

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

March 21, 2023



Location:

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

**Dinner – 5:30 p.m.- West Hall
Meeting – 6:15 p.m. – West Hall**

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

**Illinois Eastern Community Colleges
Board Agenda**

March 21, 2023

6:15 p.m.

**Frontier Community College
West Hall**

1. **Call to Order & Roll Call** Chairman Carter
2. **Welcome from the Chair** Carter
3. **Recognition of Visitors and Guests**..... President Edgren
 - A. Visitors and Guests
 - B. IECEA Representative
4. **Public Comment**
5. **Reports**
 - A. Trustees
Recognition of Student Trustee Hnetkovsky
 - B. Chancellor
 - C. Presidents
 - D. Division Report: Business & Industry Update..... Dean Kakac
6. **Approval of Consent Agenda**.....Chancellor Gower
 - A. Disposition of Minutes
 - B. Policy and Procedure 100.16 Address a Complaint
 - C. Policy 500.9 Transfer Credit
 - D. Policy 500.25 Academic Integrity
 - E. Policy 500.28 Hazing
 - F. Clay County Hospital Apprenticeship
 - G. Affiliation Agreements:
 - i. Back & Body Works
 - ii. Rural Med EMS
 - iii. Richland County Circuit Clerk
 - iv. Memorial Hospital & Health Care Center- Jasper, IN (PTA only)
7. **Action on Items Removed from Consent Agenda**..... Gower
8. **Policy First Reading (and Possible Approval)**Gower
 - A. None

- 9. **Policy Second Reading**.....Gower
 - A. None

- 10. **Staff Recommendations for Approval**
 - A. Nursing Program FeesGower
 - B. Medical Laboratory Technician FeesGower
 - C. 403(b) Annual Monitoring Report.....Gower

- 11. **Bid Committee Report**Gower
 - A. TRIO Summer Trip
 - B. OCC Welder
 - C. IECC 15-Passenger Van

- 12. **District Finance**
 - A. Financial ReportMr. Hawkins
 - B. Approval of Financial ObligationsHawkins

- 13. **Executive Session**.....Gower

- 14. **Approval of Executive Session Minutes**
 - A. Written Executive Session MinutesGower
 - B. Audio Executive Session MinutesGower

- 15. **Approval of Personnel Report** Mrs. McDowell

- 16. **Collective Bargaining**.....Gower

- 17. **Litigation**.....Gower

- 18. **Other Items**

- 19. **Adjournment**

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Welcome from the Chair

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**
Recognition of Student Trustee Hnetkovsky
- B. Chancellor**
- C. Presidents**
- D. Division Report: Business & Industry**

Agenda Item #6

Consent Agenda

- A. Disposition of Minutes**
- B. Policy and Procedure 100.16 Address a Complaint**
- C. Policy 500.9 Transfer Credit**
- D. Policy 500.25 Academic Integrity**
- E. Policy 500.28 Hazing**
- F. Clay County Hospital Apprenticeship**
- G. Affiliation Agreements:**
 - i. Back & Body Works**
 - ii. Rural Med EMS**
 - iii. Richland County Circuit Clerk**
- iv. Memorial Hospital & Health Care Center- Jasper, IN (PTA only)**

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 Main Building, Room 101, at Wabash Valley College, 2200 College Drive, Olney, Illinois, Tuesday, February 21, 2023.

AGENDA #1 – “Call to Order & Roll Call” – Chairman Gary Carter called the meeting to order at 6:15 p.m. and directed Board Secretary Sonja Music 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, Roger Browning (via Zoom), Gary Carter, Brenda K. Culver, Jan Ridgely, Barbara Shimer, Raechel Hnetkovsky, 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:

Ryan Gower, Chancellor

Jay Edgren, President of Frontier Community College

Matt Fowler, President of Wabash Valley College

Alex Cline, Director of Information & Communications Technology (via Zoom)

Ryan Hawkins, Chief Financial Officer/Treasurer

Andrea McDowell, Director of Human Resources

Sonja Music, Board Secretary

AGENDA #2 – “Welcome from the Chair” – Chairman Carter welcomed all who were present for the meeting.

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including 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 Chancellor: Chancellor Gower reviewed current issues and opportunities facing the District.

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

#5-D. Report from Cabinet: None.

AGENDA #6 – “Consent Agenda” – The following consent agenda items were presented for approval.

#6-A. “Disposition of Minutes”: Open meeting minutes as prepared for the regular meeting held Tuesday, January 17, 2022, were presented for disposition.

#6-C. “Policy 200.1 Administrative Organization”: Chancellor Gower recommended the revision of the current policy with minor editorial revisions throughout the policy.

#6-D. “Affiliation Agreements”: Chancellor Gower recommended the approval of an affiliation agreement with Wayne City Ambulance Service.

Board Action to Approve Consent Agenda: Trustee Culver made a motion to approve the consent agenda as presented. Trustee Batchelor seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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 – “Action on Items Removed from Consent Agenda” – Chancellor recommended that Agenda item #6-B. “Approval of Amended Minutes (December 2022)” be removed from the consent agenda.

Board Action to Approve Consent Agenda: Trustee Culver made a motion to remove Item #6.B “Approval of Amended Minutes (December 2022)” from the consent agenda. Trustee Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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-B. “Approval of Amended Minutes (December 2022)”: Chancellor Gower recommended approval of the amended minutes of the meeting held on December 13, 2022.

Board Action to Approve Amended Minutes (December 2022): Trustee Culver made a motion to approve the amended minutes of the meeting held on December 13, 2022 as presented. Trustee Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer.

Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #8 – “Policy First Readings (and Possible Approval)” – None.

AGENDA #9 – “Policy Second Readings” – None.

AGENDA #10 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#10-A. IECC Meta Majors: Chancellor Gower recommended approval to establish five met-majors and 18 departments as part of the strategic engagement planning process for the IECC district.

Board Action: Trustee Shimer made a motion to approve the IECC Meta Majors as presented. Trustee Batchelor seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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.

#10-B. LRC/ASC Reorganization: Chancellor Gower recommended the reorganization of the Learning Resource Center and the Academic Success Center to address gaps in student services and a revised organization chart.

Board Action: Trustee Browning made a motion to approve the LRC/ASC Reorganization as presented. Trustee Culver seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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.

#10-C. IECC AY24 Tuition Rates: The Board approved a ten percent increase for tuition rates for Fiscal Year 2024 to address increasing operational costs. IECC will remain among the most affordable community colleges.

Board Action: Trustee Browning made a motion to approve the IECC AY24 Tuition Rates as presented. Trustee Culver seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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.

#10-D. OCC Theater Addition: Chancellor Gower recommended the Board approve an addition to the OCC Theater. Funding for the project will be split between the District and fundraising efforts.

Board Action: Trustee Ridgely made a motion to approve the OCC Theater Addition as presented. Trustee Shimer seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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.

#10-E. Electric Supplier Contract: The Board approved a 30-month contract with the District’s electricity supplier. The new contract will result in \$485,000 of savings in the next academic year.

Board Action: Trustee Culver made a motion to approve the Electric Supplier Contract as presented. Trustee Browning seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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.

#10-F. TimelyCare Agreement: Chancellor Gower recommended approval of an agreement with TimelyCare for mental health services for student and employees on all IECC campuses through 2026.

Board Action: Trustee Batchelor made a motion to approve the TimelyCare Agreement as presented. Trustee Shimer seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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 - “Bid Committee Report” – Chancellor Ryan Gower reviewed the following Bid Committee report that addresses the cost of a program for Olney Central College’s Automotive Collision Repair Program. Chancellor Gower recommended approval of the following Bid Committee Report:

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

The Bid Committee recommends accepting the bid from Virtual Paint Products for a total of \$31,000.

Virtual Paint Station OCC	
Company	Bid
Virtual Paint Products	

Dike, IA	\$31,000
Williams Crow Inc. dba Aidex Corp. Rossville, IN	\$31,695

Respectfully submitted,

Ryan Gower

Ryan Hawkins

Department: Olney Central College's Automotive Collision Repair Program.

Source of Funds: Collision Repair Ed Fund.

Rationale for Purchase: Virtual Paint Products, was the lowest responsible bidder in conformity with the bid specifications.

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

Board Action: Trustee Culver made a motion to approve the Bid Committee Report recommendation as presented. Student Trustee Hnetkovsky seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #12 – "District Finance" – The following district financial matters were presented:

#12-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of January 31, 2023.

#12-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for February 2023, totaling \$2,366,367.20 were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Ridgely made a motion to approve payment of district financial obligations for February 2023, in the amounts listed. Trustee Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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 #13 – “Executive Session” – The Board of Trustees went into executive session at 8:04 p.m. and the executive session was adjourned at 9:35 p.m. and returned to regular session. Separate minutes for the closed executive session meeting have been prepared for this meeting.

AGENDA #14 - “Approval of Executive Session Minutes” - The following actions were taken relative to executive session minutes.

#14-A. Written Executive Session Minutes: The Board of Trustees did not hold an executive meeting at the January 17, 2023 meeting.

#14-B. Audio Recording of Executive Session: The Board of Trustees did not hold an executive meeting at the January 17, 2023 meeting.

AGENDA #15 – “Approval of Personnel Report” – The Chancellor recommended approval of the following Personnel Report as presented by Human Resource Director Andrea McDowell.

