

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

March 15, 2022



Location:

**Wabash Valley College
2200 College Drive
Mt. Carmel, IL 62863**

<https://zoom.us/j/91881566935>

Meeting ID: 918 8156 6935

Dial in number: 312 626 6799

Dinner & Meeting – 6:15 p.m. – Main Hall 101

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 15, 2022

6:15 p.m.

Wabash Valley College

Main Hall 101

<https://zoom.us/j/91881566935>

Meeting ID: 918 8156 6935

Dial in number: 312 626 6799

1. Call to Order & Roll CallChairman Carter
2. Disposition of Minutes Chancellor Gower
3. Recognition of Visitors and Guests President Fowler
 - A. Visitors and Guests
 - B. IECEA Representative
4. Seating of Trustee.....Carter
5. Public Comment
6. Reports
 - A. Trustees
 - B. Chancellor
 - C. Presidents
 - D. Cabinet
7. Policy First Reading (and Possible Approval)Gower
 - A. Policy 500.30 Withdrawal
8. Policy Second Reading.....Gower
 - A. None
9. Staff Recommendations for Approval
 - A. International Students Transportation Fee.....Gower
 - B. Identity Theft Prevention Plan.....Gower
 - C. 2023-2025 Academic CalendarGower
 - D. FY'2021 Audit..... Hawkins

- E. Annual Financial Report..... Hawkins
- F. Employee Benefit Consulting Broker Selection..... Hawkins
- G. IECC Standard Affiliation AgreementsGower
 - Crawford County Health Department
 - Sullivan County Community Hospital

- 10. Bid Committee Report.....Gower
 - A. OCC TRIO Upward Bound Educational Trip 2022

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

- 12. Executive Session.....Gower

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

- 14. Approval of Personnel ReportGower

- 15. Collective Bargaining.....Gower

- 16. LitigationGower

- 17. Other Items

- 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, February 15, 2022.

AGENDA #1 – “Call to Order & Roll Call” – At the request of Chairman Gary Carter and by acclamation, Acting Chairperson Brenda Culver called the meeting to order at 6:15 p.m. and directed the Board Secretary, Renee Smith, to call the roll.

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

Gary Carter (via Zoom), Brenda K. Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Also present was Maggee Bleyer, student trustee. Trustees absent: John D. Brooks. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

Trustee Gary Carter joined the entire meeting via electronic means (Zoom).

(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.

Zahi Atallah, President of Lincoln Trail College

Rodney Ranes, President of Olney Central College.

Matt Fowler, President of Wabash Valley College.

Ryan Hawkins, Chief Financial Officer/Treasurer.

Alex Cline, Director of Information & Communications Technology.

Andrea McDowell, Director of Human Resources.

Renee Smith, Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, January 18, 2022 were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors and guests present were recognized, including college staff members.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” –

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Chancellor: Dr 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 – “Policy First Readings (and Possible Approval)” –

#6-A. Policy 400.13 Wages: Dr. Gower recommended approval of the following revised policy:

HUMAN RESOURCES – 400

Wages (400.13)

Date Adopted: December 19, 1989

Revised: February 15, 2022 (Pending Board Approval)

Wages for **full-time bargaining unit** faculty shall be in accordance with provisions of the applicable collective bargaining agreement covering faculty. **Wages for non-bargaining unit**

faculty shall be in accordance with the Administrative Guidelines: Non-bargaining Unit Faculty Instruction.

Wages for all other employees of IECC ~~the College District, being those not covered in the said agreement~~, shall be reviewed annually and set by the Board of Trustees, upon recommendation of the ~~Chief Executive Officer-Chancellor~~.

Board Action: Student Trustee Maggee Bleyer made a motion to waive second reading and approve the Policy 400.13 Wages as presented. Trustee Jan Ridgely seconded the motion and on a recorded roll call ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. “2021 IECC Fact Book”- Chancellor Gower and Brandon Weger reviewed the IECC 2021 Fact Book containing basic information about the community college district. The fact book was developed as an annual compilation of data about IECC and gathers information from various sources into one central document regarding students, enrollment history, degrees and certificates granted, financial aid received and distributed, and the district’s annual budgets and operation. The Chancellor recommended approval of the IECC 2021 Fact Book.

Board Action: Trustee Barbara Shimer made a motion to accept the 2021 Fact Book as presented. Student Trustee Maggee Bleyer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. 403(b) Annual Report: CFO Ryan Hawkins reviewed the annual report on the The Standard 403(b) performance. Chancellor Ryan Gower recommended acceptance of the report.

Board Action: Trustee Jan Ridgely made a motion to accept the Annual Report on the District’s 403(b) plan as recommended. Trustee Brady Waldrop seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Commercial Broker Risk Management Recommendation: CFO Ryan Hawkins explained the process for choosing the broker firm being recommended. The employment of the firm of Assured Partners was recommended for approval.

Board Action: Trustee Barbara Shimer made a motion to approve Assured Partners as the District's Commercial Broker and Student Trustee Maggee Bleyer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. OCC Elevator Emergency Repair: Chancellor Gower recommended approval for the repair of the North elevator located at Olney Central College without bid under the Emergency Expenditures Exception to the State Bidding Requirements.

Board Action: Trustee Brady Waldrop made a motion to approve the Emergency Expenditure to Otis Elevator for repair of the elevator located at Olney Central College. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Affiliation Agreement – Meadowbrook Skilled Nursing & Rehab: IECC enters into affiliation agreements with area health care facilities. The Chancellor recommended approval of an affiliation agreement with Meadowbrook Skilled Nursing & Rehab, located in Grayville, Illinois, as presented in full in the Board Agenda.

Board Action: Student Trustee Maggee Bleyer made a motion to approve the affiliation agreement as presented. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – None.

AGENDA #10 – “District Finance” – the following District financial matters were presented.

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer’s report, showing the balance in all funds as of January 31, 2022.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for February 15, 2022 totaling \$1,113,064.23 were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for February 2022, in the amounts listed. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Executive Session” – The Board of Trustees did hold an executive session at this meeting. Trustee Barbara Shimer made a motion to move into a closed session executive meeting under Section 2(c)(3) of the Open Meetings Act, Selecting a Person to Fill a Public Office Vacancy. Trustee Brady Waldrop seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried. The closed meeting began at 7:09 p.m. The closed session adjourned at 7:30 p.m. and reconvened in open public session. Separate minutes have been prepared for the closed executive session.

AGENDA #12 – “Filling a Board Vacancy” – Chancellor Gower noted that it would be appropriate to approve an individual to fill the open seat on the IECC Board of Trustees. This individual will receive the Oath of Office at the March 15, 2022 Board of Trustees meeting.

Board Action: Trustee Barbara Shimer made a motion that the Board appoint Roger Browning to fill the trustee vacancy and Student Trustee Maggee Bleyer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #13 – “Approval of Executive Session Minutes” – There was no executive session held at the January 15, 2022 meeting.

AGENDA #14 – “Approval of Personnel Report” – Chancellor Gower recommended approval of the following Personnel Report as presented by Andrea McDowell.

400.1. Employment of Personnel

A. Classified

1. Autumn Hoalt, Custodian, LTC, effective February 21, 2022.

400.2. Change in Status

A. Professional Non-Faculty, Non-Exempt

1. Tyson Murray, Advisor, LTC, to College Admission Representative, DO/LTC, effective June 1, 2022.
2. Danelle Davis, Office Assistant, LTC, to Bookstore Manager, LTC, effective February 21, 2022.

