreement and Easement shall inure to the benefit of and be binding upon the parties and their respective legal representatives, successors, and assigns. The rights and obligations set forth in this Agreement are intended to run with the land and be perpetual in duration.

5. **Attorneys' Fees.** In the event of any litigation, arbitration, or other proceeding brought to enforce or interpret this Agreement, the prevailing party shall receive an award of its reasonable attorneys' fees and costs.

6. **Paragraph Headings.** Paragraph headings are included for reference purposes only and do not constitute part of this Agreement.

7. **Governing Law.** This Agreement shall be governed and construed under the laws of the State of Illinois without regard to conflicts of law provisions.

8. **Severability.** Whenever possible, each provision of this Agreement will be interpreted in such a manner as to be effective and valid under applicable law, but if any provisions of this Agreement is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of this Agreement.

9. **Waiver.** Waiver by either party of any one default will not be deemed to be a waiver of any other default under this Agreement. Any remedy or election under this Agreement will not be deemed exclusive, but instead, whenever legally permissible, will be cumulative with all other remedies at law or in equity.

10. **Construction.** The rule of strict construction does not apply to this Agreement. This Agreement shall be given a reasonable construction so that the intention of the parties can be carried out.

11. **Joint and Several.** All obligations of Grantee under this Agreement shall be joint and several obligations.

**ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, an Illinois
Community College District.**

**PARKSIDE INN, LLC
an Illinois Limited Liability
Company.**

G. Andrew Fischer, Board Chairman

Eric Seals, Member of Parkside Inn,
LLC, an Illinois Limited Liability
Company

Agenda Item #8E

Student Handbook Revisions - LTC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2017
RE: Student Handbook Revisions

Three student handbooks used by Lincoln Trail College: Certified Medical Assistant Program, Electronic Medical Records Certificate Program, and Pharmacy Technician Certificate Program contain language for program specific expenses. The proposed change would make a general statement about fees instead of listing each individual fee. For the complete list of costs and fees, students will be directed to the LTC webpage. A complete list of fees and expenses is also available at the LTC Health Careers Office and online at www.iecc.edu/health.

Students incur costs for these programs from external, non-government certification agencies in addition to IECC fees. These proposed changes to the handbooks will allow LTC to provide students with the most up-to-date fee information.

I ask the Board's approval to the changes to the student handbooks for Certified Medical Assistant Program, Electronic Medical Records Certificate Program, and the Pharmacy Technician Certificate Program. A copy of each student handbook will be available at the Board meeting.

TLB/rs

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
July 31, 2017**

FUND	BALANCE
Educational	\$5,046,951.57
Operations & Maintenance	\$609,081.63
Operations & Maintenance (Restricted)	\$173,530.64
Bond & Interest	\$683,759.68
Auxiliary	(\$97,229.82)
Restricted Purposes	(\$37,469.79)
Working Cash	\$198,349.38
Trust & Agency	\$420,235.72
Audit	(\$10,743.25)
Liability, Protection & Settlement	\$30,970.44
TOTAL ALL FUNDS	\$7,017,436.20

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
July 31, 2017

	ALL FUNDS
	Fiscal Year 2018
ASSETS:	
CASH	7,017,436
IMPREST FUND	21,300
CHECK CLEARING	12,500
INVESTMENTS	18,590,000
RECEIVABLES	6,014,256
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	507,898
OTHER ASSETS	456,087
TOTAL ASSETS AND OTHER DEBITS:	32,619,477
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	-
ACCOUNTS PAYABLE	551,274
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	51,333
OTHER LIABILITIES	-
TOTAL LIABILITIES:	602,607
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	8,524,712
PR YR BDGTED CHANGE TO FUND BALANCE	(254,640)
FUND BALANCES:	
FUND BALANCE	11,667,161
RESERVE FOR ENCUMBRANCES	12,079,637
TOTAL EQUITY AND OTHER CREDITS	32,016,870
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	32,619,477

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF July 31, 2017

ALL FUNDS

FY 2018
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	3,672
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	5,261,443
SALES & SERVICE FEES	315,654
FACILITIES REVENUE	392
INVESTMENT REVENUE	0
OTHER REVENUES	2,164
TOTAL REVENUES:	5,583,325

EXPENDITURES:

INSTRUCTION	177,006
ACADEMIC SUPPORT	40,316
STUDENT SERVICES	88,435
PUBLIC SERV/CONT ED	0
OPER & MAINT PLANT	127,667
INSTITUTIONAL SUPPORT	701,484
SCH/STUDENT GRNT/WAIVERS	1,069,788
AUXILIARY SERVICES	589,200
TOTAL EXPENDITURES:	2,793,896

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	-3,125
TOTAL TRANSFERS AMONG FUNDS:	-3,125

NET INCREASE/DECREASE IN NET ASSETS	2,786,304
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ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
July 31, 2017

	<u>FY 2018</u>		<u>FY 2017</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	393,656	21.16%	413,742	19.52%	(20,086)
Employee Benefits	87,236	4.69%	78,225	3.69%	9,011
Contractual Services	58,998	3.17%	55,960	2.64%	3,038
Materials	51,272	2.76%	43,371	2.05%	7,901
Travel & Staff Development	346	0.02%	2,309	0.11%	(1,963)
Fixed Charges	96,856	5.21%	83,362	3.93%	13,494
Utilities	37,193	2.00%	48,480	2.29%	(11,287)
Capital Outlay	-	0.00%	-	0.00%	-
Other	1,134,970	61.00%	1,394,578	65.78%	(259,608)
	<u>1,860,527</u>	<u>100.00%</u>	<u>2,120,027</u>	<u>100.00%</u>	<u>(259,500)</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400	██████							
Temp Building Replacement - LTC	CDB	\$1,495,500	██████							
Center for Technology - LTC	CDB	\$7,569,800	██████							
GRAND TOTAL		\$13,094,700	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

7/31/2017