400.1. Employment of Personnel

A. Professional, Non-Faculty, Exempt

1. Jordan Higgason, Success Coach, FCC & WVC, effective February 27, 2023
2. Devin Hilfirty, Success Coach, OCC & LTC, effective February 27, 2023

400.2. Change in Status

1. Lori Barger, Administrative Assistant, DO, to Information Specialist, DO, effective February 27, 2023

400.3. Special Assignment

400.4. Resignation Ratification

1. Rachel Doan, TRIO Upward Bound Counselor, DO, effective January 30, 2023
2. Trudy Hemrich, Bookkeeper, DO, effective March 1, 2023
3. Marty Fatheree, Maintenance, WRC, effective February 22, 2023
4. Fawna Forrest, HR Coordinator, DO, effective February 20, 2023

400.6. Termination

1. Erick Schmitt, Maintenance/Custodian, WVC, effective February 21, 2023

2. Shane Meeks, Custodian, OCC, effective February 21, 2023

Board Action to Approve Personnel Report: Trustee Culver made a motion to approve the foregoing Personnel Report as recommended. Student Trustee Hnetkovsky seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. 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 #16 – “Collective Bargaining” – None.

AGENDA #17 – “Litigation” – Chancellor Gower provided an update on litigation.

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” –Trustee Ridgely made a motion to adjourn. Trustee Shimer seconded the motion. The Chair asked the 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 adjourned at 9:46 p.m.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 21, 2023
RE: Policies and Procedures Addressing Complaints

The Higher Learning Commission (HLC) has recommended that IECC amend Policy 100.16 (Policy and Procedures Addressing Complaints) to address how complaints from the general public are to be addressed. The revisions before the board tonight address this noted deficiency. We have also move content related to the processes to be followed by students and employees that exist in policy to two new procedures (100.16.1, 100.16.2). We are including all procedures associated with Policy 100.16 here for your review.

The proposed policy and procedure creations/revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 100.16 as presented.

RG/lb

Attachment

Policy to Address a Complaint (100.16)

Date Adopted: November 17, 1998

Revised and combined with Policy 500.12: October 20, 2009

Revised: September 15, 2015

Revised: February 16, 2021

Revised: April 25, 2023 (Pending Board Approval)

Illinois Eastern Community College District 529 is committed to providing the IECC community with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of complaints and applies to all IECC employees, faculty, and students, as well as the general public of the District. It is not applicable to, nor does it supplant, complaints that are directly governed by other IECC policies, procedures, or the faculty collective bargaining contract.

All are encouraged to seek resolution, as soon as possible, through informal communication with the appropriate individual(s). When a resolution is not resolved informally, a formal written complaint may be filed in the manner described per the applicable procedure.

~~Employees, faculty, and students are entitled to due process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by a supervisor or administrative officer to the next higher authority and through appropriate successive steps to the Chair of the Board of Trustees or his/her designee. Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.~~

~~Days are defined as days in which the district office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be adhered to unless there has been mutual agreement between the complainant and the administrator to extend the time limits. Failure by the administration at any step of the process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step. Failure on the part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.~~

~~Employees and faculty shall follow the steps defined below for complaints other than those that are governed by other IECC policy, procedure (e.g. sexual harassment complaints and grievances under the faculty collective bargaining contract).~~

~~Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her immediate supervisor. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.~~

~~Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the college President. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. Employees reporting directly to the Chancellor shall advance to Step 3; employees reporting directly to the Board of Trustees shall advance to Step 4. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.~~

~~Step 3: Within five days of receipt of the response under Step 2, the complainant shall file his/her appeal with the Chancellor. A written response shall be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 4 shall apply.~~

~~Step 4: Within five days of receipt of the response under Step 3, the complainant shall file his/her appeal with the Chair of the Board of Trustees, or his/her designee. The Chair, or his/her designee in~~

~~consultation with members of the Board of Trustees, shall provide a written response within five working days of receipt of the complaint or appeal. The Chair or his/her designee of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.~~

Students shall follow the steps defined below for complaints other than those that are governed by other IECG policy and procedure (e.g. sexual harassment complaints, grade appeals, and readmission petitions).

~~Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her instructor or service provider. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.~~

~~Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the Dean of the College/Instruction. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.~~

~~Step 3: Within five days of receipt of the response under Step 2, the complainant shall file an appeal with the President. The President shall appoint an Appeal Committee composed of two students, two faculty members, and one administrator. The Committee's recommendation will be forwarded to the President within ten days. The President will render a written decision concerning the appeal within five days from receiving the Committee's recommendation. If the matter is not resolved, then Step 4 shall apply.~~

~~Step 4: Within five days of receipt of the response under Step 3, the complainant may file an appeal with the Chancellor. A written response will be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.~~

~~Step 5: Within five days of receipt of the response under Step 4, the complainant may file an appeal with the Chair of the Board of Trustees or his/her designee. The Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five days of receipt of the appeal. The Chair or his/her designee of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.~~

100.16.1 Procedure for Complaints from Students

Date Adopted: 4/25/2023 (Pending Board Approval)

A. Filing a Complaint with IECC

Students shall follow the steps defined below for complaints ~~other than those that are not~~ governed by other IECC policy and procedure (e.g. sexual harassment ~~complaints~~, grade appeals, ADA, Student Code of Conduct, and readmission petitions).

- Step 1: Within ten days of the incident causing the complaint, the ~~complainant student~~ shall attempt to resolve the matter informally. The ~~complainant student~~ should meet with his/her instructor or service provider. If the matter is not resolved within ten days from the date of the meeting, the ~~student complainant~~ may file a formal written complaint.
- Step 2: Within five days from the expiration of days under Step 1, the student (complainant) ~~shall~~ may file a formal written complaint. ~~The complainant shall file his/her complaint with the Dean of the College/Instruction, which will be reviewed by the appropriate personnel. The written complaint should include, at a minimum, the student's name, details of the complaint, supporting data, and a desired outcome.~~ If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. A written response shall be provided to the complainant within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.
- Step 3: Within five days of receipt of the response under Step 2, the complainant ~~shall~~ may file ~~an~~ formal written appeal with the President. The President shall appoint an Appeal Committee composed of two students, two faculty members, and one administrator. The Committee's recommendation will be forwarded to the President within ten days. The President will render a written decision concerning the appeal within five days from receiving the Committee's recommendation. If the matter is not resolved, then Step 4 shall apply.
- Step 4: Within five days of receipt of the response under Step 3, the complainant may file ~~an~~ formal written appeal with the Chancellor. ~~Upon review, the Chancellor may dismiss the complaint with or without meeting with the complainant. Alternately, the Chancellor may arrange a meeting with the complainant. All decisions of the Chancellor are final. A written response will be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.~~
- ~~Step 5: Within five days of receipt of the response under Step 4, the complainant may file an appeal with the Chair of the Board of Trustees or his/her designee. The Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five days of receipt of the appeal. The Chair or his/her designee of the Board of Trustees is the final.~~

Legal Counsel

Students are entitled to due process and have the right to their own legal counsel at any time ~~they are being questioned by the administration or Board of Trustees during the process. They shall have the right to appeal a decision made by a supervisor or administrative officer to the next higher authority and through appropriate successive steps to the Chair of the Board of Trustees or his/her designee.~~

Retaliation

Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

Time Limits

Days are defined as days in which the district office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be adhered to unless there has been mutual agreement between the complainant and

the administrator to extend the time limits. Failure by the administration at any step of the process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step. Failure on the part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.

Withdrawal

The student may withdraw his/her complaint at any time.

Records

A log of formal complaints and the resulting records will be retained for a minimum of five (5) years.

Administrative Review

Student complaints are reviewed annually to determine trends and to ensure complaints are addressed in a timely manner and in accordance with this procedure.

B. Filing a Complaint with ICCB

Students who are not satisfied with the results of an appeal may file a complaint with the Illinois Community College Board by following the information provided on the IECC website at <https://www.iecc.edu/studentcomplaint>.

C. Filing a Complaint with HLC

The Higher Learning Commission will receive complaints for matters related to potential substantive noncompliance with the Criteria for Accreditation or other HLC requirements. HLC contact information is available at <https://www.iecc.edu/studentcomplaint>.

D. Students in Distance Delivery Education

Students attending IECC via distance delivery are governed by the same policies and procedures outlined in Policy 100.16 and this procedure. Additional complaint resources for distance education students are available at <https://www.iecc.edu/studentcomplaint>.

BOARD OF TRUSTEES – 100

100.16.2 Procedure for Complaints from Employees

Effective date: 04/25/2023 (Pending Board Approval)

Employees and faculty shall follow the steps defined below for complaints ~~other than those that are not~~ governed by other IECC policy, procedure (e.g. sexual harassment ~~complaints~~, ADA, and grievances under the faculty collective bargaining contract).

- Step 1: Within ten days of the incident causing the complaint, the ~~complainant~~ employee/faculty shall attempt to resolve the matter informally. The ~~complainant~~ employee/faculty should meet with his/her immediate supervisor. If the matter is not resolved within ten days from the date of the meeting, the ~~complainant~~ employee/faculty may file a formal written complaint.
- Step 2: Within five days from the expiration of days under Step 1, the employee/faculty (complainant) ~~shall~~ may file a formal written complaint. ~~The complainant shall file his/her complaint~~ with the college President. ~~The written complaint should include, at a minimum, the employee/faculty's name, details of the complaint, supporting data, and a desired outcome.~~ If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. Employees reporting directly to the Chancellor shall advance to Step 3; employees reporting directly to the Board of Trustees shall advance to Step 4. A written response shall be provided to the ~~complainant~~ within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.
- Step 3: Within five days of receipt of the response under Step 2, the complainant ~~shall~~ may file ~~his/her~~ a formal written appeal with the Chancellor. A written response shall be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 4 shall apply.
- Step 4: Within five days of receipt of the response under Step 3, the complainant ~~shall~~ may file ~~his/her~~ a formal written appeal with the Chair of the Board of Trustees, or his/her designee. ~~Upon review, the Board Chair may dismiss the complaint with or without meeting with the complainant. Alternately, the Board Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five days of receipt of the appeal. may arrange a meeting with the complainant and representatives of the Board at a time and date of their choosing. The Chair or his/her designee All decisions of the Board of Trustees is the are final appeal authority within Illinois Eastern Community Colleges.~~

Legal Counsel

Employees/faculty are entitled to due process and have the right to their own legal counsel at any time. ~~they are being questioned by the administration or Board of Trustees during the process. They shall have the right to appeal a decision made by a supervisor or administrative officer to the next higher authority and through appropriate successive steps to the Chair of the Board of Trustees or his/her designee.~~

Retaliation

Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

Time Limits

Days are defined as days in which the district office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be adhered to unless there has been mutual agreement between the complainant and the administrator to extend the time limits. Failure by the administration at any step of the process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step. Failure on the part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.