400.3. Bargaining Unit Faculty Seniority List 2021-2022 (Listed in full in Board Agenda)

400.4. Non-Bargaining Unit Faculty Seniority List 2021-2022

Coal Mining Technology (non-bargaining unit)

8 yrs.	Michael Woods (includes one-year seniority for 2021-22 academic year)
6.5 yrs.	Wesley Taylor (includes one-year seniority for 2021-22 academic year)
3.5 yrs.	Wendy Coles (includes one-year seniority for 2021-22 academic year)
3.5 yrs.	Calvin Melvin (includes one-year seniority for 2021-22 academic year)
1 yr.	Stephen Murray (includes one-year seniority for 2021-22 academic year)
1 yr.	Joseph Myers (includes one-year seniority for 2021-2022 academic year)
1 yr.	Joshua Hoffert (includes one-year seniority for 2021-2022 academic year)

400.5. Retirement Ratification

A. Faculty

1. Brenda Phegley, Professor, WVC, effective May 13, 2022.

Board Action to Approve Personnel Report: Trustee Jan Ridgely made a motion to approve the personnel report as recommended. Student Trustee Maggee Bleyer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – Chancellor Gower provided an update on pending litigation.

AGENDA #17 – “Other Items” - None.

AGENDA #18 – “Adjournment” – Trustee Brady Waldrop made a motion to adjourn. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 7:44 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

- A. Visitors and Guests**
- B. IECEA Representatives**

Agenda Item #4

Seating of Trustee

Agenda Item #5
Public Comment

Agenda Item #6

**Reports
Trustees
Chancellor
Presidents
Cabinet**

Agenda Item #7

Policy First Reading (and Possible Approval)

A. Policy 500.30 Withdrawal

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 15, 2022
RE: Withdrawal Policy (500.30)

A desire to better clarify and provide additional information to students, as it pertains to course adds, drops, and withdraws, resulted in the development of a corresponding Withdrawal Procedure (500.30). The determination was made to transfer much of the policy content to the procedure; therefore, the Withdrawal Policy (500.30) was revised accordingly. A notation was also added to the Withdrawal Policy to alert financial aid recipients of a related document, Return of Title IV Funds Policy.

The proposed policy revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 500.30 as presented.

Attachment

STUDENT – 500

Withdrawal Policy (Policy 500.30)

Date Adopted: January 19, 2016

Revised: June 20, 2017

Revised: April 17, 2018

Revised: September 15, 2020

Revised: March 15, 2022 (Pending Board Approval)

Unforeseen circumstances or changes in plans may lead to necessary modifications to a student's schedule. Adding, dropping, or withdrawing a course is the responsibility of the student and ~~Students may~~ must be initiated ~~add, drop, or withdraw from courses~~ during specifically set forth days in the manner ~~as~~ established by Illinois Eastern Community Colleges (IECC). ~~Related dates and deadlines are published on the iecc.edu website. While the responsibility to drop or withdraw a course is the student's, there are limited instances when a college administrator may initiate this action, as outlined in procedure 500.30.~~

Refund Period

~~A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 business days of a sixteen-week course period and the first 5 business days of an eight-week course period or the proportionate time of any other course not conforming to a sixteen-week or eight-week schedule.~~

Academic Record

~~Courses dropped before the start of a semester do not become part of a student's academic record. If a student attends and withdraws either during or after a refund period, a W (withdraw) becomes part of the student's academic record. Failure to follow the official withdrawal policy will result in a grade of F.~~

Student Initiated Drop or Withdrawal

~~A student is responsible for initiating a drop or withdrawal request by contacting Student Services and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Academic Advisor or Retention Coordinator, and the Financial Aid Office before withdrawing from any course.~~

~~Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. (See exceptions below.) Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule.~~

Administrative Withdrawal

~~Prior to an administrative withdrawal, the instructor should submit a Progress Report to allow the Retention Coordinator or Academic Advisor to contact the student. If there is no resolution, i.e. a student-initiated withdrawal, an instructor may recommend an administrative withdrawal after mid-term for a student, if such withdrawal is deemed to be in the best academic interest of the student. The administrative withdrawal must be approved by the Dean of Instruction. The Student Services/Student Records Office will notify the student and Coordinator of Financial Aid of the student's administrative withdrawal.~~

~~Upon review and approval by the Dean of Instruction, faculty may request to withdraw a student from their course with a failing grade due to plagiarism, cheating, non-attendance, or other gross infractions as outlined in IECC's Student Code of Conduct and/or described in the course syllabi.~~

~~IECC also has the authority to administratively withdraw a student from classes for the following reasons:~~

- ~~● Registration in violation of college regulations and requirements (academic ineligibility to~~

- register);
- ~~Disciplinary suspension or dismissal for the remainder of an academic semester or longer;~~
 - ~~Severe psychological or health problems such that a student cannot be permitted to continue in attendance; and~~
 - ~~Other reasons deemed appropriate by the proper administrative staff such as the President or Dean of Instruction.~~

Exceptions/Related Policies

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29) specifically applies to students who are not successful in dual credit courses that follow the high school calendar and may withdraw from the college course after the college drop date to protect their academic standing.

Student Military Policy (500.21) addresses withdrawals which result from a student enlisting or being ordered to active duty.

Return of Title IV Funds Policy outlines federal rules and regulations related to attendance, withdrawal, and various calculations for determining if funds must be returned by the student.

Agenda Item #8

Policy Second Reading

None.

Agenda Item #9

Staff Recommendations for Approval

Agenda Item #9A

International Students Transportation Fee

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 15, 2022
RE: International Student Transportation Fee

The International Program currently charges \$300 per semester for a student to receive transportation daily to and from campus. The International Department also provides student transportation to and from the airport, to campus events, to joint IECC events, and to tour regional sites of interest. In an analysis of our fees and fee collection patterns for the International Department, the transportation fee each semester is currently being waived unless International students are staying with a host family and requiring daily transportation. The costs associated with the additional travel planned to aid in the student experience are just being absorbed because the assumption is that the fee should only be applied to those students living off campus.

The International department is proposing a two-tiered fee for International students. In this model, all International students will pay \$50 per semester as a minimum transportation fee, and students requiring regular transportation to and from campus will be charged the existing \$300 transportation fee per semester.

For the fall of 2023, the International Department is requesting the following changes to the Transportation Fee for International students:

Minimum transportation fee \$75 per semester.

Maximum transportation fee per semester is \$350 for students requiring regular transportation to and from campus.

Agenda Item #9B

Identity Theft Prevention Plan

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 15, 2022
RE: Identity Theft Prevention Program

Identity Theft Prevention Program Status Report for 2021

Illinois Eastern Community Colleges participates in the Federal Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a “creditor” and student accounts are “covered accounts” subject to the Red Flags Rule which required IECC to develop and implement an identity theft prevention program. IECC’s Identity Theft Prevention Program and Identity Theft Prevention Policy 100.23 were developed and approved by the Board on March 17, 2009.

In February of 2022, the Identity Theft Prevention Team reviewed and updated the prevention program, as necessary. The red flags were evaluated by the various departments at IECC that work closely with student accounts to ensure the red flags identified are appropriate. There were no significant changes made to the program this year.

The Team will continue to annually review the program and provide identity theft and red flag training to their assigned departments and areas. The Release of Student Information Guidelines are included as part of the identity theft training. In 2022, training is being provided in March and April. The report is being sent to the Board email.

I recommend the Board’s acceptance of the IECC’s Identity Theft Prevention Program and the Status report for 2021.

