

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**January 15, 2019**



**Location:**

**Olney Central College  
305 North West Street  
Olney IL 62450**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**January 15, 2019**

**7:00 p.m.**

**Olney Central College  
Banquet Room**

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. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Employee Satisfaction Survey Results Fiscal Year 2019 ..... Bruce
  - B. Affiliation Agreement – St. Anthony’s Memorial Hospital ..... Bruce
9. Bid Committee Report ..... Bruce
  - A. None
10. District Finance
  - A. Financial Report ..... Hawkins
  - B. Approval of Financial Obligations ..... Hawkins
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
  - A. Memorandum of Agreement
- 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, January 15, 2019.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, James Lane. Also present was Haylee Neuman, student trustee. Trustees absent: Alan Henager, Jan Ridgely. 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.  
Tara Buerster, Director of Human Resources.  
Ryan Hawkins, Chief Financial Officer/Treasurer.  
Alex Cline, Director of Information & Communications Technology.  
Holly Martin, 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 December 11, 2018 were presented for disposition.

**Board Action to Approve Minutes:** Trustee James Lane made a motion to approve minutes of the foregoing meeting as prepared. Student Trustee Haylee Neuman 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 several college 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:** Electronic and written reports were presented from each of the colleges.

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

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

**AGENDA #7– “Policy Second Readings”** – None.

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

**#8-A.: Employee Satisfaction Survey Results:** Each fall, IECC employees are given the opportunity to review the operation of the District and its four colleges. Employees identify their work location, classification, whether they were employed full or part-time, and their years of service for Fiscal Year 2018. The survey results show that employees are largely satisfied with their employment and the operation of the District.

The CEO recommended acceptance of the Employee Satisfaction Survey Results.

**Board Action:** Trustee Gary Carter made a motion to accept results of the Employee Satisfaction Survey Results as recommended. Student Trustee Haylee Neuman 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, James Lane. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager, Jan Ridgely. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B.: Affiliation Agreement – St. Anthony’s Memorial Hospital:** The CEO recommended approval of an affiliation agreement for the Phlebotomy Program at Olney Central College with St. Anthony’s Hospital, located in Effingham, Illinois.

**Board Action:** Trustee James Lane made a motion to approve the affiliation agreement for Olney Central College’s Phlebotomy Program with Effingham’s St. Anthony’s Hospital as recommended and as presented in full in the Board agenda. Student Trustee Haylee Neuman 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, James Lane. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager, Jan Ridgely. The motion having received 5 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 December 31, 2018.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for January 2019, totaling \$755,445.18, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Gary Carter made a motion to approve payment of district financial obligations for January 2019, in the amounts listed. Student Trustee Haylee Neuman 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, James Lane. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager, Jan Ridgely. The motion having received 5 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.

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, December 11, 2018.

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

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

##### **A. Classified**

1. Brandi Rich, Administrative Assistant, Student Services, OCC, effective January 16, 2019.
2. Lynne Welker, Administrative Assistant to the Dean, OCC, effective January 16, 2019.

#### **400.2. Special Assignments**

##### **A. Extra-Curricular Stipends**

1. Laurel Cutright, OCC, Academic Challenge Coordinator, \$350.
2. Tammie Bohnhoff, OCC, Academic Challenge Asst. Coordinator, \$200.
3. Rob Mason, OCC, Academic Challenge Asst. Coordinator, \$200.

### **400.3. Resignation Ratification**

#### **A. Classified**

1. Amy Ferguson, Office Assistant, LTC, effective December 13, 2018.

### **400.4 Retirement Ratification**

#### **A. Full-Time Instructor**

1. Ed Patton, Instructor, FCC, effective May 11, 2019.

## **ADDENDUM**

### **400.5. Resignation Ratification**

#### **A. Classified**

1. Heather Moore, Academic Counselor, Student Support Services (GR), DO effective January 26, 2019.

### **400.6. Approval for CEO to hire Office Assistant for Financial Aid, LTC, prior to February Board meeting.**

**Board Action to Amend Personnel Report:** Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum as presented. Student Trustee Haylee Neuman 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.

**Board Action to Approve Amended Personnel Report:** Trustee James Lane made a motion to approve the amended Personnel Report as recommended. Student Trustee Haylee Neuman 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, James Lane. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager, Jan Ridgely. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Collective Bargaining”** – The Board approved a Memorandum of Agreement with the Faculty Collective Bargaining Union concerning section 5.0 on non-discrimination. Revisions update the district’s non-discrimination statement and add the contact information for the District’s Title IX Coordinator. Trustee Gary Carter made a motion to approve the Memorandum of Agreement as recommended. Student Trustee Haylee Neuman 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, James Lane. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager, Jan Ridgely. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #16 – “Litigation”** – None.

**AGENDA #17 – “Other Items”** – None.

**AGENDA #18 – “Adjournment”** – Student Trustee Haylee Neuman 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 8:20 p.m.