Withdrawal

The employee/faculty may withdraw his/her complaint at any time.

Record Retention

At the conclusion of the complaint process, records will be retained by Human Resources.

BOARD OF TRUSTEES – 100

100.16.3 Procedure for Complaints from the General Public

Effective date: 04/25/2023 (Pending Board Approval)

The general public shall follow the steps defined below for complaints not governed by other policies and procedures (e.g. sexual harassment, ADA, program-specific procedures).

Informal Resolution

When a complaint arises from the general public, IECC encourages the parties involved to resolve the issue promptly and in an informal manner.

Formal Complaint

If a resolution is not reached informally, IECC personnel shall direct the aggrieved individual to file a written complaint with the college or district office (**or do we say someone specific like the president's or chancellor's assistant?**). The written complaint should include, at a minimum, the individual's name, details of the complaint, supporting data, and a desired outcome.

Within 14 days, the appropriate administrator(s) will review the written complaint, contact involved parties as necessary, and provide a proposal of resolution to the aggrieved individual.

Appeal

The aggrieved individual may reject the proposal and appeal to the Chancellor or Board of Trustees.

Records

A log of formal complaints and the resulting records will be retained for a minimum of five (5) years by the administrator receiving the complaint.

100.16.4 ~~Procedures to Follow When Receiving Information or Complaints~~ Board of Trustees'
Procedure to Address Complaints

Effective date: 7/16/96

Revised: 10/7/2015

Revised: 04/25/2023 (Pending Board Approval)

~~ILLINOIS EASTERN COMMUNITY COLLEGES~~

~~**Procedures to Follow When Receiving Information or Complaints**~~

1. Members of the Board of Trustees of Illinois Eastern Community Colleges District No. 529, recognize that, as individual trustees, we are regularly contacted by our constituents and sometimes by college employees. These contacts are often in the nature of questions, information, or complaints.
2. We further recognize that, as elected public officials, we have an obligation to receive questions, information, or complaints from citizens of the District and to respond to such questions, information, or complaints in a responsible and ethical manner.
3. In view of the foregoing, we need to be certain that the contact understands the following points relative to trustee involvement:
 - A. The Board of Trustees is made up of seven trustees elected by the citizens of the IECC district and one student trustee elected by the students of our colleges; individual trustees have no legal authority, except when taking official action at a duly convened public meeting with at least a quorum of the Board of Trustees present.
 - B. The Board of Trustees is primarily a policy-making body; professional personnel are employed by the Board to conduct the day-to-day operations of the district and its colleges.
 - C. IECC's professional personnel operate under a chain of command, with each employee being directly responsible to a person in that chain of command; the ~~Chief Executive Officer/Chief Operating Officer~~ Chancellor is at the top of the chain of command and makes recommendations to the Board of Trustees.

IN VIEW OF THE FOREGOING, WE, THEREFORE, adopt the following procedures to be followed to the extent possible and/or necessary in dealing with questions, information, or complaints that we receive.

1. Any inquiry, question, or complaint regarding students should be referred immediately to the appropriate official on the campus involved. Student records, especially, are confidential and must be handled in accordance with the Family Educational Rights and Privacy Act, and then only by authorized college personnel, not Trustees.
2. When an employee contacts a trustee with a complaint about his or her working conditions, coworkers, or supervisors, the employee should be encouraged to contact his or her immediate supervisor and attempt to resolve the matter through the Board ~~adopted~~ approved procedure. The Board of Trustees ~~should~~ may be involved ~~pursuant to~~ as a final step in the appeals process. ~~Board-adopted procedure.~~
3. When a student contacts a trustee with any type of complaint, the student should be encouraged to attempt to resolve the matter through the Board approved ~~process~~ procedure. ~~The Board of Trustees should become involved pursuant to Board approved procedure.~~
4. When a visitor or community member contacts a trustee with any type of complaint, the individual should be encouraged to attempt to resolve the matter through the Board approved procedure. The Board of Trustees may be involved as a final step in the appeals process
- 4.5. Trustees should inform the ~~Chief Executive Officer/Chief Operating Officer~~ Chancellor immediately of questions, information or complaints that might lead to eventual Board of Trustees involvement.
- ~~5. In many inquiries, the person making the inquiry should be referred by the trustee to the CEO.~~
6. Trustees should never make any promise to a ~~citizen~~, community member, employee, or student relative to the type of action the ~~Administration~~ or entire Board may take on any particular issue or situation.

7. Trustees should feel free to discuss matters of public concern relative to the colleges with citizens of the IECC District; however, specific questions, information, or complaints should be received only by the entire Board and only through legitimate administrative channels.
8. The appropriate method for sharing received complaints or grievances with the entire Board is during a Board of Trustees Meeting, under the agenda item “Trustees Reports”.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 21, 2023
RE: Transfer Credit Policy 500.9

Transfer Credit Policy 500.9 has been revised to include language pertaining to a student's ability to complete an associate degree via the reverse transfer of credit process, an option that has been available to IECC students in recent years per section 23 of the Student Transfer Achievement Reform Act (110 ILCS 150/23). The policy was also revised to remove transfer credit specifics that have been addressed procedurally.

The proposed policy revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 500.9 as presented.

RG/am

Attachment

Policy on Transfer Credit Policy (500.9)

Date Adopted: December 19, 1989

Revised: July 16, 2013

Revised: June 20, 2017

Revised: March 21, 2023 (Pending Board Approval)

The acceptance of credits earned by a student for coursework completed at post-secondary institutions outside Illinois Eastern Community Colleges (IECC) District No. 529 shall be determined by an evaluative process administered by the ~~Dean of Instruction~~ Registrar (or designee), considering, at a minimum, the institution's credentials, the grade earned, and coursework applicability to comparative IECC courses. The acceptance of credit from other institutions extends beyond new degree-seeking students to include former IECC students utilizing the reverse transfer of credit option to complete their associate degree. Procedures describe the transfer and reverse transfer credit processes.

~~All grades and cumulative grade point averages of students transferring from post-secondary institutions outside of Illinois Eastern Community Colleges will be excluded in determining the final cumulative grade point average. Only grades from IECC will be included in determining the final grade point average.~~

~~All credits earned outside Illinois Eastern Community Colleges will be evaluated for possible application toward the degree or certificate program chosen by the student. Passing credits earned at institutions accredited by the Higher Learning Commission or similar regional accrediting agencies may be accepted by IECC provided the courses meet the expectations of the faculty and staff at IECC for academic content and rigor. For a student transcript indicating a cumulative grade point average of less than "C", only credit will be considered for those courses which have a grade of "C" or better.~~

~~Any transfer credit from institutions on probation with the Higher Learning Commission or other regional accrediting agencies may not be accepted as transfer credit. Acceptance of the transfer credit will require verification whether or not the student's experience at the other institution is appropriately commensurate with the expectations in similar IECC courses with respect to academic content, rigor, scope and relevance.~~

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 21, 2023
RE: Academic Integrity Policy 500.25

Academic Integrity Policy (500.25) was removed with Board approval on June 18, 2019, at the recommendation of administration and due to the introduction of the Student Code of Conduct. A determination was made to reverse that action and reinstate Policy 500.25 with revisions. The revisions allow for the inclusion of general policy statements and the removal of procedural language suitable for and found within the Student Code of Conduct.

The proposed policy reinstatement, along with the revisions, have been approved by Cabinet. I would ask the Board to waive the second reading and approve the reinstatement of Policy 500.25 as presented.

RG/am

Attachment

Academic Integrity Policy (500.25)

Date Adopted: November 20, 2012

Revised: June 20, 2017

Removed by Board Action: June 18, 2019 (incorporated into Student Code of Conduct document)

Reinstated (with revisions) by Board Action: March 21, 2023 (Pending Board Approval)

Responsibility and integrity are values Illinois Eastern Community Colleges (IECC) considers essential in achieving its mission to provide exceptional education. As such, IECC expects students to demonstrate the highest standards of academic integrity. ~~IECC is committed to Academic Integrity and believes in responsibility, honor, truth, fairness, respect, self-respect, and compassion, free from fraud or deception. This implies that~~ Students are expected to be honest in their academic endeavors and responsible for their own work. ~~and that~~

Faculty and academic support service staff ~~members~~ will take reasonable precautions to prevent the opportunity for academic dishonesty. ~~Each instructor and academic support service area is~~ authorized to establish specific guidelines consistent with this policy in order to communicate expectations. IECC's Student Code of Conduct includes examples of prohibited conduct; course syllabi may additionally be used to alert students to specific violations. Disciplinary actions and the appeal process follow the protocol outlined in the Student Code of Conduct.