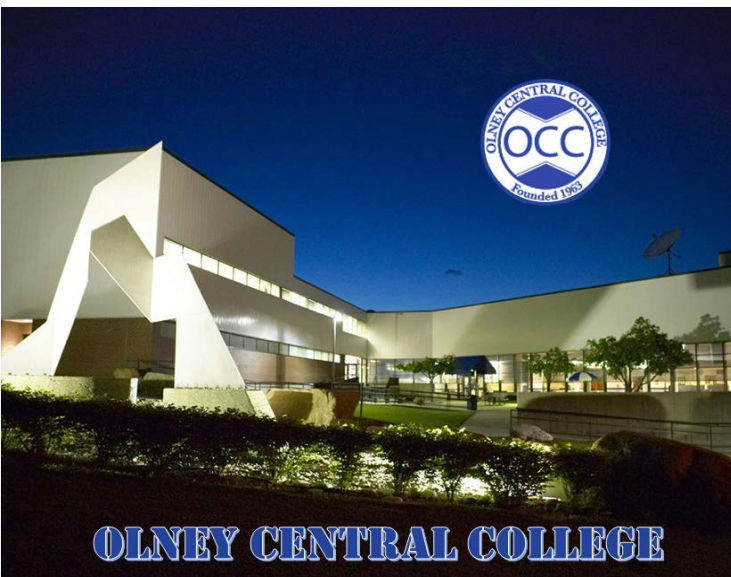
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Attachment



ILLINOIS EASTERN COMMUNITY COLLEGES

Identity Theft Prevention Program



Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

Background

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) issued regulations (Red Flags Rule) requiring financial institutions and creditors to develop and implement written identity theft prevention programs. The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transaction (FACT) Act of 2003. Under the Rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The Red Flags Rule became effective January 1, 2008, with a mandatory compliance date of November 1, 2008; however, on October 22, 2008, the FTC granted a delay of enforcement of the new Red Flags Rule until May 1, 2009.

IECC Identity Theft Prevention Program Requirement

Illinois Eastern Community Colleges participates in the Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a creditor and student accounts are covered accounts subject to the Red Flags Rule which requires IECC to develop and implement an identity theft prevention program.

The Red Flags Rule allows Illinois Eastern Community Colleges to design and implement an identity theft prevention program that is appropriate to our size, complexity, and the nature of our operation. Programs must contain reasonable policies and procedures to:

- identify relevant “Red Flags” and incorporate them into the program;
- detect the red flags that the program incorporates;
- respond appropriately to detected red flags to prevent and mitigate identity theft; and
- ensure that the program is updated periodically to reflect changes in risks.

Definitions

Red Flag – A red flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Identity Theft – Identity theft is a fraud committed or attempted using the identifying information of another person without authority.

Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made periodically over time such as a tuition or fee installment payment plan. Student accounts and loans administered by IECC are covered accounts.

Creditor – A creditor is defined as someone who regularly extends, renews, or continues credit. Illinois Eastern Community Colleges is considered a creditor due to our participation in the following activities:

- Participation as a school in the Federal Direct Student Loan Program;
- Offering institutional loans to students, faculty, or staff;
- Offering a plan of payment or fees throughout the semester, rather than requiring full payment at the beginning of the semester.

Personal Information – Personal information is identifying information which is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, computer's Internet Protocol address, or routing code.

Red Flags

Red Flags are relevant patterns, practices, and specific activities that signal possible identity theft and fall in the following five categories:

- alerts, notifications, or warnings from consumer reporting agencies;
- suspicious documents;
- suspicious personally identifying information, such as a suspicious address change;
- unusual use of, or other suspicious activity related to, a student or employee account; and
- notices from students, employees, victims of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts or employee payroll information held by IECC.

Identification and Examples of Red Flags

In order to identify relevant Red Flags, IECC has reviewed the types of accounts offered and maintained, the methods provided to open and access these accounts, and previous experiences with identity theft. IECC identified the following twenty-six (26) Red Flags in the below five categories.

Alerts, Notifications, or Warnings from Consumer Reporting Agency

- If a fraud or active duty alert is included with a consumer report.
- If a consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
- If a consumer reporting agency provides a notice of address discrepancy.

- If a consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an application, such as:
 - A recent and significant increase in the volume of inquiries;
 - An unusual number of recently established credit relationships;
 - A material change in the use of credit, especially with respect to recently established credit relationships, or
 - An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Suspicious Documents

- If documents provided for identification appear to have been altered, forged or inauthentic.
- If the photograph or physical description on the identification is not consistent with the appearance of the student or employee presenting the identification.
- If other information on the identification is not consistent with the information provided by the student or employee.
- If other information on the identification is not consistent with readily accessible information that is on file with Illinois Eastern Community Colleges, such as a signature on a registration form or other document.
- If a document appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

- If personal identifying information provided is inconsistent when compared against external information sources used by Illinois Eastern Community Colleges such as inconsistent birth dates or addresses.
- If personal identifying information provided by the student or employee is not consistent with other personal identifying information provided by the student or employee. For example, there is a lack of correlation between the SSN range and the date of birth.
- If personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example;
 - The address on the document is the same as the address provided on a fraudulent document, or
 - The phone number on the document is the same as the number provided on a fraudulent document.

- If personal identifying information provided is a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example:
 - The address on the document is fictitious, a mail drop or a prison; or
 - The phone number is invalid.
- If the SSN provided is the same as that submitted by other students or employees.
- If the address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other students or employees.
- If the student or employee fails to provide all required personal identifying information on a document or in response to notification that the information is incomplete.
- If personal identifying information provided is not consistent with personal identifying information that is on file with Illinois Eastern Community Colleges.
- If Illinois Eastern Community Colleges uses challenge questions, the student or employee cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, the Student Account

- If shortly following the notice of a change of address for a student account, Illinois Eastern Community Colleges receives a request for the addition of other authorized users on the account.
- If a student account is used in a manner commonly associated with patterns of fraud. For example, the student fails to make the first payment or makes an initial payment but no subsequent payments.
- If a student account is used in a manner that is not consistent with established patterns of activity on the account. For example, nonpayment when there is no history of late or missed payments or a material change in usage patterns.
- If a student account that has been inactive for a reasonably lengthy period of time is used.
- If mail sent to the student is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the student's account.
- If Illinois Eastern Community Colleges is notified that the student is not receiving paper account statements.
- If Illinois Eastern Community Colleges is notified of unauthorized charges or transactions in connection with the student's account.

Notices from Students, Victims of Identity Theft, Law Enforcement Authorities or Others

- If Illinois Eastern Community Colleges is notified by a student, a victim of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by IECC.

Detection and Response to Red Flags

Detection

In order to detect any of the Red Flags identified above associated with student accounts, IECC staff will take the following steps to obtain and verify the identity of a student by:

- Requiring certain identifying information such as name, date of birth, academic records, home address, mother's maiden name, or other identification; and
- Verifying the student's identity at time of issuance of any student records, academic information or financial aid by reviewing driver's license or other government-issued photo identification.

For existing student accounts, IECC staff will take the following steps to monitor transactions on an account by:

- Verifying the identification of students if they request information in person, via telephone, via facsimile or via email;
- Verifying the validity of requests to change billing address by mail or email and providing the student with a reasonable means of promptly reporting incorrect billing address changes; and
- Verifying changes in banking information given for billing and payment purposes.

IECC staff will monitor any proposed changes to employee payroll accounts by requiring verbal verification in addition to any required forms from the employee making the proposed change.