Violations

~~The District recognizes the following general categories of violations of academic integrity, with representative examples of each. Academic Integrity is violated whenever a student:~~

- ~~A. Uses or obtains unauthorized assistance in any academic work.
 - Copying from another student's exam.
 - Using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
 - Stealing an exam or possessing a stolen copy of an exam.~~
- ~~B. Gives fraudulent assistance to another student.
 - Completing graded academic activity or taking an exam for someone else.
 - Giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
 - Sharing answers during an exam by using a system of signals.~~
- ~~C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
 - Submitting a paper or other academic work for credit that includes words, ideas, data or creative work of others without acknowledging the source.
 - Using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source.~~

- ~~Submitting the same paper or academic assignment to another class without the permission of the instructor.~~
- D. ~~Fabricates data in support of an academic assignment.~~
 - ~~Falsifying bibliographic entries.~~
 - ~~Submitting any academic assignment that contains falsified or fabricated data or results.~~
- E. ~~Inappropriately or unethically uses technological means to gain academic advantage.~~
 - ~~Inappropriately or unethically acquiring material via the Internet or by any other means.~~
 - ~~Using any electronic or hidden devices for communication during an exam.~~

Consequences for Violations of Academic Integrity

The following is a non-inclusive summary of consequences that may result from a student who violates this policy.

- ~~A failing grade for the assignment in question.~~
- ~~A failing grade for the course.~~
- ~~An immediate suspension from the class for one or more class sessions.~~
- ~~Administrative withdrawal from the course in question.~~
- ~~Administrative withdrawal from the student's major or related majors as determined by the Dean of Instruction.~~
- ~~Suspension or academic dismissal from IECC.~~

Appeals

The student has a right to appeal the decision of the instructor or the Dean of Instruction. The complaint process is listed in the IECC district catalog and in the Policy and Procedures manual under 100.16.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 21, 2023
RE: Hazing Policy 500.28

Hazing Policy (500.28) was removed with Board approval on June 18, 2019, at the recommendation of administration and due to the introduction of the Student Code of Conduct. A determination was made to reverse that action and reinstate Policy 500.28 with revisions. The revisions allow for the inclusion of general policy statements and the removal of procedural language suitable for and found within the Student Code of Conduct.

The proposed policy reinstatement, along with the revisions, have been approved by Cabinet. I would ask the Board to waive the second reading and approve the reinstatement of both Policy 500.28 as presented.

RG/am

Attachment

Hazing Policy (500.28)

Date Adopted: October 21, 2014

Revised: June 20, 2017

Removed by Board Action: June 18, 2019 (incorporated into Student Code of Conduct document)

Reinstated (with revisions) by Board Action: March 21, 2023 (Pending Board Approval)

Illinois Eastern Community Colleges (IECC) policy promotes healthy, safe, and balanced lifestyles within the college community. Individual students, student organizations, and athletic teams play a vital role in this process, and provide transformative opportunities for friendship, leadership, and personal growth and discovery. Hazing of any kind is contrary to this policy and **illegal in Illinois**; therefore, IECC expressly prohibits hazing activities, whether by an individual or an organization. Hazing may also lead to the probation, suspension, or termination of a student organization or athletic team. **Disciplinary actions and the appeal process follow the protocol outlined in IECC’s Student Code of Conduct.**

Consent

Because of the socially coercive nature of hazing, implied or expressed consent by anyone to hazing is not a defense under this policy.

Definition

For the purposes of this policy, hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with any IECC college; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise **participating actively or passively** in the above acts.

Examples

~~District policy prohibits many activities that have traditionally been associated with hazing, such as alcohol use and abuse, vandalism, theft, verbal or physical abuse or threat of harm, sexual harassment, and other forms of harassment. In addition to those activities and conduct expressly prohibited elsewhere, examples of prohibited individual/group activities that may constitute hazing include, but are not limited to:~~

- ~~• Encouraging the use of alcohol illegal drugs;~~
- ~~• Shaving, tattooing, piercing, or branding;~~
- ~~• Engaging in, or simulating sexual acts;~~
- ~~• Threatening or causing physical restraint;~~
- ~~• Nudity;~~
- ~~• Throwing substances or objects at individuals;~~
- ~~• Assigning unreasonable chores or acts of servitude;~~
- ~~• Forcing or coercing consumption or use of any substance;~~
- ~~• Causing excessive exercise, sleep deprivation, or excessive fatigue;~~
- ~~• Interfering with adequate time for study; or~~
- ~~• Requiring the wearing of apparel or acting in a way that is conspicuous and not within community norms.~~

Additionally, “passive participation” in hazing is expressly prohibited, and may include:

- Witnessing hazing taking place as a group member, affiliate, or guest; or
- Participating in or being present in person or via technology in discussions where hazing is being planned.

Hazing activities do not need to involve alcohol to be in violation of district policy.

Accountability

Hazing activity occurring on or off any IECC college campus may lead to disciplinary proceedings against individuals. Hazing may also lead to the probation, suspension, or termination of a student organization or athletic team. Culpability for any violations of this policy may be attributed to the active and/or passive participants, the student group and/or its members, and elected or appointed officers.

The student leaders of all registered student organizations and athletics programs will be required to acknowledge annually that they will comply with the terms of the IECC Hazing Policy.

Policy Violation Review Process

1. Authority

The President of the college monitors the implementation of this policy. Any questions concerning the interpretation or application of this policy should be referred to the President of the college for resolution.

2. Reporting

Any activity believed to be hazing should be reported to the Assistant Dean of Student Services, Director of Athletics, Dean of Instruction, or the President of the college.

3. Process

When an allegation of hazing is made, the President of the college will turn the matter over to the Committee for Student Discipline. After a thorough investigation, the Committee for Student Discipline will report their findings to the President of the college in a written report. The President of the college will review the investigation in conjunction with the District’s Violence Prevention Plan. Pending the outcome of the investigation, the President of the college may suspend the activities of a student organization, athletic team, or individual members thereof.

a. Student Organizations and Athletics Teams

Student organizations or athletic teams that have allegedly violated District policy will have an opportunity to provide a responsive statement to the committee for student discipline. In cases where there is significant evidence that District policy has been violated, the President of the college will levy sanctions against the student organization or team up to and including, but not limited to, permanent or temporary suspension of recognition and activities, denial of use of college facilities, expulsion from the college, or other similar sanctions.

b. Individuals

The President of the college will refer hazing allegations concerning individual students to the Committee for Student Discipline and the student/students will be subject to IECC’s policy on student conduct.

Referral to Law Enforcement

The college will report allegations of hazing to law enforcement authorities when, in the judgment of the President of the college, the nature of the allegations suggests that the hazing activity, if it occurred or is occurring, presents a risk of serious harm to students or other persons, or involves a potential violation of law.

Appeal Process

Within five (5) business days of receipt of the response from the President, the complainant(s) may file an appeal with the IECC Chief Executive Officer (CEO). The CEO will provide a written response to the appeal as soon as administratively possible, but no later than 30 business days after receipt of the appeal, the decision of the CEO shall be deemed final.

Regardless of the outcome of a review for violations of the hazing policy, incidents may be reviewed by the IECC Chief Executive Officer to determine if violations of District policy have occurred.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 21, 2023
RE: Clay County Hospital Apprenticeship Agreement

The Associate Dean of Nursing has worked with Clay County Hospital to develop an apprenticeship program that will allow Certified Nursing Assistant (CNA) students to enroll in IECC's Registered Nursing Program and have all associated tuition and fee programs be paid by the hospital. The attached agreement outlines particular details and requirements of both parties.

I ask the Board to accept our recommendation to partner with Clay County Hospital in this apprenticeship program effective immediately.

Registered Nurse Apprenticeship Agreement

Clay County Hospital

911 Stacy Burk Dr, Flora, IL 62839

The following is an apprenticeship agreement between Clay County Hospital and Illinois Eastern Community Colleges (IECC).

The purpose of the Clay County Hospital Registered Nurse Apprenticeship is to develop a long term relationship with a qualified Certified Nurse Assistant (CNA) seeking to further their careers and move into the role as a Registered Nurse (RN). The RN apprenticeship program will allow this apprentice to further their career and education while being employed by Clay County Hospital (CCH).

This agreement is effective upon execution by both parties and will continue indefinitely or until terminated. This agreement may be terminated at any time and for any reason by either party upon not less than ninety (90) days prior written notice to the other party. Should notice of termination be given under this section, students already scheduled in the apprenticeship program will be permitted to complete the apprenticeship program as previously agreed upon. This agreement will be reviewed annually and any revisions must be mutually agreed upon.

Prior to acceptance in the apprenticeship program, the applicant must be accepted into the IECC Registered Nurse program. Clay County Hospital will verify program acceptance prior to offering the applicant the position within the apprenticeship. IECC will verify the acceptance of the apprenticeship applicant into the Registered Nurse program upon request by Clay County Hospital. The apprentice is expected to pass all courses within the IECC RN program with a grade of C or better. Clay County Hospital will request grade verifications at the end of each semester. IECC will verify grades for the apprentice for each of the classes within the nursing program at the request of Clay County Hospital. Clay County Hospital will monitor the student's class attendance records, IECC will verify attendance records requested by Clay County Hospital.

Clay County Hospital will be responsible for the cost of tuition and fees for the IECC Registered Nurse program. Clay County Hospital will not be responsible for costs and fees associated with clubs or additional classes outside the requirements for the Registered Nursing program. IECC will bill Clay County Hospital for the tuition and fees and Clay County Hospital will pay the tuition and fees on a semester basis. Should the apprentice not fulfill their requirements to Clay County Hospital and the apprenticeship program and/or either the apprentice or Clay County Hospital terminate the apprenticeship, Clay County Hospital will no longer be responsible for tuition and fees. Clay County Hospital will be responsible for notifying IECC of the termination of the apprenticeship within 5 business days.

Clay County Hospital does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status.