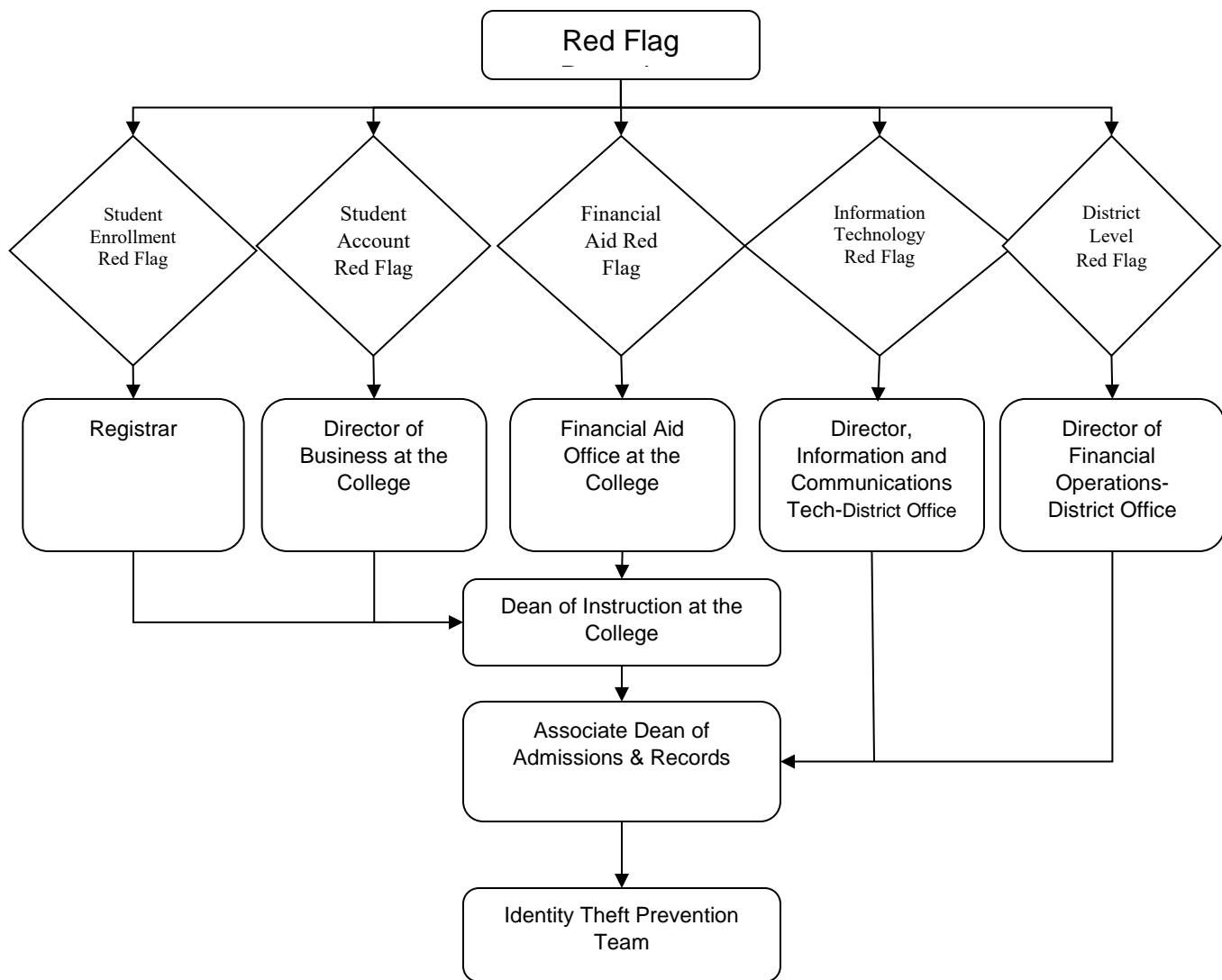
Response

In the event IECC staff detects any identified Red Flags, action steps may include, but are not limited to, one or more of the following, depending on the degree of risk posed by the Red Flag:

- Monitoring a student account for evidence of identity theft;
- Contacting the student;
- Changing any passwords, security codes or other security devices that permit access to a student account;
- Reopening a student account with a new account number;
- Providing the student with a new identification number;
- Not opening a new student account;

- Closing an existing student account;
- Not attempting to collect on a student account or not selling a student account to a debt collector;
- Notifying law enforcement;
- Filing or assisting in filing a Suspicious Activities Report; or
- Determining that no response is warranted under the particular circumstances.

Any employee who detects a Red Flag associated with student enrollment will notify the IECC Registrar. Employees who detect a Red Flag with a student account will notify the college's Director of Business or the Director of Financial Operations at the District Office. The Financial Aid Office shall be notified if any Red Flag is detected within the financial aid area. Any Information Technology related Red Flag will be reported to the Director of Information and Communications Technology. All detections of Red Flags will be reported to the College Deans and the Associate Dean of Admissions & Records. The Identity Theft Prevention Team will review any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft. The flowchart below outlines this reporting process:



Identity Theft Prevention Team

- | | |
|----------------|---|
| Amber Malone | Associate Dean of Admissions & Records |
| Libby McVicker | Program Director of Grants & Compliance |
| Bonnie Chaplin | Director of Financial Operations |
| Alex Cline | Director of Information and Communications Technology |
| Steve Patberg | Registrar |
| Andrea Puckett | Director of Financial Aid |
| Doug Shipman | Director of Business |

Prevention and Protection of Student and Employee Identifying Information

In order to prevent and mitigate identity theft, IECC will take the following steps with respect to internal operating procedures to protect student identifying information:

- Ensure IECC website is secure or provide clear notice that the website is not secure;
- Ensure complete and secure destruction of paper documents and computer files containing student account information or employee payroll information when a decision has been made to no longer maintain such information;
- Ensure office computers with access to student account information or employee payroll information are password protected;
- Limit use of social security numbers;
- Ensure computer virus protection is up to date;
- Require and keep only student or employee information that is necessary for college purposes; and
- Provide identity theft information on IECC's webpage in the Consumer Information/Student Right to Know section.
- Provide Release of Student Information Guidelines to new and current staff who work with student accounts, student records, financial aid or other personal identifiable information.

Program Administration

Program Oversight and Reports

The Identity Theft Prevention Program is the responsibility of the administration of the District Office and the Colleges. Approval of the initial program and policy must be appropriately documented and approved by the Cabinet and the Board of Trustees.

The Associate Dean of Admissions & Records at the District Office is responsible for developing and implementing the program. An Identity Theft Prevention Team was formed and is responsible for monitoring and updating the program. The Identity Theft Prevention Team is responsible for ensuring appropriate training of IECC staff on the program, for reviewing any staff reports regarding the detection of Red Flags, and for reviewing the steps for preventing and mitigating identity theft. The Associate Dean of Admissions & Records will report annually, or as needed, to the Cabinet on the effectiveness of the program, significant incidents involving identity theft and IECC's response, and recommendations for material changes to the program. The Associate Dean of Admissions & Records will update the program as necessary.

Training

IECC staff with responsibilities in the areas of student accounts, student records, and financial aid will receive annual training as part of this prevention program. Training shall include detection and recognition of red flags, appropriate handling of notices, and action steps. Staff training shall be conducted for any other employees and all new employees for whom it is reasonably foreseeable may come into contact with student accounts, employee payroll information, or personally identifiable information. To ensure maximum effectiveness, employees will continue to receive additional training as changes to the program are made.

Service Provider Arrangements

In the event IECC engages a service provider to perform an activity in connection with one or more student accounts, IECC will take the following steps to make every reasonable effort that the service provider performs its activity in accordance with policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

1. Provide service providers with IECC's Identity Theft Prevention Program; and,
2. Request service providers to certify that they have received, and will abide by IECC's Identity Theft Prevention Program, and will report any Red Flags to the IECC employee with primary oversight of the service provider.

Program Updates

The Identity Theft Prevention Team will periodically review and update this program to reflect changes in risks to students and the soundness of IECC from identity theft. The program will be re-evaluated to determine whether all aspects are up to date and applicable in the current business environment. Red flags will be reviewed and may be revised, replaced, or eliminated as determined.

Program Status and Report as of March 2022

In February 2022, the Identity Theft Prevention Team reviewed and updated the prevention program, as necessary. The Team will continue to annually review the program, and training will be provided to appropriate administration, staff, and/or faculty.

In 2021, Vector Solutions/Safe Colleges FACTA: Identity Theft and Consumer Protection training was provided in March and April to the Identity Theft Protection Team. Documentation of completed training documents are kept with the Program Director of Grants and Compliance.

In December 2021, the IECC Information Technology Department rolled out a new cybersecurity awareness program. Starting on Friday 12/3/21, all employees received an email from our training system, Knowbe4, containing links to the training system and to an IECC cybersecurity best practices web page. Documentation of completed trainings are kept with the IECC Director of Information and Communications Technology.