CLAY COUNTY HOSPITAL

ILLINOIS EASTERN COMMUNITY COLLEGE

911 STACY BURK DR.

FLORA, IL 62839

618-662-2131

Print _____

Print _____

Signature _____

Signature _____

Title _____

Title _____

Date _____

Date _____

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 21, 2023
RE: Affiliation Agreements

An affiliation agreement is a formal contract between the educational institution and the facility or business where the student(s) will have the experience. It identifies the responsibilities and liabilities of the various parties covered by the contract. Students engaged in these placements are not paid and the experience is required for completion of the program.

IECC wishes to enter into a standard clinical affiliation agreement with the following organizations:

- Back & Body Works
- Rural Med EMS

IECC wishes to enter into a standard non-clinical affiliation agreement with the following organizations:

- Richland County Circuit Clerk

IECC wishes to enter into a negotiated standard non-clinical affiliation agreement with the following organizations:

- Memorial Hospital and Health Care Center- Jasper, IN (PTA Only)

I ask the Board's approval of these affiliation agreements.

RG/sc

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Frontier Community College | Lincoln Trail College | Olney Central College |
Wabash Valley College

CLINICAL AFFILIATION AGREEMENT

THIS AGREEMENT is made and entered into as of the date of last signature by and between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its degree and certificate programs (hereinafter

referred to as DISTRICT #529) and _____

_____ (hereinafter referred to as AGENCY): of _____
(city) (state)

_____.

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and IECC Faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas of patient care which are appropriate for educational experiences for observation and participation by the students and IECC Faculty and/or staff of the DISTRICT #529, subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing Service or Department Supervisor on behalf of the AGENCY. The plan and

program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical laboratory experience and will be available to the students.

The specific assignment of learning experiences to specific students will be made and arranged by the IECC Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Department Supervisor, or Coordinator on behalf of the AGENCY. IECC Faculty assumes full responsibility and supervision of the students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the IECC Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of patient care and safeguard of patients assigned to students. The AGENCY professional personnel will retain full and final decisions for patient care assigned to students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529 and will comply with the policies of the health AGENCY.

IECC Faculty and students assigned to or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

This agreement forbids discrimination against any student on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The IECC Faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new IECC Faculty member of DISTRICT #529 participating in the program will arrange with the appropriate department director or supervisor, on behalf of the AGENCY, for an orientation prior to the assignment of the new IECC Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the department director, supervisor, or Director of Nursing Service on behalf of the AGENCY, and by the IECC Faculty, Department Head, and/or Associate Dean, on behalf of DISTRICT #529.

9. The students and IECC Faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated

program.

11. IECC Faculty and students shall be covered by occurrence type professional liability insurance in the amount of one million (\$1,000,000) per occurrence and five million (\$5,000,000) annual aggregate prior to any assignment for practice at the AGENCY.

12. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of IECC Faculty and students.

13. This agreement will remain in effect until July 1, 2025 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, ____

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

Signature: _____
Chair, IECC Board of Trustees

Name: _____

Date: _____

Title: _____

Date: _____

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex,

pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon requests.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529
Frontier Community College | Lincoln Trail College | Olney Central College | Wabash Valley
College

NON-CLINICAL AFFILIATION AGREEMENT

THIS AGREEMENT is made and entered into as of the date of last signature by and between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its degree and certificate programs (hereinafter referred to as DISTRICT #529) and _____

_____ (hereinafter referred to as AGENCY): of _____
(city) (state)

_____.

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for Internships by students of the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available for internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. DISTRICT #529 Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the DISTRICT #529 Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The DISTRICT #529 Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the DISTRICT #529 Program Coordinator who will remove the student(s) from the internship.

This agreement forbids discrimination against any student on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, DISTRICT #529 Program Coordinator and

student(s). Compensation is not a requirement. Neither DISTRICT #529 or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through DISTRICT #529 prior to any assignment at the AGENCY.

8. This agreement will remain in effect until July 1, 2025 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 degree and certificate programs, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the _____ day of _____
_____.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

Administrator, Hospital or Agency

Chair, IECC Board of Trustees

Date

Date

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected

category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Frontier Community College | Lincoln Trail College | Olney Central College | Wabash Valley College

CLINICAL AFFILIATION AGREEMENT

THIS AGREEMENT is made and entered into as of the date of last signature by and between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its **Physical Therapist Assistant** degree program

(hereinafter referred to as DISTRICT #529) and _____

_____ (hereinafter referred to as AGENCY):

of _____
(city) (state)

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and IECC Faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

14. The AGENCY agrees to make its facilities available in areas of patient care **related to physical therapy** which are appropriate for educational experiences for observation and participation by the students and IECC Faculty and/or staff of the DISTRICT #529, subject to the conditions and limitations contained herein.

15. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Administrator,

Department Supervisor or **Clinical Coordinator** on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

16. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical laboratory experience and will be available to the students.

The specific assignment of learning experiences to specific students will be made and arranged by the IECC Faculty on behalf of DISTRICT #529, in consultation with the Department Supervisor or Coordinator on behalf of the AGENCY. **AGENCY professional personnel** assumes full responsibility and supervision of the students during their laboratory experience in the AGENCY.

17. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. **The AGENCY professional personnel** will be responsible for maintaining proper standards of patient care and safeguard of patients assigned to students. **IECC Faculty on behalf of DISTRICT #529 may perform one or more on-site or telehealth meeting(s) per clinical rotation as deemed necessary resulting from collaboration with AGENCY professional personnel and DISTRICT #529 Physical Therapist Assistant Academic Coordinator of Clinical Education.** The AGENCY professional personnel will retain full and final decisions for patient care assigned to students.

18. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529 and will comply with the policies of the health AGENCY.

IECC Faculty and students assigned to or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

This agreement forbids discrimination against any student on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

19. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

20. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the department director or supervisor on behalf of the AGENCY, and by the IECC Faculty, Department Head, and/or Associate Dean, on behalf of DISTRICT #529.

21. The students and IECC Faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

22. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or

liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program.

23. IECC Faculty and students shall be covered by occurrence type professional liability insurance in the amount of one million (\$1,000,000) per occurrence and five million (\$5,000,000) annual aggregate prior to any assignment for practice at the AGENCY.

24. The AGENCY will provide adequate space for storage of small personal items while students are practicing at the AGENCY and conference room facilities for use of IECC Faculty and students on a pre-planned basis.

25. This agreement will remain in effect until July 1, 2025 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the _____ day of _____, _____.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

Signature: _____

Chair, IECC Board of Trustees

Name: _____

Date: _____

Title: _____

Date: _____

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon requests.

Agenda Item #7

Action on Items Removed from Consent Agenda

Agenda Item #8

Policy First Reading (and Possible Approval)

Agenda Item #9

Policy Second Reading

Agenda Item #10

Staff Recommendations for Approval

Agenda Item #10A
Nursing Program Fees

MEMORANDUM

TO: Board of Trustees
 FROM: Ryan Gower
 DATE: March 21, 2023
 RE: Nursing Program Fees

The Associate Dean of Allied Health is requesting a change to the Nursing Program Fees. The change is not being sought to generate additional revenue, but rather for two principle reasons; a) to improve student learning experiences in the program, and b) to add clarity regarding the fees that are assessed and why.

The proposal consists of the following specific changes:

- Removal of the current Exam Soft Fee
- Removal of the current Nurse Think Fee
- Removal of the current iPad fee
- Removal of the current Course Review Fee
- Removal of the current Module/Handbook Fees
- Addition of 1 centralized Fee for ATI Testing
- Addition of 1 ATI Testing Fee for those students who choose to utilize LPN Exit option

Proposed Fee Change

Fees to Be Removed (Total for Program RN and PN Option)	Textbooks Changes (Purchase No Longer Required)	Fees to be Added	Net Move (Total for Program RN and PN Option)
Exam Soft: 393.60	Swift River: 225	ATI Fee (all students): 2537	
Nurse Think: 644	EHR Tutor: 65	ATI Fee to NUR 1206: 300 (Optional course for LPN Exit)	
iPad: 503.55	Pharmacology: 70		
Course Review: 400	Dosage Calculation: 89		
Module/Handbook: 83			
Total: 2024.15	Total: 449	Total: +2837	+363.85

Adopting ATI will allow the students access to a range of educational technology. ATI is a leader in nursing education testing with published research regarding the development and usage of their educational package. The ATI educational package will allow faculty and staff to have all educational items located within one portal, helping to increase usability with the products.

The proposed changes greatly simplify student bills, provide access to a platform (ATI) with a proven track record of student success, and has a marginal overall affect on the cost of attendance for students.

I ask the Board to approve the recommendation as presented for first year nursing students beginning in the Fall 2023 term.

Agenda Item #10B

Medical Laboratory Technician Course Fees

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: March 21, 2023

RE: Medical Laboratory Technician Course Fees

The Medical Laboratory Technician (MLT) Program was created with funds provided by Frontier Community College's Title III grant. All laboratory costs (instructor, equipment, supplies, consumables, etc.) for the first cohort of students were covered by the grant. As we move into the next cohorts of MLT students, these costs are no longer covered by the grant (no longer piloting courses). With this in mind, Dr. Bruinsma asked the Health Sciences Specialist (Julie Dehart) to calculate the *actual* cost of items used/consumed in each lab course that is taught in the second year of the program (first-year course fees have already been approved). Based on this calculation, we are seeking permission to assess the following course fees starting in the fall of 2023:

- MLT 2201 – Immunohematology \$75
- MLT 2220 – Clinical Chemistry \$50
- MLT 2225 – Advanced Clinical Microbiology \$75

For comparison purposes, Oakton Community College charges \$90.00, \$50.00, and \$90.00, respectively, for courses comparable to the MLT courses listed above.