Agenda Item #9C

2023-2025 Academic Calendar

Agenda Item #9C

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 15, 2022
RE: Academic Calendar 2023-2025

In preparation for approval of the catalog and for system processing of future terms, a two-year academic calendar must be considered and adopted by the Board of Trustees. The Academic Calendar Committee consisting of Ryan Gower, Andrea McDowell, Alyssa Maglone, Amber Malone, Brent Todd and Rodney Ranes drafted the 2023-2025 calendar for review.

Under current guidelines, the District is to consult with the Illinois Eastern Community College Education Association (IECEA) on the academic calendar. Rodney Ranes and Andrea McDowell met with Association President Rob Mason, the association's representative, and discussed the proposed calendar. The IECC Cabinet reviewed and approved the submitted calendar during the March Cabinet meeting.

I ask the Board's approval of the Academic Calendar for 2023-2025 as proposed.

Academic Calendar

2023-2025

2023 Fall Semester

August.....	10-11	Faculty Workshop
August.....	14-16	Registration, Testing
August.....	17	First Day of Classes
September	4	Colleges Closed. Labor Day
September	18	Constitution Observance Day. Classes in session
October.....	9	Colleges Closed. Columbus Day
October.....	10	No Classes. District Faculty/Staff Professional Development Day
October.....	12	Midterm
November.....	10	Colleges Closed. Veteran's Day Observed
November	22	Last Day to Withdraw from Courses
November.....	23-24	Colleges Closed. Thanksgiving
December	8	Last Day of Classes
December	11-14	Final Exams
December	15	Last Day of Semester.

(Colleges closed December 19, 2023 – January 1, 2024. Winter Break)

2024 Spring Semester

January	2	Colleges Open
January	3	Faculty Workshop
January	4-5	Registration, Testing
January	8	First Day of Classes
January	15	Colleges Closed. Martin Luther King, Jr. Day
February	19	Colleges Closed. President's Day
March	1	Midterm
March	4	No Classes. Casimir Pulaski Holiday
March	5-10	No Classes. Spring Break
March.....	19	Last Day to Withdraw from Courses
March	29	Colleges Closed. Spring Holiday
May	3	Last Day of Classes
May	6-9	Final Exams
May	10	Last Day of Semester/Graduation

2024 Intersession

May	13	First Day of Classes
May	21	Midterm
May	27	Colleges Closed. Memorial Day
May.....	30	Last Day to Withdraw from Courses
May.....	31	Last Day of Intersession

2024 Summer Session

June	3	First Day of Classes
June	19	Colleges Closed. Juneteenth

June	28	Midterm
July	4	Colleges Closed. Independence Day
July	19	Last Day to Withdraw from Courses
July	26	Last Day of Classes
July	29-30	Finals

2024 Fall Semester

August	7-8	Faculty Workshop
August	9,12-14	Registration, Testing
August	15	First Day of Classes
September	2	Colleges Closed. Labor Day
September	17	Constitution Observance Day. Classes in Session
October	9	Midterm
October	14	Colleges Closed. Columbus Day
October	15	No Classes. District Faculty/Staff Professional Development Day
November	11	Colleges Closed. Veteran’s Day
November	22	Last Day to Withdraw from Courses
November	28-29	Colleges Closed. Thanksgiving.
December	6	Last Day of Classes
December	9-12	Finals
December	13	Last Day of Semester

(Colleges Closed December 19, 2024 –January 1, 2025. Winter Break)

2025 Spring Semester

January	2	Colleges Open.
January	2	Faculty Workshop
January	3	Registration, Testing
January	6	First Day of Classes
January	20	Colleges Closed. Martin Luther King, Jr. Day
February	17	Colleges Closed. President’s Day
February	28	Midterm
March	3	No Classes. Casimir Pulaski Holiday Observed
March	4-9	No Classes. Spring Break
April	17	Last Day to Withdraw from Courses
April	18	Colleges Closed. Spring Holiday
May	2	Last Day of Classes
May	5-8	Final Exams
May	9	Last Day of Semester/Graduation

2025 Intersession

May	12	First Day of Classes
May	20	Midterm
May	26	Colleges Closed. Memorial Day
May	29	Last Day to Withdraw from Courses
May	30	Last Day of Intersession

2025 Summer Session

June	2	First Day of Classes
June	19	Colleges Closed. Juneteenth
June	27	Midterm
July	4	Colleges Closed. Independence Day
July	21	Last Day to Withdraw from Courses
July	25	Last Day of Classes
July	28-29	Finals

Agenda Item #9D

FY'2021 Audit

Agenda Item #9D

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: March 15, 2022

RE: FY2021 Audit

Martin Hood LLC has completed the financial statement audit of Illinois Eastern Community Colleges for the year ended June 30, 2021. The audit team spent a total of three weeks on site performing their audit over the financial statements and the federal awards schedule.

The Audit Committee comprised of Trustee John Brooks and Trustee Jan Ridgley met with the Chief Financial Officer and the independent auditors March 9, 2022.

I ask that the Board pass the resolution to accept the audit and have it forwarded to the Illinois Community College Board by March 31, 2022.

RG/akb

Attachment

RESOLUTION OF THE BOARD OF TRUSTEES

ANNUAL AUDIT

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community College District 529,

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board,

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community College District #529, accepts and approves the annual audit of the district as submitted by Martin Hood LLP.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District 529 authorizes the Chief Executive Officer to submit the audit to the Illinois Community College Board.

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Chairman

Date

Secretary

Date

Agenda Item #9E
Annual Financial Report

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 15, 2022
RE: Annual Financial Report

Pursuant to Section 3-22.2 of the Public Community College Act, each district is required to annually publish a financial statement prior to December 31, in a newspaper of general circulation in the district. However, due to delays out of the control of the District, the Community College Board granted extension to March 31, 2022. A copy of this publication must be filed with the ICCB by March 31.

Attached is the Annual Financial Report for IECC that will be published.

Mr. Chairman, I recommend the Board approve the Annual Financial Report for IECC so that it may be published locally and filed with the ICCB on a timely basis.

RG/akb

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

**ANNUAL FINANCIAL REPORT
For the Fiscal Year Ended June 30, 2021**

Community College District No. 529 Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, State of Illinois

Total District Assessed Valuation: \$ 1,761,091,185
Total District Bonded Debt: \$ 6,890,000

Tax Revenues:	<u>Extensions</u>	<u>Rates</u>
Education Fund	\$ 3,081,821	0.00175
Operations and Maintenance Fund	\$ 1,320,782	0.00075
Bond and Interest Fund	\$ 1,773,263	0.00101
Liability, Protection, and Settlement Fund	\$ 1,075,000	0.00061
Audit Fund	\$ 80,000	0.00005
Protection, Health, and Safety	\$ 132,345	0.00008