The IECC Cabinet reviewed the proposal on March 2, 2023 and approved the recommended changes. I would ask for the Boards approval of the fee adjustments recommended above effective in the Fall 2023 term

RG/pb

Agenda Item #10C

403(b) Annual Monitoring Report

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 21, 2023
RE: 403(b) Annual Monitoring Report

Since 2009, the District has administered the IECC 403(b) Plan for the benefit of its employees using an IRS approved plan provided by our plan advisor, Marsh & McLennan Agency. Submitted for the Board's review and acceptance is the Calendar Year 2022 Report for the IECC 403(b) Plan. Due to the length of the monitoring report, the report has been sent to the Board electronically.

IECC is currently working through a transition of the record keeper for the Plan to Empower Retirement. This transition is expected to finish in early May 2023.

Under the plan employees can defer salary, on a pre-tax and post-tax basis, into 28 different investment alternatives. These plan choices are monitored on a quarterly basis against market benchmarks to ensure the District is offering quality investment options. During 2022, the plan had a total of 150 participants with 10 new participants.

Plan assets at December 31, 2022, totaled \$5,237,400. This is a decrease of \$764,497 from plan assets the previous calendar year; represented by a net increase in assets in the plan of \$186,459, and net earnings of (\$950,956).

The Chancellor, CFO, and the Board of Trustees have a fiduciary responsibility to monitor the plan.

I ask the Board's acceptance of the Calendar Year 2022 Report for the IECC 403(b) Plan.

RG/akb

Agenda Item #11
Bid Committee Report

BID COMMITTEE REPORT

March 21, 2023

Olney Central College

1. TRIO Upward Bound 2023 Educational Trip
2. Four (4) Welders

Lincoln Trail College

1. 15-Passenger Van

TO: Board of Trustees

FROM: Bid Committee

DATE: March 21, 2023

RE: TRIO Upward Bound 2023 Educational Trip

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

The Bid Committee recommends accepting the bid from WorldStrides/Brightspark Travel for a total of \$74,400.

TRIO Upward Bound 2023 Educational Trip	
Company	Bid
All Aboard Tours & Travel Upper Saddle River, NJ	\$69,984
WorldStrides/Brightspark Travel St. Charles, IL	\$74,400

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Sonja Music

Department: TRIO Upward Bound.

Source of Funds: TRIO Upward Bound Grants (LTC, OCC & WVC).

Rationale for Purchase: WorldStrides/Brightspark Travel, was the lowest responsible bidder in conformity with the bid specifications.

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

Specifications for: TRIO Upward Bound Educational Trip 2023

Illinois Eastern Community College District #529 and TRIO Upward Bound

Award #P047A220037, #P047A220040 & #P047A220039

Please bid one “all-inclusive” price for entire trip, which would include all amenities, activities, transportation, etc., for items listed in these specifications.

Trip to: Nashville, Tennessee.

Depart from: Olney Central College, 1091 West Parker Street, Olney, IL 62450 – Tuesday, July 11, 2023.

Return to: Olney Central College, 1091 West Parker Street, Olney, IL 62450 – Wednesday, July 12, 2023.

Accommodations: Up to 96 students (double occupancy) with two (2) queen beds (students). Up to 12 staff (double occupancy) with two (2) queen beds (staff). (All rooms are to be located together as hotel allows).

Activities/attractions must reflect a minimum of the following:

- Wildhorse Saloon meal and dance lessons
- Paula Deen’s restaurant or other sit-down dinner
- Country Music Hall of Fame and Museum
- Historic RCA Studio B Tour
- Opry Mills
- Belle Meade Plantation Mansion Tour
- Ghost Tour
- Grand Ole Opry Stage Show
- Parthenon Photo w/students
- Tin Roof – Nashville dinner

College visits: Minimum of one (1) University tour during the course of the trip. Vanderbilt University or Belmont University (optional).

Transportation: Charter buses for up to 112 passengers. TV/DVD on each motorcoach, Wi-Fi included.

Lodging: One (1) night’s stay in Nashville, TN. (Hotel must have breakfast available to accommodate our group. (No outside door access or adjoining guest rooms).)

Meals all included in price: Meal allowances are acceptable, no less than \$15.00 per person/per meal. However, there needs to be at least one (1) “seated” meal each day. All meals must be included.

Security: Security guards on each floor where student rooms are located in addition to 24-hour emergency service.

Tour guides: Two (2) professional tour guide directors/day.

Additional services:

- Planning and booking of activities
- Bags for participants (optional)
- Emergency tags/lanyards with 24-hour service and contact information (optional)
- Health & accident insurance is required (per participant)
- Liability insurance is required
- Trip resource manual
- Trip delay protection
- \$1 million trip protection plan
- Bus drivers and tour guides' rooms plus daily per diem and incidentals should be included in bid price
- All taxes and gratuities should be included in the bid price

THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

Please submit one "all-inclusive" price for all amenities/activities in the proceeding specifications.

Bid Form (Award #P047A220037, #P047A220040 & #P047A220039)

TOTAL BID \$ _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

The TRIO Upward Bound programs are 100% federally funded by the U.S. Department of Education for \$312,480 (LTC), \$361,983 (OCC) and \$297,601 (WVC). Bid award is subject to approval by Illinois Eastern Community Colleges.

TO: Board of Trustees

FROM: Bid Committee

DATE: March 21, 2023

RE: Four (4) Welders

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

The Bid Committee recommends accepting the bid from ILMO Products Company for a total of \$46,850.60.

Four (4) Welders	
Company	Bid
ILMO Products Company Mount Vernon, IL	\$46,850.60

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Sonja Music

Department: Olney Central College's Welding Technology.

Source of Funds: Funds are being provided through the Supplemental Support under American Recovery Plan (SSARP) grant awarded by the United States Department of Education.

Rationale for Purchase: ILMO Products Company, was the lowest responsible bidder in conformity with the bid specifications.

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

REQUEST FOR PROPOSAL

ILLINOIS EASTERN COMMUNITY COLLEGES

TIME AND PLACE OF BIDS

Notice is hereby given that sealed bids for four (4) Welders for Olney Central College's Welding Technology program shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 10:00 a.m. local time, on Thursday, March 16, 2023, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

METHOD OF BIDDING

Unit Costs Bids will be received for the following:

- Four (4) Welders Power Wave 300C Advanced
- Magnum PRO Curve 300 Gun Ready Pak
- Harris Flowmeter/Regulator and Hose Kit
- 10 ft Work Lead
- TIG Torch Ready-Pack (12.5 ft)
- Foot Amptrol 25 ft
- Stick Electrode Holder Cable
- .035/.045-inch Combination V-Grove Drive Rolls

Bids should include all items bid as one contract price. All bids should include photos of the item being offered. A web link to the dealer's webpage having photos of the selected stock item is acceptable.

PREPARATION OF BIDS

Bids shall be executed in accordance with attached forms and delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

METHOD OF BID EVALUATION

Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

SHIPPING & HANDLING

All freight and delivery must be included in bid.

SPECIAL PROVISIONS

Funds are being provided through the Supplemental Support under American Recovery Plan (SSARP) grant awarded by the United States Department of Education.

Nondiscrimination: There will be no discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin by the owner or contractor.

Certification of Eligibility: Prior to contract award, all bidders must certify that neither it nor any person or firm that has an interest in the bidder's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

No subcontracts shall be made to any person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

The penalty for making false statement is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

Debarment, Suspension, Ineligibility, and Voluntary Exclusions: No contract will be awarded to a bidder, nor its principals, that is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Specifications for Four (4) Welders

Unit Costs Bids will be received for the following:

- Four (4) Welders Power Wave 300C Advanced
- Magnum PRO Curve 300 Gun Ready Pak
- Harris Flowmeter/Regulator and Hose Kit
- 10 ft Work Lead
- TIG Torch Ready-Pack (12.5 ft)
- Foot Amptrol 25 ft
- Stick Electrode Holder Cable
- .035/.045-inch Combination V-Grove Drive Rolls

Note: Following Board approval, bids will be awarded on March 21, 2023.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO OLNEY CENTRAL COLLEGE, 305

N WEST ST, OLNEY, IL 62450. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR THIRTY DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID \$ _____

APPROX. DELIVERY DATE _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

Certified Vendor in accordance with the Business Enterprise Program for Minorities, Females, Veterans and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

TO: Board of Trustees

FROM: Bid Committee

DATE: March 21, 2023

RE: 15-Passenger Van for LTC

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

The Bid Committee recommends accepting the bid from Eagleson Automotive Center for a total of \$49,975.00

15-Passenger Van for LTC	
Company	Bid
Eagleson Automotive Center Olney, IL	\$49,975.00
Morrow Brothers Ford Greenfield, IL	\$68,990.00
Silverthorne Chevrolet Robinson, IL	\$40,056.20

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Sonja Music

Department: Lincoln Trail College.

Source of Funds: Ed Fund.

Rationale for Purchase: Eagleson Automotive Center, was the lowest responsible bidder in conformity with the bid specifications.

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

REQUEST FOR PROPOSAL

ILLINOIS EASTERN COMMUNITY COLLEGES

TIME AND PLACE OF BIDS

Notice is hereby given that sealed bids for one (1) New 15-Passenger Van for Illinois Eastern Community Colleges shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 10:15 a.m. local time, on Thursday, March 16, 2023, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

METHOD OF BIDDING

Unit Costs Bids will be received for the following:

- New 15-passenger van (in-stock)
- Minimum 5-year power train manufacturer's warranty
- Gas V6
- Automatic 8-speed transmission
- Minimum 3-year bumper-to-bumper manufacturer's warranty
- 4-wheel anti-lock brakes
- Power steering
- Cruise control
- Tilt steering wheel
- AM/FM radio
- 15-passenger seating
- Rubber floor mats (optional)
- Front and rear heat
- Front and rear air conditioning
- Cargo style side door

Bids should include photos of the interior and exterior of the van being offered. A web link to the dealer's webpage having photos of the selected stock item is acceptable.