**STATEMENT OF REVENUE AND EXPENDITURES
For the Fiscal Year Ended 2021**

<u>REVENUE BY SOURCE</u>	<u>Education Fund</u>	<u>Operations & Maintenance Fund</u>	<u>Debt Service Fund</u>	<u>Other Tax Funds</u>
Local Government	\$ 8,431,169	\$ 1,776,227	\$ 2,237,790	\$ 893,429
State Government	13,360,592	-	-	-
Federal Government	4,746,940	581,634	-	-
Student Tuition and Fees	10,366,293	1,036,200	-	-
Other Sources	334,107	370,251	7,831	103,543
TOTAL REVENUE	<u>37,239,101</u>	<u>3,764,312</u>	<u>2,245,621</u>	<u>996,972</u>
 <u>EXPENDITURES BY PROGRAM</u>				
Instruction	10,782,728	1,336	-	-
Academic Support	479,556	-	-	-
Student Services	1,606,889	-	-	-
Public Services	-	-	-	-
Auxiliary Enterprises	10,371	-	-	-
Operation and Maintenance of Plant	48,198	2,813,395	-	-
Institutional Support	8,672,482	952,006	2,188,350	1,418,506
Scholarships, Student Grants, and Waivers	4,827,433	-	-	-
TOTAL EXPENDITURES	<u>26,427,657</u>	<u>3,766,737</u>	<u>2,188,350</u>	<u>1,418,506</u>
OTHER FINANCING USES: Operating Transfers-In / (Out)	<u>(5,201,849)</u>	<u>584,151</u>	<u>-</u>	<u>3,559,100</u>
Excess (or Deficiency) of Revenue over Expenditures and Other Financing Uses	<u>5,609,595</u>	<u>581,726</u>	<u>57,271</u>	<u>3,137,566</u>
FUND BALANCE (Deficit), July 1, 2020	<u>8,975,051</u>	<u>2,949,930</u>	<u>424,214</u>	<u>4,158,184</u>
FUND BALANCE (Deficit), June 30, 2021	<u>\$ 14,584,646</u>	<u>\$ 3,531,656</u>	<u>\$ 481,485</u>	<u>\$ 7,295,750</u>

Illinois Eastern Community Colleges District 529 is a multi-college district and offers a wide variety of educational opportunities. The four colleges, Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College, deliver the offerings below in all or portions of 12 counties.

The District offers degrees in Associate in Arts, Associate in Science, Associate in Science and Arts, Associate in General Studies, Associate Degree Nursing, Certificate in General Studies and Certificates in (8) eight Vocational Skills areas and GECC Credential.

Frontier Community College offers (18) eighteen Certificates in Career and Technical Education and (7) seven Associate in Applied Science degrees.

Lincoln Trail College offers (20) twenty Certificates in Career and Technical Education and (5) five Associate in Applied Science Degrees in Career and Technical Education.

Olney Central College offers (29) twenty-nine Certificates in Career and Technical Education and (14) fourteen Associate in Applied Science Degrees in Career and Technical Education.

Wabash Valley College offers (31) thirty-one Certificates in Career and Technical Education and (14) fourteen Associate in Applied Science Degrees in Career and Technical Education.

Annual Enrollment Data by Semester, including Summer Term:

Headcount: 14,829	Full-time Equivalent: 2,914
Staff Data: Full-time 264	Part-time: 604

All accounts of said Illinois Eastern Community Colleges District No. 529 were audited by Martin Hood LLC, Certified Public Accountants, for the fiscal year July 1, 2020, through June 30, 2021.

Dated at Olney, Illinois, this 15th day of March 2022.

Chairman, Board of Trustees: _____

Gary Carter

Secretary, Board of Trustees: _____

Renee Smith

Treasurer, Board of Trustees: _____

Ryan Hawkins

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. Inquiries regarding compliance with the policy may be directed to:

Equal Opportunity Officers:

- Bonnie Chaplin, IECC District Office, Olney, IL
- Paul Bruinsma, Frontier Community College, Fairfield, IL
- Brent Todd, Lincoln Trail College, Robinson, IL
- Michael Conn, Olney Central College, Olney, IL
- Katie Hinderliter, Wabash Valley College, Mt. Carmel, IL

Agenda Item #9F

Employee Benefit Consulting Broker Selection

MEMORANDUM

TO: Board of Trustees

DATE: March 15, 2022

FROM: Ryan Gower

RE: Employee Benefits Consulting/Broker Selection

To encourage competition and opportunity to do business with the District, a Request for Qualifications (RFQ) was issued to eight (8) insurance brokerage firms seeking statements of qualifications from firms interested in performing professional services for the District. The list of solicited firms was accumulated from recommendations within the Illinois Community College CFO's network and posting notice in the Hometown Register on November 23rd. The qualifications requested from each broker were: 1) Experience, 2) Reliability and Stability, 3) Approach, 4) Renumeration, and 5) References.

The RFQ process contained two steps: 1) Review of all proposals and selection of interview and 2) Interview finalists for recommendation to the Board of Trustees. A committee of Ryan Hawkins, Alex Cline, Andrea McDowell, and Angela Bissey was formed to review proposals. The District received seven (7) responses to the RFQ. From the initial review of proposals, the committee selected four firms for interview level:

- 1) Assured Partners
- 2) Cottingham & Butler
- 3) HUB
- 4) USI

From the interviews conducted, the committee recommends HUB as the District's next employee benefits consultant. All finalists bring quality products, support, knowledge, and access to markets; however, the committee felt HUB set themselves apart through their offerings of wellness initiatives, approach to technology solutions, and the potential to join the Illinois Community College Health Consortium.

I ask the Board's approval to accept the proposal submitted by HUB and to name the firm the broker of record beginning March 16, 2022.

RG/akb

Agenda Item #9G

IECC Standard Affiliation Agreements

- **Crawford County Health Department**
- **Sullivan County Community Hospital**

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 15, 2022
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 organization:

- Crawford County Health Department
- Sullivan County Community Hospital

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

- Crawford County Health Department
- Sullivan County Community Hospital

I ask the Board's approval of this affiliation agreement.

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, 2024 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, 2024 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.

Agenda Item #10

Bid Committee Report

BID COMMITTEE REPORT

March 15, 2022

Olney Central College

1. TRIO Upward Bound Educational Trip 2022

TO: Board of Trustees

FROM: Bid Committee

DATE: March 15, 2022

RE: TRIO Upward Bound Educational Trip 2022

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

The Bid Committee recommends acceptance of the bid received from Brightspark Travel for a total of \$81,000.

Company	Bid
Big Country Tours Hudson, FL	\$84,260
Brightspark Travel Chicago, IL	\$81,000
CE Tours Allen TX	\$87,987.76
Gerber Tours New York, NY	\$86,396
Good News Travel Greenville, SC	\$99,770
QuintTrips Austin, TX	\$103,288.90

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Renee Smith

Department: TRIO Upward Bound.

Source of Funds: 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.

Rationale for Purchase: The proposal from 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 2022

Illinois Eastern Community College District #529

and TRIO Upward Bound

Award #P047A170026, #P047A170027 & #P047A171211

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: Branson, Missouri.

Depart from: Olney Central College, 1091 West Parker Street, Olney, IL 62450 – Tuesday, July 12, 2022.

Return to: Olney Central College, 1091 West Parker Street, Olney, IL 62450 – Friday, July 15, 2022.

Accommodations: Up to 99 students (double occupancy) with two (2) queen beds (students). Up to 11 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:

- Titanic
- Pasghetti’s
- Cavern Tour/White Water Rafting/Table Rock State Park Beach - Hiking
- Ripley’s Believe It or Not
- Tangler Outlet
- Legends in Concert
- Dixie Stampede
- Branson Landing

College visits: Must have 1 – 2 University tours during the course of the trip. College of the Ozarks or Drury University (optional).

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

Lodging: Three nights’ stay in Branson, MO. (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 #P047A170026, #P047A170027 & #P047A171211)

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.