PREPARATION OF BIDS

Bids shall be executed in accordance with attached forms and delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

METHOD OF BID EVALUATION

Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

SHIPPING & HANDLING

All freight and delivery must be included in the bid.

SPECIAL PROVISIONS

Nondiscrimination: There will be no discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin by the owner or contractor.

Certification of Eligibility: Prior to contract award, all bidders must certify that neither it nor any person or firm that has an interest in the bidder's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

No subcontracts shall be made to any person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

The penalty for making false statement is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

Debarment, Suspension, Ineligibility, and Voluntary Exclusions: No contract will be awarded to a bidder, nor its principals, that is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Specifications for New 15-Passenger Van

Unit Costs Bids will be received for the following:

- New 15-passenger van (in-stock)
- Minimum 5-year power train manufacturer’s warranty
- Gas V6
- Automatic 8-speed transmission
- Minimum 3-year bumper-to-bumper manufacturer’s warranty
- 4-wheel anti-lock brakes
- Power steering
- Cruise control
- Tilt steering wheel
- AM/FM radio
- 15-passenger seating
- Rubber floor mats (optional)
- Front and rear heat
- Front and rear air conditioning
- Cargo style side door

Note: Following Board approval, the bid will be awarded on March 21, 2023.

Please list your bid below:

Van Year _____ Color _____ Mileage _____

Make _____ Model _____ Bid _____

Van Year _____ Color _____ Mileage _____

Make _____ Model _____ Bid _____

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

Signature _____

Telephone # _____

Print Name _____

Fax # _____

Company _____

Date _____

Address _____

Certified Vendor in accordance with the Business Enterprise Program for Minorities, Females, Veterans and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

Agenda Item #12

District Finance

A. Financial Report

B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES	
DISTRICT #529	
TREASURER'S REPORT	
February 28, 2023	
FUND	BALANCE
Educational	\$ 9,732,233.31
Operations & Maintenance	2,888,753.14
Operations & Maintenance (Restricted)	1,157,298.11
Bond & Interest	203,482.65
Auxiliary	3,336,518.75
Restricted Purposes	(3,004,714.90)
Working Cash	92,386.25
Trust & Agency	645,298.32
Audit	24,821.44
Liability, Protection & Settlement	514,185.03
TOTAL ALL FUNDS	<u>\$ 15,590,262.10</u>
Respectfully submitted,	
Ryan Hawkins, Treasurer	

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
February 28, 2023

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS						
Cash	\$ 9,747,533	\$ 2,888,753	\$ 1,157,298	\$ 203,483	\$ 3,357,019	\$ (3,004,715)
Investments	8,001,001	1,500,001	-	-	3,400,182	-
Accounts Receivable	1,093,975	73,886	-	-	222,229	-
Other Receivables	330,580	-	224,959	-	-	72,339
Restricted Cash	-	-	3,909,022	-	-	-
Inventory	-	-	-	-	610,360	-
Other Assets	56,506	-	-	-	-	438,300
Due From Other Funds	-	-	-	-	-	-
Total Assets	\$ 19,229,595	\$ 4,462,640	\$ 5,291,279	\$ 203,483	\$ 7,589,790	\$ (2,494,076)
LIABILITIES						
Accounts Payable	\$ 23,019	\$ 30,467	\$ 48,624	\$ -	\$ 17,901	\$ 4,245
Accrued Payroll Liabilities	(21,119)	-	-	-	-	-
Other Accrued Liabilities	223,046	-	32,998	-	37,872	119
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	224,946	30,467	81,622	-	55,773	4,364
FUND BALANCES						
Non-Spendable	-	-	-	-	610,360	-
Restricted						
Board Designated	9,936,184	1,200,316	-	-	-	-
Other Purposes	-	2,629,896	2,015,062	203,483	-	-
Encumbered	6,512,619	601,961	3,194,595	-	933,560	912,635
Unassigned	2,555,846	-	-	-	5,990,097	(3,411,075)
Total Fund Balances	19,004,649	4,432,173	5,209,657	203,483	7,534,017	(2,498,440)
Total Liabilities and Fund Balances	\$ 19,229,595	\$ 4,462,640	\$ 5,291,279	\$ 203,483	\$ 7,589,790	\$ (2,494,076)

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
February 28, 2023

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 92,386	\$ 645,298	\$ 24,821	\$ 514,185	\$ 15,626,061
Investments	6,253,402	-	-	500,000	19,654,586
Accounts Receivable	-	-	-	-	1,390,090
Other Receivables	5,029	49,433	-	-	682,340
Restricted Cash	-	-	-	-	3,909,022
Inventory	-	-	-	-	610,360
Other Assets	-	-	-	-	494,806
Due From Other Funds	-	-	-	-	-
Total Assets	\$ 6,350,817	\$ 694,731	\$ 24,821	\$ 1,014,185	\$ 42,367,265
LIABILITIES					
Accounts Payable	\$ -	\$ 3,650	\$ -	\$ 1,104	\$ 129,010
Accrued Payroll Liabilities	-	-	-	-	(21,119)
Other Accrued Liabilities	-	-	-	-	294,035
Due to Other Funds	-	-	-	-	-
Total Liabilities	-	3,650	-	1,104	401,926
FUND BALANCES					
Non-Spendable	6,315,000	-	-	-	6,925,360
Restricted					
Board Designated	-	-	-	-	11,136,500
Other Purposes	35,817	684,655	24,821	924,172	6,517,906
Encumbered	-	6,426	-	88,909	12,250,705
Unassigned	-	-	-	-	5,134,868
Total Fund Balances	6,350,817	691,081	24,821	1,013,081	41,965,339
Total Liabilities and Fund Balances	\$ 6,350,817	\$ 694,731	\$ 24,821	\$ 1,014,185	\$ 42,367,265

Illinois Eastern Community Colleges
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
 For the Period Ended February, 2023

		Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES							
Property Taxes		\$ 2,967,819	\$ 1,359,003	\$ 245,903	\$ 1,817,649	\$ -	\$ -
Replacement Taxes		511,052	511,052	-	-	-	-
ICCB Grants		9,157,004	-	272,287	-	-	828,002
Federal Grants		-	-	-	-	-	6,714,274
Tuition & Fees		10,220,408	964,095	-	-	419,093	-
Charges for Services		28,447	25,095	-	-	1,868,203	-
Interest		155,112	35,746	38,443	5,969	50,517	5,444
Other Revenues		109,631	15,043	499,998	-	99,203	137,758
	Total Revenues	<u>23,149,473</u>	<u>2,910,034</u>	<u>1,056,631</u>	<u>1,823,618</u>	<u>2,437,016</u>	<u>7,685,478</u>
EXPENDITURES							
Payroll		9,443,404	731,987	-	-	1,242,279	1,270,107
Benefits		1,648,385	180,990	-	-	128,992	317,526
Contractual Services		1,157,940	385,332	390,902	-	225,922	174,892
Supplies		1,284,657	209,845	29,673	-	1,527,514	349,390
Travel		130,276	175	-	-	274,690	50,764
Fixed		26,555	-	-	2,138,218	152,863	4
Utilities		30,665	841,159	-	-	390	-
Capital Outlay		508,428	131,349	1,693,338	-	115,220	839,399
Other		130,018	505	-	-	61,506	1,217,452
Scholarships, Student Grants, & Waivers		4,234,882	-	-	-	300,010	6,487,702
	Total Expenditures	<u>18,595,210</u>	<u>2,481,342</u>	<u>2,113,913</u>	<u>2,138,218</u>	<u>4,029,386</u>	<u>10,707,236</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures		<u>4,554,263</u>	<u>428,692</u>	<u>(1,057,282)</u>	<u>(314,600)</u>	<u>(1,592,370)</u>	<u>(3,021,758)</u>
TRANSFERS							
Net Transfers		(3,733,516)	100,000	1,900,000	-	1,733,516	-
	Total Transfers	<u>(3,733,516)</u>	<u>100,000</u>	<u>1,900,000</u>	<u>-</u>	<u>1,733,516</u>	<u>-</u>
Net Change in Fund Balance		<u>820,747</u>	<u>528,692</u>	<u>842,718</u>	<u>(314,600)</u>	<u>141,146</u>	<u>(3,021,758)</u>
Fund Balance - Beginning		18,183,902	3,903,481	31 4,366,939	518,083	7,392,871	523,318
Fund Balance - Ending		<u>\$ 19,004,649</u>	<u>\$ 4,432,173</u>	<u>\$ 5,209,657</u>	<u>\$ 203,483</u>	<u>\$ 7,534,017</u>	<u>\$ (2,498,440)</u>

Illinois Eastern Community Colleges						
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)						
For the Period Ended February, 2023						
		Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
REVENUES						
Property Taxes	\$	-	\$ -	\$ 66,711	\$ 977,601	\$ 7,434,686
Replacement Taxes		-	-	-	-	1,022,104
ICCB Grants		-	-	-	-	10,257,293
Federal Grants		-	-	-	-	6,714,274
Tuition & Fees		-	-	-	-	11,603,596
Charges for Services		-	16,798	-	-	1,938,543
Interest		36,129	5,848	190	7,258	340,656
Other Revenues		-	514,985	-	2,737	1,379,355
Total Revenues		36,129	537,631	66,901	987,596	40,690,507
EXPENDITURES						
Payroll		-	-	-	-	12,687,777
Benefits		-	-	-	86,678	2,362,571
Contractual Services		-	8,920	62,000	494,886	2,900,794
Supplies		-	20,405	-	-	3,421,484
Travel		-	9,275	-	-	465,180
Fixed		-	-	-	257,011	2,574,651
Utilities		-	-	-	-	872,214
Capital Outlay		-	-	-	-	3,287,734
Other		-	(84,150)	-	-	1,325,331
Scholarships, Student Grants, & Waivers		-	437,826	-	-	11,460,420
Total Expenditures		-	392,276	62,000	838,575	41,358,156
Excess (Deficiency) of Revenues Over (Under) Expenditures		36,129	145,355	4,901	149,021	(667,649)
TRANSFERS						
Net Transfers		-	-	-	-	-
Total Transfers		-	-	-	-	-
Net Change in Fund Balance		36,129	145,355	4,901	149,021	(667,649)
Fund Balance - Beginning		6,314,688	545,726	82 19,920	864,060	42,632,988
Fund Balance - Ending	\$	6,350,817	\$ 691,081	\$ 24,821	\$ 1,013,081	\$ 41,965,339

ILLINOIS EASTERN COMMUNITY COLLEGES			
Comparative Combined Balance Sheets - All Funds			
February 28, 2023			
ALL FUNDS			
		Fiscal	Fiscal
		Year	Year
		2023	2022
ASSETS:			
CASH		\$ 15,590,262	\$ 20,721,778
IMPREST FUND		21,300	21,300
CHECK CLEARING		14,500	14,500
CDB PROJECT TRUST		3,909,022	4,012,375
PREPAID EXPENSES		56,506	-
INVESTMENTS		19,654,586	12,240,178
RECEIVABLES		2,067,402	2,573,745
ACCRUED REVENUE		5,029	-
INVENTORY		610,360	749,825
OTHER ASSETS		438,300	469,559
FIXED ASSETS (Net of Depr)		20,552,582	17,593,343
TOTAL ASSETS AND OTHER DEBITS:		\$ 62,919,849	\$ 58,396,603
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE		\$ -	\$ -
ACCOUNTS PAYABLE		330,942	376,290
DEFERRED REVENUE		70,983	108,487
L-T DEBT GROUP (FUND 9)		4,073,092	6,181,062
OPEB (Prior Year Restated for GASB 75 Implementation)		13,963,316	15,176,595
TOTAL LIABILITIES:		18,438,333	21,842,434
FUND BALANCES:			
FUND BALANCE		30,648,197	31,443,775
INVESTMENT IN PLANT (Net of Depr)		20,552,582	17,593,343
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)		(18,036,408)	(21,357,657)
RESERVE FOR ENCUMBRANCES		11,317,145	8,874,708
TOTAL EQUITY AND OTHER CREDITS		44,481,516	36,554,169
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS		\$ 62,919,849	\$ 58,396,603

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2021-2023**

College	Category	FISCAL YEAR 2021			FISCAL YEAR 2022			FISCAL YEAR 2023			% of Year
		Budget	Spent Thru February	% of Budget	Budget	Spent Thru February	% of Budget	Budget	Spent Thru February	% of Budget	
Frontier	Bills		\$ 413,062			\$ 401,447			\$ 524,713		
	Payroll		1,176,915			1,174,593			1,354,932		
	Waivers		629,375			597,356			583,307		
	Totals	\$ 3,899,789	2,219,352	57%	\$ 3,688,586	2,173,396	59%	\$ 3,873,183	2,462,952	64%	67%
Lincoln Trail	Bills		\$ 974,297			\$ 783,711			\$ 723,279		
	Payroll		1,421,347			1,444,214			1,443,081		
	Waivers		920,497			756,992			766,869		
	Totals	\$ 4,943,901	3,316,141	67%	\$ 4,977,953	2,984,917	60%	\$ 4,727,391	2,933,229	62%	67%
Olney Central	Bills		\$ 907,624			\$ 992,212			\$ 1,294,610		
	Payroll		2,633,947			2,619,069			2,837,718		
	Waivers		715,968			611,126			625,568		
	Totals	\$ 7,047,772	4,257,539	60%	\$ 7,367,058	4,222,407	57%	\$ 7,402,072	4,757,896	64%	67%
Wabash Valley	Bills		\$ 778,121			\$ 805,708			\$ 948,642		
	Payroll		1,828,798			1,887,641			1,955,944		
	Waivers		1,186,432			1,163,401			1,132,962		
	Totals	\$ 5,988,433	3,793,351	63%	\$ 5,775,220	3,856,750	67%	\$ 6,271,689	4,037,548	64%	67%
Workforce Educ.	Bills		\$ 120,761			\$ 151,495			\$ 127,303		
	Payroll		497,279			461,049			399,634		
	Waivers		750,011			988,227			1,071,364		
	Totals	\$ 3,349,386	1,368,051	41%	\$ 3,378,641	1,600,771	47%	\$ 2,761,446	1,598,301	58%	67%
District Office	Bills		\$ 186,593			\$ 360,353			\$ 494,015		
	Payroll		632,808			836,425			922,190		
	Waivers		-			-			-		
	Totals	\$ 1,410,117	819,401	58%	\$ 1,991,105	1,196,778	60%	\$ 2,334,026	1,416,205	61%	67%
District Wide	Bills		\$ 1,223,713			\$ 2,558,727			\$ 2,556,107		
	Payroll		506,808			803,920			1,261,892		
	Waivers		137,914			152,775			52,259		
	Totals	\$ 3,576,315	1,868,435	52%	\$ 7,148,722	3,515,422	49%	\$ 7,711,317	3,870,258	50%	67%
GRAND TOTALS		\$30,215,713	\$17,642,270	58%	\$ 34,327,285	\$ 19,550,441	57%	\$35,081,124	\$ 21,076,389	60%	67%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Revenues & Expenditures Report
February 28, 2023

REVENUES	FY 2023		FY 2022		Increase (Decrease)		
	Amount	% of Total	Amount	% of Total	\$	%	
	Property Taxes	\$ 4,326,822	16.60%	\$ 4,413,961	16.94%	\$ (87,139)	-1.974%
	Replacement Taxes	1,022,105	3.92%	639,771	2.46%	382,334	59.761%
ICCB Grants	9,157,004	35.14%	8,687,152	33.34%	469,852	5.409%	
Federal Grants	-	0.00%	-	0.00%	-	#DIV/0!	
Tuition & Fees	11,184,503	42.92%	11,357,012	43.58%	(172,509)	-1.519%	
Charges for Services	53,542	0.21%	45,310	0.17%	8,232	18.168%	
Interest	190,858	0.73%	78,481	0.30%	112,377	143.190%	
Other Revenues	124,672	0.48%	185,392	0.71%	(60,720)	-32.752%	
	\$ 26,059,506	100.00%	\$ 25,407,079	97.50%	\$ 652,427	2.568%	
EXPENDITURES	FY 2023		FY 2022		Increase (Decrease)		
	Amount	% of Total	Amount	% of Total	\$	%	
Salaries	\$ 10,175,391	48.28%	\$ 9,226,911	47.20%	\$ 948,480	10.279%	
Employee Benefits	1,829,376	8.68%	1,659,798	8.49%	169,578	10.217%	
Contractual Services	1,543,272	7.32%	1,229,801	6.29%	313,471	25.490%	
Materials	1,494,477	7.09%	1,513,510	7.74%	(19,033)	-1.258%	
Travel & Staff Development	130,451	0.62%	106,901	0.55%	23,550	22.030%	
Fixed Charges	26,555	0.13%	34,953	0.18%	(8,398)	-24.027%	
Utilities	871,824	4.14%	733,418	3.75%	138,406	18.871%	
Capital Outlay	639,778	3.04%	686,837	3.51%	(47,059)	-6.852%	
Other	4,365,265	20.71%	4,358,312	22.29%	6,953	0.160%	
	\$ 21,076,389	100.00%	\$ 19,550,441	100.00%	\$ 1,525,948	7.805%	

Agenda Item #13

Executive Session

Agenda Item #14

Approval of Executive Session Minutes

A. Written Executive Session Minutes

B. Audio Executive Session Minutes

Agenda Item #15

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 21, 2023
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the February Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.4, and 400.5 have been sent under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change in Status (Attachment)**
- 400.3. Special Assignment**
- 400.4. Resignation Ratification**
- 400.5. Retirement Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional, Non-Faculty, Exempt

- 1. Nancy Stremme, Program Director of Cosmetology, OCC, effective February 27, 2023**
- 2. Javier Milla Munoz, Head Women's and Men's Soccer Coach, LTC, effective March 27, 2023**

B. Professional, Non-Faculty, Non-Exempt

- 1. Amy Lemke, Payroll & Benefits Specialist, DO, effective April 10, 2023**
- 2. Mark Blevins, Technology Systems Specialist, DO, effective March 27, 2023**
- 3. Melanie Wiseman, Executive Administrative Assistant, WRC, effective March 13, 2023**
- 4. Nickie Daniel, HR Coordinator, DO, effective March 27, 2023**

400.2. Change in Status

- 1. Nick Knapp, Temporary IECC Project Manager, DO to IECC Project Manager**
- 2. Jackson Hemrich, Temporary Full-time Welding Instructor, LTC to Temporary Full-time Staff, LTC effective May 15, 2023**

400.3. Special Assignment (Attachment)

400.4. Resignation Ratification

- 1. Alex Morais, Head Men's & Women's Soccer Coach, LTC, effective February 21, 2023**
- 2. Hunter Meritt, TRIO Upward Bound Counselor, LTC, effective May 12, 2023**

400.5. Retirement Ratification

- 1. Vicki Thompson, Retention Coordinator, OCC, effective June 30, 2023**

Agenda Item #16
Collective Bargaining

Agenda Item #17

Litigation

Agenda Item #18

Other Items

Agenda Item #19

Adjournment