Agenda Item #11

District Finance

A. Financial Report

B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES	
DISTRICT #529	
TREASURER'S REPORT	
February 28, 2022	
FUND	BALANCE
Educational	\$ 12,377,247.75
Operations & Maintenance	2,398,026.23
Operations & Maintenance (Restricted)	2,325,398.14
Bond & Interest	540,732.99
Auxiliary	1,367,297.54
Restricted Purposes	(956,819.96)
Working Cash	968,468.38
Trust & Agency	535,029.12
Audit	22,077.29
Liability, Protection & Settlement	1,144,320.16
TOTAL ALL FUNDS	\$ 20,721,777.64
Respectfully submitted,	
Ryan Hawkins, Treasurer	

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
February 28, 2022

		Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS							
Cash		\$ 12,392,548	\$ 2,398,026	\$ 2,325,398	\$ 540,733	\$ 1,387,798	\$ (956,820)
Investments		-	1,503,096	-	-	5,335,163	-
Accounts Receivable		1,237,712	123,684	-	-	384,673	-
Other Receivables		510,904	-	-	-	-	245,412
Restricted Cash		-	-	4,012,375	-	-	-
Inventory		-	-	-	-	749,825	-
Other Assets		-	-	-	-	-	469,559
Due From Other Funds		-	-	-	-	-	-
	Total Assets	<u>\$ 14,141,164</u>	<u>\$ 4,024,806</u>	<u>\$ 6,337,773</u>	<u>\$ 540,733</u>	<u>\$ 7,857,459</u>	<u>\$ (241,849)</u>
LIABILITIES							
Accounts Payable		\$ 17,089	\$ 80,718	\$ 250,774	\$ -	\$ 6,194	\$ 17,009
Accrued Payroll Liabilities		(35,366)	-	-	-	-	-
Other Accrued Liabilities		87,851	-	36,665	-	72,115	-
Due to Other Funds		-	-	-	-	-	-
	Total Liabilities	<u>69,574</u>	<u>80,718</u>	<u>287,439</u>	<u>-</u>	<u>78,309</u>	<u>17,009</u>
FUND BALANCES							
Non-Spendable		-	-	-	-	749,825	-
Restricted							
	Board Designated	10,484,304	1,060,864	-	-	-	-
	Other Purposes	-	2,883,224	6,050,334	540,733	-	(258,858)
Unassigned		3,587,286	-	-	-	7,029,325	-
	Total Fund Balances	<u>14,071,590</u>	<u>3,944,088</u>	<u>6,050,334</u>	<u>540,733</u>	<u>7,779,150</u>	<u>(258,858)</u>
Total Liabilities and Fund Balances		<u>\$ 14,141,164</u>	<u>\$ 4,024,806</u>	<u>\$ 6,337,773</u>	<u>\$ 540,733</u>	<u>\$ 7,857,459</u>	<u>\$ (241,849)</u>

Illinois Eastern Community Colleges+A37:N70

Balance Sheets - All Funds (Unaudited)

February 28, 2022

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 968,468	\$ 535,029	\$ 22,077	\$ 1,144,320	\$ 20,757,577
Investments	5,401,919	-	-	-	12,240,178
Accounts Receivable	-	-	-	-	1,746,069
Other Receivables	-	71,360	-	-	827,676
Restricted Cash	-	-	-	-	4,012,375
Inventory	-	-	-	-	749,825
Other Assets	-	-	-	-	469,559
Due From Other Funds	-	-	-	-	-
Total Assets	\$ 6,370,387	\$ 606,389	\$ 22,077	\$ 1,144,320	\$ 40,803,259
LIABILITIES					
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ 371,784
Accrued Payroll Liabilities	-	-	-	-	(35,366)
Other Accrued Liabilities	-	174	-	-	196,805
Due to Other Funds	-	-	-	-	-
Total Liabilities	-	174	-	-	533,223
FUND BALANCES					
Non-Spendable	6,325,000				7,074,825
Restricted					-
Board Designated	-	-	-	-	11,545,168
Other Purposes	45,387	-	22,077	1,144,320	10,427,217
Unassigned	-	606,215	-	-	11,222,826
Total Fund Balances	6,370,387	606,215	22,077	1,144,320	40,270,036
Total Liabilities and Fund Balances	\$ 6,370,387	\$ 606,389	\$ 22,077	\$ 1,144,320	\$ 40,803,259

Illinois Eastern Community Colleges
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
For the Period Ended February 28, 2022

		Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES							
Property Taxes	\$	3,030,877	\$ 1,298,988	\$ 110,241	\$ 1,799,340	\$ -	\$ -
Replacement Taxes		319,886	319,886	-	-	-	-
ICCB Grants		8,687,152	-	-	-	-	225,597
Federal Grants		-	-	-	-	-	8,751,539
Tuition & Fees		10,379,244	977,768	-	-	326,878	-
Charges for Services		-	-	-	-	1,850,681	-
Interest		63,463	15,018	36,746	5,060	20,944	(5,921)
Other Revenues		153,876	160,922	16,679	-	76,084	34,555
Total Revenues		22,634,498	2,772,582	163,666	1,804,400	2,274,587	9,005,770
EXPENDITURES							
Payroll		8,672,705	598,131	-	-	1,126,551	1,231,380
Benefits		1,502,990	156,808	-	-	132,804	292,084
Contractual Services		912,921	316,880	110,359	-	240,617	164,534
Supplies		1,342,305	171,731	2,133	-	1,382,964	339,224
Travel		106,901	-	39	-	227,401	61,863
Fixed		25,141	9,812	-	1,745,153	141,638	132,804
Utilities		31,346	702,073	-	-	325	-
Capital Outlay		489,450	197,924	699,138	-	25,175	497,092
Other		88,435	-	-	-	112,853	1,466,262
Scholarships, Student Grants, & Waivers		4,269,877	-	-	-	260,015	5,615,619
Total Expenditures		17,442,071	2,153,359	811,669	1,745,153	3,650,343	9,800,862
Excess (Deficiency) of Revenues Over (Under) Expenditures		5,192,427	619,223	(648,003)	59,247	(1,375,756)	(795,092)
TRANSFERS							
Net Transfers		(1,327,761)	-	-	-	1,327,761	-
Total Transfers		(1,327,761)	-	-	-	1,327,761	-
Net Change in Fund Balance		3,864,666	619,223	(648,003)	59,247	(47,995)	(795,092)
Fund Balance - Beginning		10,206,924	3,324,865	6,698,337	481,486	7,827,145	536,234
Fund Balance - Ending	\$	14,071,590	\$ 3,944,088	\$ 6,050,334	\$ 540,733	\$ 7,779,150	\$ (258,858)

Illinois Eastern Community Colleges							
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)							
For the Period Ended February 28, 2022							
		Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund		Total Funds
REVENUES							
Property Taxes	\$	-	\$ -	\$ 80,427	\$ 1,060,253		\$ 7,380,126
Replacement Taxes		-	-	-	-		639,772
ICCB Grants		-	-	-	-		8,912,749
Federal Grants		-	-	-	-		8,751,539
Tuition & Fees		-	-	-	-		11,683,890
Charges for Services		-	32,531	-	-		1,883,212
Interest		36,690	3,218	81	4,809		180,108
Other Revenues		-	509,195	-	2,815		954,126
Total Revenues		<u>36,690</u>	<u>544,944</u>	<u>80,508</u>	<u>1,067,877</u>		<u>40,385,522</u>
EXPENDITURES							
Payroll		-	-	-	-		11,628,767
Benefits		-	-	-	103,063		2,187,749
Contractual Services		-	7,633	46,400	106,889		1,906,233
Supplies		-	4,089	-	-		3,242,446
Travel		-	1,380	-	-		397,584
Fixed		-	-	-	323,051		2,377,599
Utilities		-	-	-	-		733,744
Capital Outlay		-	-	-	-		1,908,779
Other		-	-	-	-		1,667,550
Scholarships, Student Grants, & Waivers		-	379,973	-	-		-
Total Expenditures		<u>-</u>	<u>393,075</u>	<u>46,400</u>	<u>533,003</u>		<u>36,575,935</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures		<u>36,690</u>	<u>151,869</u>	<u>34,108</u>	<u>534,874</u>		<u>3,809,587</u>
TRANSFERS							
Net Transfers		-	-	-	-		-
Total Transfers		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
Net Change in Fund Balance		<u>36,690</u>	<u>151,869</u>	<u>34,108</u>	<u>534,874</u>		<u>3,809,587</u>
Fund Balance - Beginning		6,333,698	454,346	(12,031)	609,446		36,460,450
Fund Balance - Ending	\$	<u>6,370,388</u>	<u>\$ 606,215</u>	<u>\$ 22,077</u>	<u>\$ 1,144,320</u>		<u>\$ 40,270,037</u>

ILLINOIS EASTERN COMMUNITY COLLEGES			
Comparative Combined Balance Sheets - All Funds			
February 28, 2022			
ALL FUNDS			
		Fiscal	Fiscal
		Year	Year
		2022	2021
ASSETS:			
CASH		\$ 20,721,778	\$ 18,957,196
IMPREST FUND		21,300	21,300
CHECK CLEARING		14,500	14,500
CDB PROJECT TRUST		4,012,375	3,782,770
INVESTMENTS		12,240,178	12,234,923
RECEIVABLES		2,573,745	2,627,961
ACCRUED REVENUE		-	-
INVENTORY		749,825	587,885
OTHER ASSETS		469,559	480,642
FIXED ASSETS (Net of Depr)		17,593,343	16,941,677
TOTAL ASSETS AND OTHER DEBITS:		\$ 58,396,603	\$ 55,648,854
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE		\$ -	\$ -
ACCOUNTS PAYABLE		376,290	333,547
DEFERRED REVENUE		108,487	128,752
L-T DEBT GROUP (FUND 9)		6,181,062	7,742,985
OPEB (Prior Year Restated for GASB 75 Implementation)		15,176,595	15,855,669
TOTAL LIABILITIES:		21,842,434	24,060,953
FUND BALANCES:			
FUND BALANCE		31,443,775	31,482,226
INVESTMENT IN PLANT (Net of Depr)		17,593,343	16,941,677
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)		(21,357,657)	(23,598,654)
RESERVE FOR ENCUMBRANCES		8,874,708	6,762,652
TOTAL EQUITY AND OTHER CREDITS		36,554,169	31,587,901
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS		\$ 58,396,603	\$ 55,648,854

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2020-2022**

College	Category	FISCAL YEAR 2020			FISCAL YEAR 2021			FISCAL YEAR 2022			
		Budget	Spent Thru February	% of Budget	Budget	Spent Thru February	% of Budget	Budget	Spent Thru February	% of Budget	% of Year
Frontier	Bills		\$ 545,809			\$ 413,062			\$ 401,447		
	Payroll		1,326,510			1,176,915			1,174,593		
	Waivers		688,827			629,375			597,356		
	Totals	\$ 4,370,599	2,561,146	59%	\$ 3,899,789	2,219,352	57%	\$ 3,688,586	2,173,396	59%	67%
Lincoln Trail	Bills		746,893			\$ 974,297			\$ 783,711		
	Payroll		1,414,535			1,421,347			1,444,214		
	Waivers		840,830			920,497			756,992		
	Totals	\$ 5,365,117	3,002,258	56%	\$ 4,943,901	3,316,141	67%	\$ 4,977,953	2,984,917	60%	67%
Olney Central	Bills		1,104,852			\$ 907,624			\$ 992,212		
	Payroll		2,860,631			2,633,947			2,619,069		
	Waivers		734,479			715,968			611,126		
	Totals	\$ 7,669,580	4,699,962	61%	\$ 7,047,772	4,257,539	60%	\$ 7,367,058	4,222,407	57%	67%
Wabash Valley	Bills		998,953			\$ 778,121			\$ 805,708		
	Payroll		1,899,433			1,828,798			1,887,641		
	Waivers		1,434,861			1,186,432			1,163,401		
	Totals	\$ 6,449,215	4,333,247	67%	\$ 5,988,433	3,793,351	63%	\$ 5,775,220	3,856,750	67%	67%
Workforce Educ.	Bills		166,565			\$ 120,761			\$ 151,495		
	Payroll		652,243			497,279			461,049		
	Waivers		1,704,070			750,011			988,227		
	Totals	\$ 4,396,670	2,522,878	57%	\$ 3,349,386	1,368,051	41%	\$ 3,378,641	1,600,771	47%	67%
District Office	Bills		210,938			\$ 186,593			\$ 360,353		
	Payroll		695,552			632,808			836,425		
	Waivers		-			-			-		
	Totals	\$ 1,551,484	906,490	58%	\$ 1,410,117	819,401	58%	\$ 1,991,105	1,196,778	60%	67%
District Wide	Bills		1,567,422			\$ 1,223,713			\$ 2,558,727		
	Payroll		589,283			506,808			803,920		
	Waivers		191,119			137,914			152,775		
	Totals	\$ 3,107,121	2,347,824	76%	\$ 3,576,315	1,868,435	52%	\$ 7,148,722	3,515,422	49%	67%
GRAND TOTALS		\$32,909,786	\$ 20,373,805	62%	\$ 30,215,713	\$ 17,642,270	58%	\$34,327,285	\$ 19,550,441	57%	67%

ILLINOIS EASTERN COMMUNITY COLLEGES

Operating Funds Expense Report

February 28, 2022

	FY 2022		FY 2021		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Salaries	\$ 9,226,911	47.20%	8,697,902	49.30%	\$ 529,009
Employee Benefits	1,659,798	8.49%	1,559,363	8.84%	100,435	6.441%
Contractual Services	1,229,801	6.29%	768,970	4.36%	460,831	59.928%
Materials	1,513,510	7.74%	860,165	4.88%	653,345	75.956%
Travel & Staff Development	106,901	0.55%	48,185	0.27%	58,716	121.855%
Fixed Charges	34,953	0.18%	127,996	0.73%	(93,043)	-72.692%
Utilities	733,418	3.75%	674,998	3.83%	58,420	8.655%
Capital Outlay	686,837	3.51%	440,904	2.50%	245,933	55.779%
Other	4,358,312	22.29%	4,463,787	25.30%	(105,475)	-2.363%
	<u>\$ 19,550,441</u>	<u>100.00%</u>	<u>\$ 17,642,270</u>	<u>100.00%</u>	<u>\$ 1,908,171</u>	<u>10.816%</u>

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

	Funding Source	Estimated Budget									
Student Center - WVC	CDB	\$4,029,400	=====								
Temp Building Replacement - LTC	CDB	\$1,495,500	=====								
Center for Technology - LTC	CDB	\$11,160,000	=====								
Applied Arts Building Roof - WVC	CDB	\$295,000	=====								
Applied Technology Center - OCC	CDB	\$3,076,400	=====								
Power Hub - WVC	CDB	\$300,000	=====								
Parking Lot Resurfacing	CDB	\$918,392	=====								
LTC - Performing Arts Building	Local	\$853,800	=====								
DW - HVAC Replacements	PHS	\$1,786,230	=====								
WVC - Pool Infill	PHS	\$285,500	=====								
WVC - Pool Infill Phase 2	PHS	\$232,200	=====								
FCC - Mason Hall Classroom Remodel	Title III	\$239,900	=====								
LTC - Crawford County Recreational Center	Local	\$3,733,000	=====								
GRAND TOTAL		\$28,405,322		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

A. Written Executive Session Minutes

B. Audio Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: March 15, 2022
RE: Personnel Report

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

INDEX

- 400.1. Employment of Personnel**
- 400.2. Approval of Proposed Non-College Employment**
- 400.3. Resignation Ratifications**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Kenneth Pryor, Jr., Information Systems Technician, LTC, effective March 21, 2022.

400.2. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Jasmyne Lewis	Southern Illinois University Carbondale, IL	22

400.3. Resignation Ratifications

A. Faculty

1. Chelsea Gemeinhardt, Chemistry Instructor, WVC, effective August 1, 2022.

B. Professional, Non-Faculty, Exempt

1. Casey Wyllie, Head Men's Basketball Coach, OCC, effective March 22, 2022.

C. Professional, Non-Faculty, Non-Exempt

1. Holden August, Coordinator of Public Information & Marketing, FCC, effective March 18, 2022.

D. Classified

1. Shayla Miller, Office Assistant, FCC, effective March 18, 2022.
2. Zachary Wingert, Covid Site Facilitator, DO, effective March 7, 2022.

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment