

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

October 20, 2020



Location:

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

<https://zoom.us/j/93628053192>

Meeting ID: 936 2805 3192

Call in number: 1 312 626 6799

**Dinner – 6:00 p.m. – Bob Boyles Hall
Meeting – 7:00 p.m. – Bob Boyles 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**

October 20, 2020

7:00 p.m.

Frontier Community College

Bob Boyles Hall

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes Chancellor Gower
3. Recognition of Visitors and GuestsGower
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval)Gower
 - A. Policy 500.11 Family Educational Rights and Privacy (FERPA)
7. Policy Second ReadingGower
 - A. None
8. Staff Recommendations for Approval
 - A. Resolution providing for the issue of Taxable General Obligation Community College Bonds, Series 2020D, of the District, for the purpose of paying claims against the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereofGower
 - B. Biennial Review Report/Drug Free SchoolsGower
 - C. 2021 RAMP SubmissionGower
 - D. Online Tuition and Tuition Payment Plans PartnerGower
 - E. Audit Request for ProposalsGower
 - F. Rebuild Illinois CDB ProjectGower
 - G. Carle/RMH Facility Use AgreementGower
 - H. Ruffalo Noel Levitz ContractGower

9. Bid Committee Report.....Gower
OCC Nursing Phantom Manikin
10. District Finance
A. Financial Report Hawkins
B. Approval of Financial Obligations Hawkins
11. Chancellor’s Report.....Gower
12. Executive Session.....Gower
13. Approval of Executive Session MinutesGower
None.
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 David L. Hart Building, Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, September 15, 2020.

AGENDA #1 – “Call to Order & Roll Call” – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Secretary 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 (via Zoom), Gary Carter, Brenda K. Culver, G. Andrew Fischer, Alan Henager, Jan Ridgely, Barbara Shimer (via Zoom). Also present was Sutton Dunn, 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: Trustees John D. Brooks and Barbara Shimer joined the entire meeting by 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
Roger Eddy, Appointee Interim President of Lincoln Trail College. (via Zoom)
Matt Fowler, President of Wabash Valley College.
Rodney Ranes, President of Olney Central College.
Alex Cline, Director of Information & Communications Technology (via Zoom).
Ryan Hawkins, Chief Financial Officer/Treasurer.
Andrea McDowell, Director of Human Resources.
Mike Thomas, Dean of Workforce Education (via Zoom).
Renee Smith, Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, August 18, 2020 were presented for disposition.

Board Action to Approve Minutes: Trustee Al Henager made a motion to approve minutes of the August 18, 2020 meeting as prepared. 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, and the Chair declared the “Ayes” have it and the motion carried.

AGENDA #3 – “Conduct a Public Hearing for the Issuance of Funding Bonds for the Purpose of Paying Claims against the District” – The Chairman announced that the next agenda item for the Board of Trustees was a public hearing to recess its regular meeting and convene a Bond Issuance Notification Hearing, and the motion would request that the Board reconvene immediately following the hearing into regular session.

A. Motion to Convene Bond Issuance Notification Hearing: Trustee Brenda made a motion that the Board recess its regular meeting for the purpose of conducting a public hearing concerning the intent of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, to sell \$2,500,000 Community College Funding Bonds, for the community college purposes of paying claims against the District, and that the Board reconvene into regular session immediately following the conclusion of the hearing. Student Trustee Sutton Dunn 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 motion carried.

B. Hearing on the Bond Issuance Notification: The Chairman declared that the Board is now in a hearing of the Bond Issuance Notification and directed the Secretary to call the roll for Board attendance. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present: John Brooks (via Zoom), Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer (via Zoom). Also present was Sutton Dunn, student trustees. Trustees absent: None. The Chair declared that a quorum was present, and the bond issuance notification hearing was open.

C. Public Oral Testimony: The Chairman asked if any member of the public wished to provide oral testimony on the issuance of bonds by the District. There was no oral testimony presented.

D. Public Written Testimony: The Chairman asked if any member of the public wished to provide written testimony on the issuance of bonds by the District. There was no written testimony presented.

E. Public Hearing Adjourned: The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral or written testimony with respect to the issuance of bonds by the District and asked for a motion to adjourn the hearing. Trustee Brenda Culver made a motion that the public hearing be adjourned. Student Trustee Sutton Dunn seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, 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 and that the bond issuance hearing was adjourned and the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

AGENDA #4 – “Budget Hearing” – The Chairman announced that the next agenda item for the Board of Trustees was a public hearing to receive comments on the fiscal year 2021 budget. The Chair asked for a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Trustee Brenda Culver made a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken, and the Chair declared the “Ayes” have it and the motion carried.

A. Motion to Convene Budget Hearing: Trustee Brenda Culver made the following motion: “I move that Illinois Eastern Community College District 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a budget hearing on this 15th day of September, 2020. The purpose of the budget hearing is to receive public comments on the FY2021 Budget of the District.” Student Trustee Sutton Dunn seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken, and the Chair declared the “Ayes” have it and the motion carried.

B. Hearing on FY2020 Budget: The Chairman declared that the Board is now in a hearing on the FY2021 budget and directed the Secretary to call the roll for Board attendance. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present: John Brooks (via Zoom), Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer (via Zoom). Also present was Sutton Dunn, student trustee. Trustees absent: None. The Chair declared that a quorum was present and the budget hearing was open.

C. Public Oral Testimony: The Chairman asked if any member of the public wished to provide oral testimony on the FY2021 budget. There was no oral testimony presented.

D. Public Written Testimony: The Chairman asked if any member of the public wished to provide written testimony on the FY2021 budget. There was no written testimony presented.

E. Public Hearing Adjourned: The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral or written testimony with respect to the FY2021 community college district budget and asked for a motion to adjourn the hearing. Trustee Brenda Culver made a motion that the public hearing be adjourned. Student Trustee Sutton Dunn seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, 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 and that the budget hearing was adjourned, and the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

AGENDA #5 – “Recognition of Visitors & Guests” –

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

#5-B. IECEA Representative: None.

AGENDA #6 – “Public Comment” – None

AGENDA #7 – “Reports” –

#7-A. Report from Trustees: Board Secretary Renee Smith reported on an Illinois Community College Trustees Association (ICCTA) training she recently attended for local election officials on the topic of elections held during a pandemic. She reported the training topics covered were relevant and beneficial.

#7-B. Report from Presidents: Reports were presented from each of the colleges.

#7-C. Report from Cabinet: Alex Cline provided an update on the redesign of the District’s website.

#7-D. Report from Chancellor: Ryan Gower reviewed the update of current issues facing the District that he previously provided by email to the Trustees. Chancellor Gower then introduced Rob Baird of Ruffalo Noel Levitz (RNL). Mr. Baird joined the Board meeting by electronic means (Zoom). Mr. Baird provided an analysis of IECC employee interviews recently conducted virtually by RNL. The purpose of the interviews was to evaluate current practices in order to recommend actions that IECC can take to promote the colleges and to build enrollment.

AGENDA #8 – “Policy First Readings (and Possible Approval)” –

#8-A. Policy 500.30 Withdrawal Policy: Changes made to Business Procedure 300.1 in the August 2020 meeting of the Board of Trustees prompted a review of Policy 500.30 Withdrawal Policy. Those changes include redirection to the IECC Student Code of Conduct instead of Academic Integrity Policy 500.25. Policy 500.25 was eliminated in 2019 and removal of language that reflects the past practice of “drop for non-payment” during the academic term.

Changes include those that redirect to the District’s Student Military Policy (500.21) that permits withdrawal from courses after college deadlines for students who enlist or are called to active duty. The Chancellor recommended changes to the Withdrawal Policy.

STUDENT – 500

Withdrawal Policy (Policy 500.30)

Date Adopted: January 19, 2016

Revised: June 20, 2017

Revised: April 17, 2018

Revised: September 15, 2020 (Pending Board Approval)

Students may add, drop, or withdraw from courses during specifically set forth days as established by Illinois Eastern Community Colleges (IECC).

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 ~~the Academic Integrity Policy (500.25)~~ 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);
- ~~Failure to pay tuition and fees by established due date;~~
- 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.

Board Action: Trustee Brenda Culver made a motion to approve revisions to Policy 500.30 Withdrawal Policy and waive second reading as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, 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 #9 – “Policy Second Readings” – None.

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

#10-A. IECC Fact Book – Ryan Gower reviewed the IECC 2020 Fact Book containing basic information about the community college district. This is the 15th annual Fact Book. 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 time period covered, in most cases, is FY20 which is from July 1, 2019 to June 30, 2020. The Chancellor recommended approval of the IECC 2020 Fact Book.

Board Action: Trustee Brenda Culver made a motion to approve the IECC 2020 Fact Book as recommended. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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. Grading Section in IECC Catalog – The catalog is a contract between the IECC District and the student. The Chancellor recommended the Board’s approval of the below changes to the Grading section in the IECC Catalog page 23. Upon approval, these changes would become effective immediately.

GRADING

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from *A* to *F*. In the event of extenuating circumstances, students may request an incomplete grade (*I*). Students must initiate this process and have faculty approval. Incomplete grades for regular sixteen-week courses should be completed by the fourth ~~twenty-eight~~ week of the next term after the end of the term or the incomplete grade will be changed to an *F*. Incomplete grades given for courses outside the regular sixteen-week schedule must be finished within four weeks from the end date of the course or the incomplete grade will be changed to an *F*.

Board Action: Trustee Brenda Culver made a motion to approve the changes to the grading section on page 23 of the IECC Catalog. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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 Return to Play Plan – The IECC Return to Play Plan provides specific guidelines for the District’s athletic programs for Fall 2020 and Spring 2021. The District’s Return to Play document follows the provisions of the NJCAA updated plan of action, the 2020-2021 NJCAA sports procedures, and closely follows the Return to Play Plans adopted by the Mid-West Athletic Conference (MWAC) and Region 24. The Chancellor recommended acceptance of the IECC Return to Play Plan as presented.

Board Action: Trustee Brenda Culver made a motion to accept the Return to Play Plan as recommended. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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 – FY2021 Budget – The community college district budget for fiscal year 2021 was reviewed. The Chancellor recommended adoption of the following resolution approving the FY2021 budget.

For Fiscal Year 2021, the Operating expenditures of the budget compared to Fiscal Year 2020 are as follows:

	<u>FY21</u>	<u>FY20</u>
Education Fund	\$26,462,914	\$29,179,620

Operations & Maintenance Fund	\$ <u>3,752,799</u>	\$ <u>3,757,866</u>
Total Operating Funds	\$30,215,713	\$32,937,486

The District has complied with all the notice and budget hearing requirements for the Fiscal Year 2021 Budget.

COMMUNITY COLLEGE DISTRICT BUDGET

STATE OF ILLINOIS

For Fiscal Year 2021

Budget of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

WHEREAS the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 15th day of September 2020, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with

NOW, THEREFORE, be it Resolved by the Board of Trustees of said district as follows:

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2020 and ending June 30, 2021.

Section 2. That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said Fiscal Year.

FISCAL YEAR 2021 BUDGET

SUMMARY STATEMENT OF OPERATING FUNDS

REVENUES AND EXPENDITURES

EDUCATION FUND

Revenue	\$27,775,361
Expense	(26,462,914)
Transfer – Out	(1,827,749)
Excess (Deficiency)	(515,302)
Transfer – In	155,000
Cash Balance – Beg. of Year	6,815,230

Cash Balance – End of Year	6,454,928
OPERATIONS & MAINTENANCE FUND	
Revenue	\$2,690,000
Expense	(3,752,799)
Transfer – Out	0
Excess (Deficiency)	(1,062,799)
Transfer – In	650,000
Cash Balance – Beg. of Year	1,668,351
Cash Balance – End of Year	1,255,552
TOTAL OPERATING FUNDS	
Revenue	\$30,465,361
Expense	(30,215,713)
Transfer – Out	(1,827,749)
Excess (Deficiency)	(1,578,101)
Transfer – In	805,000
Cash Balance – Beg. of Year	8,483,581
Cash Balance – End of Year	7,710,480

The official budget, which is accurately summarized in this document, was approved by the Board of Trustees on September 15, 2020.

Board Action: Trustee Al Henager made a motion to adopt the budget for Illinois Eastern Community College District No. 529 for the fiscal year beginning July 1, 2020 as recommended. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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. Health and Dental Insurance - Calendar Year 2021: Ryan Hawkins reviewed information on employee health and dental insurance coverage. The current IECC Marketplace makes available four different health insurance options including a \$250 deductible plan, a \$1,500 deductible plan, a \$2,650 deductible plan, and a \$6,000 deductible plan.

The District will contribute \$780.07 per month for health benefits and \$30.96 per month for dental benefits. The calendar year 2021 premiums represent a flat renewal rate for health insurance and for dental insurance.

In addition to health and dental insurance, employees will continue to have the option to purchase identity theft protection services, vision, critical illness, accident, term life, and long term disability insurance at their own expense.

By choosing one of the Qualified High Deductible Plans (\$1,500, \$2,650, or \$6,000 deductible) the employee will qualify for a Health Savings Account (HSA). The District will continue to offer the Medical Reimbursement Plan (MRP) for eligible employees that waive coverage through the group health plan. The Chancellor recommended approval of the plans and premiums as negotiated with Blue Cross Blue Shield to be offered under the IECC Marketplace.

Board Action: Trustee Gary Carter made a motion to approve the Health and Dental Insurance plans as recommended for Calendar Year 2021. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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. Health Savings Accounts, Calendar Year 2021: Since February of 2010 the Board has approved the offering of a Qualified High Deductible Health Plan. The Board also implemented a plan allowing Health Savings Accounts (HSA) that enabled qualified employees to set aside money in pre-tax dollars. The Chancellor recommended that the Board make a \$1,000 contribution for Calendar Year 2021 to each qualified employee's HSA. A qualified employee being all bargaining unit faculty employees and all non-bargaining unit employees working at least 40 hours of service per week as defined in Business Procedure 300.1 for Employee Benefits.

Board Action: Trustee Al Henager made a motion to approve a \$1,000 contribution for Calendar Year 2021 to each qualified employee's Health Savings Account. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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-G. Resolution Declaring the Intention to Issue Funding Bonds for the Purpose of Paying Claims Against the District: The Board of Trustees issued General Obligation Bonds on September 15, 2020, to meet the financial obligations of the District. These bonds will be used for community college purposes to defray the ordinary and necessary cost of operating the District.

The District is obligated to repay these bonds out of future revenues, the District can now sell Funding Bonds to pay off this debt. The District has historically levied 15 cents per hundred dollars of EAV for bond principal and interest and these bonds would be paid within the existing historic rate. The Funding Bonds repayment schedule would wrap around the repayment schedule for the District's currently outstanding, but expiring bonds. The first payment for the Funding Bonds will be in 2021 and the bonds are anticipated to be paid off in December of 2023.

These bonds would be issued subject to a petition period. If a petition signed by sufficient electors of the District asking that the issuance of the Bonds be submitted to referendum, an election on the issuance of these bonds would be held on the 6th day of April 2021. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue the Bonds. The actual issuance of the bonds would occur at the October Board meeting.

The Chancellor recommended that the Board approve a motion of intent to issue Funding Bonds in the amount not to exceed \$2,500,000.

Board Action: Trustee Brenda Culver made a motion to approve the intention to issue Funding Bonds in the amount not to exceed \$2,500,000.00 as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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-H. Affiliation Agreements: The Chancellor recommended approval of the following affiliation agreements as listed in full in the Board Agenda. Affiliation agreements presented for approval were between IECC and Richland Nursing and Rehab located in Olney, Illinois and with Hamilton Memorial Rehab and Health in McLeansboro, Illinois, for the Nursing Programs located at Olney Central College. IECC wishes to enter into an affiliation agreement with Edwards County Ambulance Service located in Albion, Illinois for Emergency Response Training at Frontier Community College. IECC wishes to enter into an affiliation agreement with SIUE Pathology Program located in Edwardsville, Illinois for Nursing students within the IECC District.

Board Action: Trustee Brenda Culver made a motion to approve the four affiliation agreements as presented. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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-I. Wabash Valley College Cafeteria Lease: The Chancellor recommended approval of the following lease between IECC and MRM3. This lease with MRM3 is for use of the cafeteria at Wabash Valley College and includes approximately 3,500 square feet of the David L. Hart Building. The lessee agrees to provide at minimum breakfast and lunch on the days when Wabash Valley College is open. The proposed lease period would be September 21, 2020 through June 30, 2021 at a monthly rent of \$500.

LEASE AGREEMENT
BETWEEN
MRM3 LLC
AND
ILLINOIS EASTERN COMMUNITY COLLEGES

1. The Lease Agreement entered into this 15th day of September, 2020 between the Illinois Eastern Community Colleges whose address is 233 East Chestnut, Olney, Illinois 62450 hereinafter called the LESSOR and MRM3 LLC, whose address is 8836 Shore Drive, Newburgh, Indiana 47630 hereinafter called the LESSEE, to use and occupy the property herein described under the terms and subject to the conditions set forth herein.

2. The LESSOR hereby leases to the LESSEE the following premises: The Cafeteria portion of the David L. Hart Building of Wabash Valley College, 2200 College Drive, Mt. Carmel, IL 62863 (approximately 3,500 sq. ft.), to be used exclusively as food services facilities.
3. To have and to hold the premises with the appurtenances, including without limitation all cafeteria equipment presently located on the premises, under the following terms: commencing September 21, 2020 through June 30, 2021 and may be terminated by either party giving the other ninety (90) days written notice.
4. The LESSEE shall have the right to use, with the obligation to maintain, the LESSOR's Point of Sale equipment. Maintenance and support of equipment is provided as is with no warranty. Lessee will be responsible for establishing appropriate Merchant Identification numbers for processing debit and credit transactions.
5. The LESSEE shall pay the LESSOR an amount not to exceed Five Hundred (\$500.00) monthly. The rent shall be due and paid by the 5th day of each month. Rents for part of a month will be prorated accordingly. Any prorated rent for the first month will be forwarded to the LESSOR upon the completion, execution and signature of this lease by both parties.
6. The LESSEE shall operate at minimum the cafeteria for breakfast and lunch on the days in which Wabash Valley College is open.
7. The LESSOR shall reimburse the LESSEE for all costs incurred by the LESSEE for the LESSOR's student meal plans. The LESSEE is responsible for all sales and applicable taxes.
8. The LESSOR shall provide the following utilities on the lease premises during the term of this lease, to include heat and air conditioning, water, telephone, wireless internet, sewage service, trash removal, janitorial service and electricity.
9. The LESSEE shall have the right to install and maintain such signs as are necessary for the identification of its place of business, as approved by the LESSOR.
10. The LESSEE has inspected and knows the condition of the leased premises and agrees to accept same "as is". It is further understood that the premises are hereby leased to the LESSEE without obligation on the part of the LESSOR to make any additions, alteration or improvements thereto.
11. The LESSEE shall not make any additions, alterations, improvements or repairs to the premises without written consent of the LESSOR in each and every instance.
12. The LESSEE shall under the terms of this Lease Agreement ensure that the area leased is kept clean and orderly for the premises and the appurtenances occupied.
13. The LESSEE shall procure and maintain in force during the term of this agreement, and any extension thereof, at LESSEE's expense, public liability insurance in an amount of at least Three Hundred Thousand Dollars (\$300,000.00) and agrees to furnish to the LESSOR, prior to occupying the premises, a certificate of insurance naming the LESSOR an insured party, to protect against liability for damage claims through public use of or arising out of accidents occurring in and around the premises and building when said premises and building are being used.
14. Workmen's Compensation Insurance shall be maintained by LESSOR.
15. The LESSEE shall not assign this Lease Agreement or sublet the premises without the prior written consent of the LESSOR.
16. This Lease Agreement may be terminated by either party giving the other ninety (90) days written notice.

Board Action: Trustee Al Henager made a motion to approve the lease between IECC and MRM3 for the WVC cafeteria. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: Gary Carter. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

AGENDA #11 - "Bid Committee Report" – Chancellor Ryan Gower reviewed the following Bid Committee report and recommended it be approved as presented.

TO: Board of Trustees
FROM: Bid Committee
DATE: September 15, 2020
RE: Lincoln Trail College Performing Arts Building

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

The Bid Committee recommends acceptance of the bid received from L. J. Swingler & Sons, Inc. for a total of \$853,800.

Company	Total Bid
Grunloh Building, Inc. Effingham, IL	\$923,475
Grunloh Construction, Inc. Effingham, IL	\$1,024,000
Heritage Builders Effingham, IL	\$907,797
L. J. Swingler & Sons, Inc. Teutopolis, IL	\$853,800
Wolfe Construction Company of Vincennes, Inc. Vincennes, IN	\$1,051,000

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Renee Smith

Department: Lincoln Trail College – Performing Arts.

Source of Funds: Gladys Jones Estate and Lincoln Trail College Foundation.

Rationale for Purchase: The proposal from L. J. Swingler & Sons, Inc. was the lowest responsible bidder in conformity with the bid specifications.

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

REQUEST FOR PROPOSAL
ILLINOIS EASTERN COMMUNITY COLLEGES

LINCOLN TRAIL COLLEGE WILL RECEIVE SEALED BIDS FOR MATERIAL AND LABOR REQUIRED FOR: **THE PERFORMING ARTS BUILDING**, ROBINSON, ILLINOIS ACCORDING TO DRAWINGS AND SPECIFICATIONS AS PREPARED BY **WALK ARCHITECTURE, LLC**, EFFINGHAM, ILLINOIS UNTIL SEPTEMBER 8, 2020 AT 10:00 A.M. AT IECC DISTRICT OFFICE, OLNEY, ILLINOIS AT WHICH TIME AND PLACE ALL BIDS WILL BE PUBLICLY OPENED AND READ.

PRE-BID CONFERENCE

A pre-bid conference for Prime Bidders will be held at 10:00 a.m. local time on August 25, 2020 beginning at the Lincoln Trail College Student Center visitor's parking lot.

METHOD OF BIDDING

Lump sum bids will be received for the following: Contract No. 1: Complete construction.

BID SECURITY

A Bid Bond or Certified Check made payable to the Owner in the amount of five percent (5%) of the bid shall be submitted with each bid as guarantee that the bid will not be withdrawn within thirty (30) days after the date of opening of bids, and that the successful bidder will enter into a Contract for the work awarded him.

The successful bidder will be required to furnish a satisfactory Performance Bond and a Labor and Material Payment Bond for the full amount of the bid accepted.

PREVAILING WAGE RATES

Contractors and Subcontractors shall be required to comply with the Prevailing Wage Rates as determined by the Illinois Department of Labor and adopted by the County. The contractor of award will be required to submit monthly Certified Payroll Records for the entire project.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

PROPOSAL REJECTION AND IRREGULARITIES

The right is reserved by the Owner to reject any or all bids or waive any informality in any bid and to accept any bid considered advantageous to the Owner.

BID DOCUMENTS

Copies of the Drawings and Specifications may be obtained by Prime Contractors from Walk Architecture, LLC, phone: 217.821.3276, 17125 East 2000th Avenue, Effingham, Illinois by depositing \$50.00 for each set up to two (2) sets. Actual Bidders will be refunded their deposit for the first two sets. Subcontractors (Contractors not bidding direct to Owner) and Material Suppliers will be charged \$25.00 (Non-Refundable) for each set.

EQUAL OPPORTUNITY EMPLOYER

Illinois Eastern Community College District 529 is an Equal Opportunity Employer.

Board Action: Trustee John Brooks made a motion to approve the Bid Committee Report recommendations as presented. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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 August 31, 2020.

#12-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for September 2020, totaling \$1,316,647.14, 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 September 2020, in the amounts listed, and payments from the revolving fund for August 2020. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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 did not hold an executive session at 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 went into Executive Session under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district during the regular meeting held on August 18, 2020. Separate minutes have been prepared for this closed meeting. It was recommended that the written minutes of the August 18, 2020 executive session meeting be approved and remain closed.

#14-B. Audio Recording of Executive Session: It was recommended that the recorded audio minutes of a closed session meeting held on August 18, 2020 be approved and remain closed.

Board Action: Trustee Brenda Culver made a motion to approve the written and audio minutes of a closed session meeting held on August 18, 2020 and that those minutes remain closed to the public at this time. Trustee Al Henager seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

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. Classified

1. Diana Dietrich, Bookkeeper, DO, effective September 28, 2020.

400.2. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Calendar Year</u>
Lisa Hoipkemier	Daviess Community Hospital Washington, IN	36

400.3. Academic Year 2020-2021 Educational Level Change

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Sarah Bergbower	M+12	M+24	\$1,000

400.4. Memorandum of Agreement with IEA/NEA and Bargaining Unit Faculty

1. Academic Year 20-21 Office Hours

MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District No. 529 (“Board”) and the Illinois Eastern Colleges Education Association, IEA-NEA (“Association”). The Board and the Association hereby agree as follows:

1. In response to the ongoing COVID-19 pandemic, the Board and Association agree to amend Section 2.10 Office Hours to read as follows:

Section 2.10 Office Hours. Each full-time faculty member shall maintain regular, posted office hours adequate to meet the needs of students. Hours by appointment shall be arranged by the faculty member for students whose schedule or individual needs do not allow use of posted hours. At least five (5) posted office hours per week shall be maintained by each faculty member. In response to the ongoing COVID-19 pandemic, faculty may fulfill all or any percentage of their office hours using an online or face-to-face approach. Faculty who elect to hold online office hours agree to arrange for timely face-to-face meetings for students who request face-to-face meetings. Face-to-face meetings with students are included within the required five (5) hours of office hours. Face-to-face meetings should be conducted where social distancing can be achieved. Personal protective equipment (PPE) should

be worn at the meetings in accordance with the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH).

2. This Agreement is non-precedential in all aspects. The Board and Association agree that this Memorandum of Agreement shall expire at the end of the Spring 2021 academic term or when the Governor issues an executive order advancing our regions to phase 5 of the Restore Illinois plan. This Agreement cannot be cited by faculty members in the future.

400.5. Resignation Ratification

A. Professional Non-Faculty, Exempt

1. Jennifer Stroughmatt, Retention Coordinator, WVC, effective September 13, 2020.

400.6. Retirement Ratifications

A. Administrative

1. Julie Higginbotham, Assistant Dean of Student Services, LTC, effective January 1, 2021.
2. Jeanette Wiles, Assistant Dean of Student Services, FCC, effective January 1, 2021.

Board Action to Approve Personnel Report: Trustee Al Henager made a motion to approve the foregoing Personnel Report as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, 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” –

#16-A. Memorandum of Agreement with IEA/NEA Academic Year 2020-2021 Office Hours:

The agreement was approved by the Board under Agenda Item #15 – Personnel Report.

AGENDA #17 – “Litigation” – None.

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” - Trustee Gary Carter made a motion to adjourn. Student Trustee Sutton Dunn 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 8:43 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

**Reports
Trustees
Presidents
Cabinet**

Agenda Item #6

Policy First Reading (and Possible Approval)

Policy 500.11 Family Educational Rights and Privacy (FERPA)

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: October 20, 2020
RE: Policy 500.11 Family Educational Rights and Privacy

The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older who have not filed any FERPA restrictions.

Policy 500.11 details IECC's treatment of student records and information as well as the rights of students. Policy 500.11 has been updated to make students aware of IECC's obligation to release directory information to military recruiters if a formal request is made.

I recommend that the Board waive the second reading and approve these revisions to policy 500.11.

RG/sc

Family Educational Rights and Privacy (500.11)

Date Adopted: December 13, 1994

Revised: May 6, 2003

Revised: June 20, 2017

Revised: April 17, 2018

[Revised: October 20, 2020 \(Pending Board Approval\)](#)

A. Purpose

Illinois Eastern Community Colleges (IECC) respects the rights of students and their education records regarding privacy, confidentiality, inspection and review, amendment, and disclosure. The intent of this policy is to be in accordance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, 34 CFR Part 99 (collectively, "FERPA"), and other existing requirements, and to ensure that every endeavor is made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes.

B. Definitions

1. *Eligible student*: A student who has reached 18 years of age or is attending a post-secondary institution.
2. *Education record*: Any record directly related to a student and maintained by IECC or by a party acting for IECC. The following documents **are not** considered education records:
 - a) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker;
 - b) Employment records of individuals employed by the colleges other than as student employees;
 - c) Records created or received by IECC after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. *Record*: Information recorded in any medium, including, but not limited to, handwritten, printed, computer media, video or audio tape, film, microfilm, and microfiche.
4. *Directory information*: Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. IECC has designated the following as directory information:
 - a) Name
 - b) Current/permanent address
 - c) Telephone number
 - d) Email address
 - e) Date of birth
 - f) Current term hours carried
 - g) Major field of study
 - h) Classification (freshman, sophomore, continuing)
 - i) Academic unit
 - j) Dates of attendance/anticipated graduation date
 - k) Degrees and honors earned and dates (including commencement)
 - l) Most recent previous educational agency or institution attended prior to IECC
 - m) Participation in officially recognized activity or sport (including weight/height for athletes)
 - n) Picture

5. *Personally identifiable information*: Information contained in an education record of a student which can be used to distinguish or trace an individual's identity. The following are considered personally identifiable, confidential, and **are NOT** directory information. (This is representative in nature and not all-inclusive):
 - a) Social security number
 - b) Student ID number
 - c) Race, ethnicity, nationality
 - d) Gender
 - e) GPA
 - f) Parent information
6. *School officials*: Includes faculty, staff, and administrative personnel employed by IECC. A school official can also be an individual employed by an educational agency that is performing institutional services or functions on behalf of IECC.
7. *Legitimate educational interest*: Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Legitimate educational interest will be reviewed by appropriate Student Services staff on a case by-case basis.

C. Rights of Students

1. **Inspect and review education records**: A student may inspect and review his/her education record by completing an Education Record Request Form available from Student Services at the college of attendance.

The appropriate Student Services personnel will comply with this request within 45 days, but generally will not exceed seven working days after the request has been made. Records requested and approved for release may be inspected at the college during normal office hours, Monday through Friday, except on designated holidays or otherwise posted at the college.

Except as limited under 34 CFR part 99.12, IECC may not deny access to education records without providing a description of the circumstances in which the college feels it has a legitimate cause to do so. A legitimate cause to deny requests for a copy of such records includes, but is not limited to, students owing fees or having other indebtedness to the college.

Copies of education records can be obtained at a cost of 25 cents per page plus postage, if applicable. To obtain a copy of an IECC transcript, a student must follow the appropriate procedure and pay the transcript fee as outlined in the IECC catalog.

2. **Request amendment of education records**: A student who believes that information contained in his/her education record is inaccurate, misleading, or violates his/her privacy or other rights, may request amendment of the education record under 34 CFR Part 99.20 by applying in writing to the college's Records Office. The student must clearly identify the specific part of the record to be amended and explain why the record should be amended. The college shall decide whether to amend the records of the student, in accordance with the request, within ten working days from the receipt of the request. If the college decides to refuse to amend the education record of the student, in accordance with the request, it shall inform the student of the refusal and advise the student of the right to a hearing under 34 CFR Part 99.21. In the event the college determines insufficient cause to warrant an amendment to the record, the student has the right to add a statement to the record commenting on the contested information or stating why he/she disagrees with the decision. Future disclosures that would include this education record must include the student's statement.

3. Request the release of information: As a general principle, personally identifiable information will not be released to anyone. However, a student has a right to request and consent to the release of his/her information to others. A power of attorney will be treated in the same manner as would the student. A copy of the Release of Information form can be obtained and completed at the college of attendance in the Student Services Office.

NOTE: a) Under 34 CFR Part 99.31, authorization is given for the release of personally identifiable information contained in education records, without the student's consent, in the following instances:

- a) • To IECC school officials who have a legitimate educational interest. NOTE: Once records have been disclosed to school officials, as defined by Board Policy, disclosure of that information to another entity or individual is prohibited;
- b) • To appropriate parties in health or safety emergencies when knowledge of the information is necessary to protect the health or safety of the student or individuals within the campus community;
- c) • To certain federal, state, and local educational authorities for audit or evaluation purposes, outlined in 34 CFR Part 99.35;
- d) • To accrediting organizations to carry out their accrediting functions;
- e) • To state and local authorities, within a juvenile justice system, pursuant to specific state law;
- f) • To organizations conducting studies for, or on behalf of IECC, to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction;
- g) • In compliance with judicial order or lawfully issued subpoena;
- h) • IECC officials may disclose the final results of a Title IX disciplinary proceeding as set forth by Board Policy 100.31;
- i) • To parents of students under 21 years of age regarding the student's violation of any Federal, State, or local law, or of any rule or policy of IECC, governing the use or possession of alcohol or a controlled substance;
- j) • Information concerning registered sex offenders may be released in a manner consistent with federal and state regulations.

IECC will maintain a record of each request for access to any of these disclosures as required by 34 CFR Part 99.32 and a student may inspect and review that record.

b) Under the Solomon Amendment (10 U.S.C. § 983), Military Recruiters are allowed access to some address, biographical, and academic information (limited to "Student Recruiting Information" as defined in the law) on students age 17 and older.

4. Restrict directory information: Directory information may be released from a student's education record upon the request of an outside party, without prior written consent of the student. IECC takes its responsibility to safeguard the privacy of all students very seriously; therefore, all requests by outside parties for student directory information will be considered on an individual basis. As a condition for releasing directory information without permission, public notice is given annually to all students.

Students wishing to restrict release of Directory Information must file the Directory Information Restriction Notification form with Student Records.

5. File a complaint: If a student believes his/her rights have been violated, he/she may file a complaint with the college president or his/her designee. A student may also file a written complaint with the Family Policy Compliance Office at the address listed below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202-
5920

D. Dissemination

All employees are provided a copy of this policy. Faculty and applicable staff are trained on FERPA. Students are made aware of and educated on this policy through freshman orientation, the college catalog, IECC's website, and in handouts distributed by the college's Records Office. Annually, notification of students' rights under FERPA is provided to current students and employees via their IECC email addresses. A copy of this policy will be made available on request to any student.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

- A. Resolution providing for the issue of Taxable General Obligation Community College Bonds, Series 2020D, of the District, for the purpose of paying claims against the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.**

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: October 20, 2020

RE: Resolution providing for the issue of Taxable General Obligation Community College Bonds, Series 2020D, of the District, for the purpose of paying claims against the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

The District has now met all legal requirements for the issuance of \$2,325,000 Taxable General Obligation Community College Bonds, for the purpose of paying claims against the District.

On August 18, 2020, the Board Chairman called for a public hearing concerning the intent of the Board to issue Funding Bonds. The Board conducted a public hearing concerning such issuance on September 15, 2020. On September 18, 2020, the Board published a Notice of Intent to issue the bonds, which began a 30-day petition period. There were no objections filed or petitions delivered within this 30-day period.

The resolution which follows authorizing the issuance of the Taxable General Obligation Community College Bonds is a draft and includes several blank items due to the need for the bonds to be sold under current market conditions. It is anticipated the rate of interest on said bonds will be at or near 2%. The final maturity of the bonds is expected to be December 1, 2026.

I ask the Board's approval of the final resolution authorizing the issuance of \$2,325,000 Taxable General Obligation Community College Bonds, Series 2020D.

RG/akb
Enclosure

MINUTES of a regular public meeting of the Board of Trustees of 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 at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, in said Community College District at 7:00 o'clock P.M., on the 20th day of October, 2020.

* * *

The meeting was called to order by the Chairman, and upon the roll being called, G. Andrew Fischer, the Chairman, and the following Trustees were physically present at said location: Brenda Culver, John D. Brooks, Barbara Shimer, Gary Carter, Alan Henager and Jan Ridgely and Sutton Dunn (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chairman announced that the next item for consideration was the issuance of \$2,500,000 general obligation bonds to be issued by the District pursuant to Article 3A of the Public Community College Act for the purpose of paying claims against the District, and that the Board of Trustees would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The

Chairman also summarized the pertinent terms of said proposal and said bonds, including the length of maturity, rates of interest, purchase price and tax levy for said bonds.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the issue of \$_____ Taxable General Obligation Community College Bonds, Series 2020D, of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

* * *

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), has by resolution (the “*Intent Resolution*”) declared its intention to, pursuant to Article 3A of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), issue funding bonds of the District in the aggregate principal amount of \$2,500,000 as therein provided for the purpose of paying outstanding and unpaid claims against the District, in particular, the District’s outstanding Taxable General Obligation Community College Bonds (Alternate Revenue Source), Series 2020C (the “*Claims*”); and

WHEREAS, pursuant to and in accordance with the provisions of said Article of the Act and the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of intention to issue said bonds was published in the *Olney Daily Mail*, the same being a newspaper having general circulation within the District, an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, having heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, at least thirty (30) days have expired since the date of the publishing of such notice of intention to issue said bonds, and no petition with the requisite number of valid signatures

thereon has been filed with the Secretary of the Board requesting that the proposition to issue said bonds be submitted to the legal voters of the District; and

WHEREAS, the Claims are in not less than the aggregate amount of \$2,500,000, all as identified and set forth in detail in the Intent Resolution heretofore duly adopted by the Board; and

WHEREAS, there are no funds on hand and available to apply toward the payment of any part of the Claims in the aggregate amount of \$2,500,000; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue said bonds in the aggregate amount of \$2,500,000 for the purpose of paying the Claims; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that \$_____ of said bonds be issued at this time; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Chairman of the Board, on the 18th day of August, 2020, executed an Order calling a public hearing (the "*Hearing*") for the 15th day of September, 2020, concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Olney Daily Mail*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 15th day of September, 2020, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 15th day of September, 2020; and

WHEREAS, it is necessary and in the best interests of the District that the District's outstanding Claims be called for redemption in advance of their maturity, and it is necessary and desirable to make such call for the redemption of the Claims on their earliest possible call date, and provide for the giving of proper notice to the registered owners of the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Authorization. It is hereby found and determined that the Board has been authorized by law to borrow the sum of \$2,500,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District in said amount, the proceeds of said bonds to be used for paying the Claims, and it is necessary and for the best interests of the District that there be issued at this time \$_____ of said bonds.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of \$_____ for the purpose aforesaid; and that bonds of the District (the "*Bonds*") shall be issued in said amount and shall be designated "Taxable General Obligation Community College Bonds, Series 2020D." The Bonds shall be dated _____, 2020, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$100,000 each and authorized integral multiples of \$5,000 in excess thereof (but no single Bond shall represent installments of principal maturing on more than one date), shall be numbered 1 and upward, and the Bonds shall become due and payable serially (subject to option of prior

redemption as hereinafter set forth) on December 1 of each of the years, in the amounts and bearing interest per annum as follows:

YEAR OF MATURITY	PRINCIPAL AMOUNT	RATE OF INTEREST
2021		
2022		
2023		
2024		
2025		
2026		
2027		
2028		
2029		
2030		

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on June 1 and December 1 of each year, commencing on _____, 20___. Interest on each Bond shall be paid by check or draft of _____ (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the Chairman and Secretary of the Board, and shall be registered, numbered and countersigned by the manual or

facsimile signature of the Treasurer of the Board, as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. The District shall cause books (the "*Bond Register*") for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall

authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the

case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

Section 5. Redemption. The Bonds due on or after December 1, 20__, shall be subject to redemption prior to maturity at the option of the District as a whole, or in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity to be selected by the Bond Registrar), on December 1, 20__, and on any date thereafter, at the redemption price of par plus accrued interest to the redemption date.

The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. The District shall, at least forty-five (45) days prior to any optional redemption date (unless a shorter time period shall be satisfactory to the Bond Registrar) notify the Bond Registrar of such redemption date and of the principal amount and maturity or maturities of Bonds to be redeemed. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

Section 6. Redemption Procedure. Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Bond Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Unless moneys sufficient to pay the redemption price of the Bonds to be redeemed at the option of the District shall have been received by the Bond Registrar prior to the giving of such notice of redemption, such notice may, at the option of the District, state that said redemption shall be conditional upon the receipt of such moneys by the Bond Registrar on or prior to the date fixed for redemption. If such moneys are not received, such notice shall be of no force and effect, the District shall not redeem such Bonds, and the Bond Registrar shall give notice, in the same manner in which the notice of redemption shall have been given, that such moneys were not so received

and that such Bonds will not be redeemed. Otherwise, prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

Section 7. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions", shall be omitted and paragraphs [6] through [11] shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
NO. _____

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

**COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON,
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE**

COMMUNITY COLLEGE DISTRICT NO. 529

TAXABLE GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2020D

See Reverse Side for Additional Provisions

Interest
Rate: ____%

Maturity
Date: December 1, 20__

Dated
Date: _____, 2020

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 1 and December 1 of each year, commencing _____, 20__, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America

upon presentation and surrender hereof at the principal corporate trust office of _____, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash,

Wayne and White and State of Illinois, by its Board of Trustees, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the Chairman and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized

facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

SPECIMEN
Chairman, Board of Trustees

SPECIMEN
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN
Treasurer, Board of Trustees

Date of Authentication: _____, 2020

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:

This Bond is one of the Bonds described in the within mentioned resolution and is one of the Taxable General Obligation Community College Bonds, Series 2020D, of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois.

HEARTLAND BANK AND TRUST COMPANY,
as Bond Registrar

By _____
SPECIMEN
Authorized Officer

[Form of Bond - Reverse Side]

COMMUNITY COLLEGE DISTRICT NO. 529

**COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON,
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE AND STATE OF ILLINOIS**

TAXABLE GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2020D

[6] This Bond is one of a series of bonds issued by the District to pay claims against the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

[7] Bonds of the issue of which this Bond is one due on or after December 1, 20__, are subject to redemption prior to maturity at the option of the District as a whole, or in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all the Bonds of a single maturity to be selected by lot by the Bond Registrar), on December 1, 20__, and on any date thereafter, at the redemption price of par plus accrued interest to the redemption date.

[8] Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

[9] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal corporate trust office of the Bond Registrar in _____, but only in the manner, subject to the limitations and upon payment of the charges

provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Bonds are issued in fully registered form in the denomination of \$100,000 each and authorized integral multiples of \$5,000 in excess thereof. This Bond may be exchanged at the principal corporate trust office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

[11] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 8. Sale of Bonds. Pursuant to the Investment of Municipal Funds Act of the State of Illinois, as amended, the District is authorized to use the money in its funds to purchase bonds issued by the District. In view of the balances in the District's _____ Fund (the "*Fund*"), there is no need for current funds in the Fund in the amount of the purchase price of the Bonds, the same being the par amount of the Bonds. The Fund may prudently be invested for the term of the Bonds, and, as such, the Fund is the purchaser of the Bonds (the "*Purchaser*").

The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to the Purchaser, upon receipt of the purchase price therefor, the same being \$ _____; the contract for the sale of the Bonds heretofore entered into (the "*Purchase Contract*") is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract; and the Bonds before being issued shall be registered, numbered and countersigned by said Treasurer, such registration

being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The execution and delivery of any Term Sheet relating to the Bonds (the "*Term Sheet*") is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, the Term Sheet and the Bonds.

Section 9. Tax Levy. In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR

A TAX SUFFICIENT TO PRODUCE THE SUM OF:

2020	for interest and principal up to and including June 1, 2022
2021	for interest and principal
2022	for interest and principal
2023	for interest and principal
2024	for interest and principal
2025	for interest and principal
2026	for interest and principal
2027	for interest and principal
2028	for interest and principal
2029	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

Section 10. Filing of Resolution. Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County

Clerks of The Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, Illinois (the “*County Clerks*”), and it shall be the duty of the County Clerks to annually in and for each of the years 2020 to 2029, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general educational purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Bond and Interest Fund of 2020D” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer of the Board.

Section 11. Use of Bond Proceeds. The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Principal proceeds of the Bonds in the amount of \$_____ are hereby appropriated for the purpose of paying interest due on the Bonds and are hereby ordered deposited in the Bond Fund. The remaining principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying and canceling the Claims, and that portion thereof not needed to pay such costs shall be used solely and only to pay and cancel the Claims. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser or the placement agent for the Bonds on behalf of the District from the proceeds of the Bonds.

Section 12. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 13. Duties of Bond Registrar. If requested by the Bond Registrar, the Chairman and Secretary of the Board are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

(a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to give notice of redemption of Bonds as provided for herein;

(d) to cancel and/or destroy Bonds which have been paid at maturity or upon redemption prior to maturity or submitted for exchange or transfer;

(e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 14. Call of the Claims. In accordance with the redemption provisions of the resolution authorizing the issuance of the Claims, the District by the Board does hereby make provision for the payment of and does hereby call (subject only to the delivery of the Bonds) all of the outstanding Claims for redemption on _____, 2020. The bond registrar for the Claims is hereby authorized and directed to give timely notice of the call for redemption of the Claims. The form and time of the giving of such notice regarding the redemption of the Claims shall be as specified in the resolution authorizing the issuance of the Claims.

Section 15. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 16. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted October 20, 2020.

Chairman, Board of Trustees

Secretary, Board of Trustees

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: G. Andrew Fischer, Brenda Culver, John D. Brooks, Barbara Shimer, Gary Carter, Alan Henager and Jan Ridgely.

The following Trustees voted NAY: _____

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)

) SS

COUNTY OF RICHLAND)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*Board*”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 20th day of October, 2020, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of \$_____ Taxable General Obligation Community College Bonds, Series 2020D, of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 20th day of October,
2020.

Secretary, Board of Trustees

Agenda Item #8B

Biennial Review Report/Drug Free Schools

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: October 20, 2020

RE: Biennial Review Report 2020
Drug-Free Schools and Communities Act

The Drug-Free Schools and Campus Regulations, as articulated in the Education Department of General Administrative Regulations (EDGAR) Part 86.100, requires that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to certify the District's compliance with the Part 86 regulations, IECC is required to create a program that complies with the regulations as follows:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with Alcohol and Other Drug (AOD) use; and a description of available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct biennial review on the effectiveness of its Alcohol and Other Drug (AOD) programs and the consistency of sanction enforcement.
4. Maintain its biennial review report on file, so that, if requested by the U.S. Department of Education, the college can submit it.

Attached is IECC's 2020 Biennial Review and I ask the Board's approval of this report.

RG/sc

Illinois Eastern Community Colleges
Drug-Free Schools and Communities Act
Biennial Review Report
October 2020

Certification Requirements

The Drug-Free Schools and Campuses Regulations, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86.100*, requires that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to certify its compliance with the Part 86 regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on its premises and as part of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

5. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with Alcohol and Other Drug (AOD) use; and a description of available treatment programs.
6. Develop a sound method for distributing annual notification information to every student and staff member each year.
7. Conduct biennial review on the effectiveness of its Alcohol and Other Drug (AOD) programs and the consistency of sanction enforcement.
8. Maintain its biennial review report on file, so that, if requested by the U.S. Department of Education, the college can submit it

Recommendations for Revising IECC's AOD Program

IECC's 2020 biennial review identified the following recommendations which will maintain the effectiveness of the program:

- Regularly review and update IECC's website to ensure the accuracy and availability of information pertinent to alcohol, drugs, treatment, and resources.
- Review the Substance Abuse, Drug-Free Workplace, and Student Conduct policies to ensure continued compliance with the Drug-Free Schools and Communities Act.

IECC conducted a biennial review of its drug prevention program and policy and has determined that it is adequately effective in promoting a drug-free campus environment to the students, faculty, and staff. The recommendations listed above will maintain the effectiveness of IECC's policy and procedures on alcohol and other drugs. IECC will

continue to conduct a biennial review to review the program's effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Chancellor

Date

Illinois Eastern Community Colleges

Drug-Free Program and Policy

Substance Abuse Policy (100.9)

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events.

Drug-Free Workplace Policy (400.19)

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and the abuse of legal drugs and/or alcohol while on IECC owned or supervised property, and while on IECC business. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace.

Policy on Student Conduct (500.8)

Regulations shall be adopted for student conduct, based on the Board's belief that students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at one of the Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or the student handbook.

Biennial Review

As required by the Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations, Part 86, Illinois Eastern Community Colleges conducts a Biennial Review by the end of every even-numbered calendar year and completes a Biennial Review Report on the effectiveness of our AOD program. This review encompasses each of the four Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney

Central College, and Wabash Valley College. The Biennial Review Report is maintained on file at the IECC District Office, so that, if requested to do so by the U.S. Department of Education, IECC can submit the report. For a copy of the Biennial Review, an individual may contact the office of the Chief Academic Officer for Illinois Eastern Community Colleges.

The Biennial Review indicates that IECC has developed and maintained a Substance Abuse Policy and a Drug-Free Workplace Policy, which are well publicized and distributed to the students, faculty, and staff. IECC provides information and services to promote a drug-free campus environment and ensures that disciplinary sanctions are enforced.

Annual Notification and Distribution of Policy

Annually, each employee and student receive, in writing, IECC's policies which are in compliance with the Drug-Free Schools and Communities Act and include IECC's Substance Abuse Policy, Drug-Free Workplace Policy, Student Conduct Policy, health risks associated with alcohol and other drug use, and available prevention and treatment programs in the area. Additionally, Illinois Eastern Community Colleges Drug-Free Schools and Community Act information is located in the college catalog; in the student, employee, and faculty handbooks; and on the IECC website at www.iecc.edu/drugfree.

IECC has developed a sound method for distributing annual notification of the required Drug-Free Schools and Community Act information to students and staff through the following procedures. Note: These procedures may be modified from time to time to ensure the information is disseminated appropriately and effectively.

- A login requirement and acknowledgement to all Entrata accounts which provides IECC with a delivery receipt. This acknowledgment is released on going as accounts are created and is required.
- A link to the IECC website www.iecc.edu/drugfree is printed on each student's class schedule every semester.
- An email is sent to all IECC employees and students near October 1 and March 1 which provides a link to the IECC website at www.iecc.edu/drugfree.

IECC's Substance Abuse Policy (100.9) and Drug-Free Workplace Policy (400.19) are included in both the Faculty Handbook and Employee Handbook which are distributed to new employees upon employment with IECC. These handbooks and the IECC Board of Trustees Policy Manual are available online to IECC faculty and staff through the IECC intranet. The IECC Procedures Manual includes detailed procedures that are pursuant to IECC's Substance Abuse Policy (100.9). An email is sent semiannually, near October 1 and March 1, to all employees regarding IECC's Substance Abuse and Drug-Free Workplace policies and procedures which include standards of conduct and appropriate sanctions for violation.

Each year at New Student Orientation, IECC students are given informational materials which may include pamphlets about alcohol poisoning, a bookmark about the Illinois Zero Tolerance Law, and brochures about the effects of alcohol abuse. On each student's

course schedule, the following statement is also printed to ensure that IECC's distribution of our policies and resources are well distributed annually to each student.

IECC complies with the Drug-Free Schools and Campuses Regulations. Go to www.iecc.edu/drugfree for information and resources.

IECC's Drug-Free Schools and Communities Act information is available at www.iecc.edu/drugfree. The website is available 24/7 to students, faculty, and staff and it includes IECC's Substance Abuse Policy, Drug-Free Workplace Policy, and Student Code of Conduct, health risks associated with alcohol and other drug use, and available treatment programs.

Additional methods of distribution and promoting awareness of AOD are as follows:

- Drug-free and alcohol abuse materials are distributed to students throughout the semester.
- Drug-free and alcohol abuse materials are available in the colleges' brochure racks and in the Student Services Offices.
- Posters are displayed around the colleges concerning alcohol abuse and Illinois law.
- Distribution of brochures to refer students to a counseling agency should they need additional assistance.
- The colleges offer student centers, recreation centers, fitness centers, or other alcohol-free settings.
- Alcohol-free events and activities are created and promoted at each college.
- Alcohol is banned on college campuses.
- Alcohol advertising on the college campuses is banned or limited.
- Alcohol industry sponsorship for on-campus events is banned or limited.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

The following information is posted on www.iecc.edu/financial and included in the Student Right to Know notice distributed to all enrolled students near March 1 and October 1 annually.

IECC follows federal requirements by suspending federal student aid (FSA) eligibility for students who have been convicted for any offense under any federal or state law involving the possession or sale of a controlled substance, **if the offense occurs while enrolled and receiving FSA**. This is applicable to Federal Pell Grants, Federal SEOG, Federal Stafford Loans, Federal PLUS Loans, and Work Study Assistance.

If convicted, period of ineligibility for FSA funds:

Possession of a Controlled Substance		
Ineligibility Period	First Offense	1 year from date of conviction
	Second Offense	2 years from date of conviction

	Third Offense	Indefinite
Sale of a Controlled Substance		
Ineligibility Period	First Offense	2 years from date of conviction
	Second Offense	Indefinite

A student whose eligibility has been suspended due to a drug conviction may resume eligibility (before the end of the ineligibility period) by successfully completing an approved drug rehabilitation program or by passing 2 unannounced drug tests administered by an approved drug rehabilitation program. Eligibility may also be resumed if the conviction is reversed, set aside, or otherwise rendered nugatory.

Under U.S. Department of Education guidelines, if a student is convicted of a drug offense after receiving federal aid, s/he must notify the Financial Aid Department immediately and will be required to pay back all aid received after the date of conviction.

Students who have a conviction(s) for these offenses should answer “Yes” to Question 23 on the FAFSA. A follow-up worksheet will help determine how the conviction might affect aid eligibility. For additional guidance, see a Financial Aid Officer at the college or contact the Federal Student Aid Information Center at 1-800-433-3243.

Written Policy on Alcohol and Other Drugs and Student Conduct

Substance Abuse Policy (100.9)

Date Adopted: December 19, 1989

Revised: November 20, 2018

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events.

Section 22 of the Drug Free Schools and Communities Act Amendments of 1989 (DFSCA) added section 1213 to the Higher Education Act of 1965 (HEA), requiring that all institutions receiving federal financial assistance, including student financial aid, implement a drug prevention program.

Pursuant to section 22 of the DFSCA, Drug-Free Workplace Act of 1988, and the Controlled Substance Act of 1970, Illinois Eastern Communities Colleges prohibits the unlawful possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics,

cannabis or any other controlled substance on college property or on the premises where college activity is occurring.

Under federal jurisdiction, the possession, sale, transfer, purchase, or use of cannabis, including medical marijuana, is unlawful. Therefore, although Illinois state legislation permits the authorized use of medical marijuana, under physician prescription, the possession, sale, transfer, purchase or use of all cannabis, is prohibited on college property or on the premises where college activity is occurring.

Students and employees in violation of this policy are subject to disciplinary action including, but not limited to, referral to counseling, academic suspensions or expulsions for students, and termination of employment for employees. Any illegal substance abuse instance will result in involvement of law enforcement officials.

Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

Drug-Free Workplace Policy (400.19)

Date Adopted: November 20, 1990

Revised: April 18, 2017

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and the abuse of legal drugs and/or alcohol while on IECC owned or supervised property, and while on IECC business. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace.

I. NOTICE OF CONVICTION

As a condition of employment, all employees directly engaged in performing work under federal grants must agree to comply with this policy and must agree to notify the President or the Chief Executive Officer no later than five (5) days after any conviction for workplace violation of a criminal drug statute. IECC will report such convictions to the federal agency with whom IECC has contracted or from whom IECC has received the grant within ten (10) days.

Any employee who is convicted of such a crime is also subject to discipline up to and including discharge. Where appropriate, in the College's discretion, employees who are convicted of such crimes may be required to participate satisfactorily in a drug rehabilitation or counseling program.

II. DEFINITIONS

The term "controlled substances" means substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C., 812. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine, and LSD. For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug but which is not legally obtained, is not being used for prescribed purposes and/or is not being taken according to prescribed dosages.

The phrase "conviction for a violation of a criminal drug statute" means a finding of guilt, a no contest plea or an imposition of sentence by any judicial body for any violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

III. PENALTIES FOR VIOLATION

Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render College employees subject to disciplinary action, up to and including termination. Alternatively, if deemed appropriate by the College under the particular circumstances, any employee who violates this policy may be required to participate in and complete a drug abuse assistance or rehabilitation program to the satisfaction of the Agency.

STUDENT - 500

Policy on Student Conduct (500.8)

Date Adopted: December 19, 1989

Revised: February 21, 2006

Regulations shall be adopted for student conduct, based on the Board's belief that students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at one of the Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or the student handbook.

IECC PROCEDURES MANUAL

BOARD OF TRUSTEES – 100

100.9 Substance Abuse Procedure

The following procedures are pursuant to Illinois Eastern Community Colleges policy on Substance Abuse Policy, (100.9).

The following personnel will assume a major responsibility for administration of the Substance Abuse Policy and Procedures: The President and the Dean of the College; the Chief Executive Officer at the District level.

1. IECC Publications and marketing materials shall include the following statement:

Illinois Eastern Community Colleges' Board of Trustees has adopted the Substance Abuse Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.
2. Individuals involved in substance abuse shall be reported immediately to the College President.
3. The College President shall discuss the reported violation with the violator within 48 hours of the report.
4. The College President will make a recommendation of referral to an appropriate agency and disciplinary action or dismissal to the Chief Executive Officer within five (5) working days of the reported violation. In instances of violation of civil law, the President will also notify appropriate law enforcement agencies.
5. In life threatening instances, the reporting college employee should take immediate action to notify college administration. The College President will immediately obtain the assistance of medical, law enforcement, or other appropriate officials. In the event that an administrator is not available, the employee will request assistance of medical, law enforcement or other appropriate officials and notify a college administrator immediately thereafter.
6. If the individual involved in substance abuse is an employee of the District Office, the report shall be to the Chief Executive Officer and the above procedures implemented at that level.
7. Instance of a violation of this policy shall be documented. The College President or the Chief Executive Officer will notify each employee in a written statement, that as a condition of employment under any federal grant, the employee will: a) abide by the terms of the policy statement, and b) notify the College President or Chief Executive Officer of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) days after each conviction.
8. The College President or Chief Executive Officer will notify the funding agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
9. An individual receiving a grant directly from a federal agency must sign the following certification "As a condition of the grant, I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity associated with the grant."
10. Every student receiving a Pell Grant must attest to his/her noninvolvement with drugs.
11. Illinois Eastern Community Colleges will take one of the following actions within thirty (30) days of receiving notice regarding conviction or violation occurring in the workplace, with respect to an employee, if so convicted.
 - a. Taking appropriate action against such an employee, up to and including termination, or

- b. Requiring such an employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
12. The Chief Executive Officer shall be responsible for recommendations to the Board of Trustees regarding disciplinary action taken through this policy and/or procedure
13. The Dean of the College shall be responsible for conduct of an annual substance abuse awareness faculty and staff training activity.
14. Enforcement of the policy and procedures on substance abuse is limited to college or district owned and rented facilities and college district sponsored activities.
15. In cases where a minor is subject to this policy or procedure, the college or district administrator shall notify the parents or legal guardian of violations and disciplinary actions
16. Any expenses resulting from disciplinary actions shall be the responsibility of the employee or student who violates the policy or procedure.
17. Each employee and student will be apprised annually in writing of the Substance Abuse Policy and Procedures.
18. Appeals to this policy shall follow appeal policy procedures for students or employees.
19. The Board of Trustees Policy and Procedure regarding Substance Abuse takes into account the Drug-Free Workplace Act, Title V-D of the Anti-Drug Abuse Act of 1988 (P.L. 100-690) and other applicable laws and regulations pertaining to community colleges.

500.8 Procedure on Student Conduct

Revised: 2/8/2006

Revised: 4/19/2011

Revised: 6/7/2017

Removed by Cabinet Action: July 10, 2019 (incorporated into Student Code of Conduct document)

Document-Student Code of Conduct

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services. Therefore, IECC has established the IECC Student Code of Conduct to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations.

The Student Code of Conduct can be viewed/printed at www.iecc.edu/studentconduct and is available upon request in the Student Services Office at each campus. By registering for classes or utilizing services at any IECC location, the student agrees to follow the regulations set forth in the code of conduct. We highly recommend all students review the code of conduct immediately upon enrolling.

Agenda Item #8C

2022 RAMP Submission

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: October 20, 2020

RE: Ramp Fiscal Year 2022

The mission of Illinois Eastern Community College District #529 (the District) is to deliver exceptional education and services to improve the lives of our students and strengthen our communities. It is the belief of the District, that in order to fulfill this mission, all individuals attending should have access to all features and facilities that the District maintains. Unfortunately, funding has not been available to accomplish any improvements or updates to existing restroom space to bring it into compliance with existing regulations. It is the desire of the District to meet this requirement. Restrooms selected for this project will primarily target those used by students and guests of the district. Access to facilities, such as restrooms, improves the student and visitor experience.

The current RAMP has been developed with compliance with the Americans with Disabilities Act in mind. The project is estimated to cost approximately \$5,390,800 to complete. If funded by the State of Illinois, the district would be required to provide a 25% local match to the project totaling \$1,347,700.

I ask the Board's approval of the RAMP Fiscal Year 2022 project submission, which was sent to the Board under separate cover, so that it may be timely submitted to the Illinois Community College Board for consideration in future capital funding.

RG/akb

Agenda Item #8D

Online Tuition and Tuition Payment Plans Partner

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: October 20, 2020

RE: Online Tuition and Tuition Payment Plans Partner

The District has been evaluating service providers to assist in improving the current process for acceptance of online tuition and fee payments and to automate our current tuition payment plan options. Through this evaluation, the District has selected Nelnet Campus Commerce as the desired partner. Nelnet Campus Commerce is a national partner, focusing on the higher education space. They partner with several Illinois Community Colleges, all of whom were solicited as a reference check spoke quite highly of their experiences with Nelnet Campus Commerce products and service.

A partnership with Nelnet Campus Commerce will provide the following improvements to existing processes: 1) Real time inquiries of balances available to both students and authorized third parties of a student, such as a parent or guardian; 2) Ability for authorized third parties to make payments on-behalf of a student using the online platform; and 3) Automation of our existing payment plan process.

Although not assessed or charged by the District, this change will result in certain fee increases to the students who elect to use the Nelnet platform. Nelnet Campus Commerce assesses an enrollment fee of \$25 to enter a payment plan. If a payment plan is not needed, there is not an enrollment fee assessed. Additionally, a 2.75% transaction fee is assessed for debit or credit card transactions through the payment solution. Both fees would be the responsibility of the student. Transactions paid using the Automated Clearing House (ACH) would not have a transaction fee assessed. Certain other fees may be assessed through Nelnet Campus Commerce such as return check fees.

The District will immediately begin work on implementation of this service. The initial timeline would have the District completing the set up by January and a go-live for Summer 2021 enrollments.

I ask the Board's approval of entering a service agreement with Nelnet Campus Commerce, provided under separate cover, for the processing of online tuition and fee payments and to process and manage online payment plans.

RG/akb

Agenda Item #8E

Audit Request for Proposals

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: October 20, 2020
RE: Audit Request for Proposals

The District has utilized the services of Clifton Larson Allen LLP for many years to provide the annual financial statement audit of the District. To encourage competition and opportunity to do business with the District, a Request for Proposals was issued to nine (9) CPA firms for the year ended June 30, 2021 – 2023 financial statement audit. The list was accumulated from recommendations within the Illinois Community College CFO’s network and from a review of CPA firms currently performing work for one of the thirty-nine community colleges.

A committee of District staff including Ryan Hawkins, Bonnie Chaplin, and Andrea Puckett was formed to review the proposals submitted. Proposals were received from both local and national firms with experience in auditing in the higher education industry.

From this review, the District would like to recommend the acceptance of a three-year proposal from Clifton Larson Allen LLP for the years ended June 30, 2021 through 2023 audit at a fee range as follows:

2021.....	\$65,100
2022.....	\$66,900
2023.....	\$68,880

I ask the Board’s approval of the proposal for audit and other professional services submitted by Clifton Larson Allen LLP.

RG/akb

Agenda Item #8F
Rebuild Illinois CDB Project

MEMORANDUM

TO: Board of Trustees

DATE: October 20, 2020

FROM: Ryan Gower

RE: Rebuild Illinois Capital Development Board Projects 810-042-010 & 810-040-007

On August 5, 2020, the District was notified of the release of funding for two capital projects for Illinois Eastern Community Colleges. The total appropriation of the projects is \$14,236,400. These projects are being funded 75% by the State of Illinois through the Rebuild Illinois capital plan and require a 25% match from local resources. The District will be working with the Capital Development Board (CDB) to complete these projects.

Illinois Eastern Community Colleges will receive \$11,160,000 in State funding to complete these two projects. However, the projects require the local share of \$3,559,100 to be placed in trust with a financial institution with trust powers under 71 Illinois Administrative Code 30.110 prior to October 30, 2020. Under the provision of fiduciary relationships, the District must authorize First National Bank in Olney to have restricted investment discretion over the placement of the funds.

I ask the Board's approval of the Trust Agreement with First National Bank in Olney, to direct the First National Bank in Olney to invest in its own bank deposits, at a minimum rate of return of 1.25% and proposed fee of \$3,000, and to authorize of the local funding of \$3,559,100 be transferred for these two projects.

RG/akb
Enclosure

TRUST AGREEMENT

This Agreement is made and entered into by and between Illinois Eastern Community College whose address is _____ (*college address*) _____ hereinafter called the Using Educational Agency, and a Bank _____ (*Bank name*) _____ whose address is _____ (*Bank address*) _____ hereinafter called Bank.

WITNESSETH

WHEREAS the USING EDUCATIONAL AGENCY is required by law to pay a contribution to that certain project, known as Capital Development Board project number *CDB project # (810-042-010)*, in the amount of seven hundred sixty-nine thousand one hundred dollars; and

WHEREAS, the USING EDUCATIONAL AGENCY may elect to deposit the contribution under a Trust Agreement, with an Illinois Bank of the Using Educational Agency's choice, pursuant to 71 Illinois Administrative Code 30.110, as amended October 1, 1984.

NOW THEREFORE, the parties do hereby agree:

1. That the USING EDUCATIONAL AGENCY does simultaneously with execution hereof deposit with Bank funds totaling seven hundred sixty-nine thousand one hundred dollars (\$769,100).
2. That the funds so deposited with the Bank shall be described as the "contribution" and shall be held by the Bank in trust according to the terms of this agreement.
3. That the USING EDUCATIONAL AGENCY shall receive any interest thereon.
4. That earnings on the trust corpus shall be paid by the BANK to the USING EDUCATIONAL AGENCY not less frequently than quarterly.
5. That the Executive Director (in his or her official capacity) or the Administrator of Fiscal Management (in his or her official capacity) of the Capital Development Board are the only persons authorized to direct the BANK to make payment out of the trust, other than payment of earnings to the USING EDUCATIONAL AGENCY in accordance with Section 4 hereof.

6. The right of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board to direct payment is restricted in that any such funds so directed shall be made payable only to: "The Order of State Treasurer of Illinois, Capital Development Board, Contributory Trust Fund".

7. That the BANK shall pay such funds within two (2) working days upon the receipt of the written direction of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, and that any agreement between the BANK and the USING EDUCATIONAL AGENCY, shall, in no way, affect the duty of the BANK to so pay upon demand.

8. That the BANK, as Trustee, shall invest in securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois, or time deposits, open accounts, certificates of deposit, savings accounts or enter into a re-purchase agreement; however, all time deposits, open accounts, certificates of deposit, savings accounts shall be covered by a pledge of securities to cover the difference between the FDIC insurance and the total unsecured amount (of the type listed in Paragraph 2, below) on deposit with the depositor bank of the Trustee Bank. A "safekeeping receipt" for such deposits shall be submitted to the USING EDUCATIONAL AGENCY covering the securities pledged, and a certified statement to the effect that all monies invested have been adequately protected, shall be submitted to CDB by the BANK. Should the re-purchase agreement cover securities other than those listed in Paragraph 2 of this Section, such agreements shall also be subject to the pledge of securities provision as described in this Section. The term "securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois" means: direct obligations of the United States Government; general obligations of the State of Illinois; notes, bonds, debentures or participation certificates of the Federal Mortgage Association, Federal Intermediate Credit Bank, Federal Home Loan Bank, Federal Land Bank, Illinois Building Authority, Illinois Toll Highway Commission of Illinois State Toll Highway Authority; Public Housing Authority Notes; obligations of the Export-Import Bank of Washington, D.C.; general obligations municipal bonds (including school districts) within the State of Illinois rated "A" or better by Moodys; and Farmers Home Administration Insured Notes provided such notes are quoted and are non-amortized.

9. That the USING EDUCATIONAL AGENCY shall be responsible for obtaining the written execution of the Trust Agreement by the BANK. Any costs or service fees of the BANK shall be borne by the USING EDUCATIONAL AGENCY.

10. That when the total amount of the contribution has been paid from the account in accordance with the directions of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, this Agreement shall be terminated and any accumulated interest or earnings thereon shall be paid over to the Using Educational Agency.

IN WITNESS WHEREOF the parties have hereunder set their hands and seals this _____ day of _____, 20_____.

USING EDUCATIONAL AGENCY

Name of School Phone number

By: _____
Printed Name Title

Signature ATTEST: _____

BANK

Name of Bank Phone number

By: _____
Printed Name Title

Signature ATTEST: _____

Acknowledgment of Receipt

TRUST AGREEMENT

This Agreement is made and entered into by and between Illinois Eastern Community College whose address is _____ (*college address*) _____ hereinafter called the Using Educational Agency, and a Bank _____ (*Bank name*) _____ whose address is _____ (*Bank address*) _____ hereinafter called Bank.

WITNESSETH

WHEREAS the USING EDUCATIONAL AGENCY is required by law to pay a contribution to that certain project, known as Capital Development Board project number *CDB project # (810-040-007)*, in the amount of two million seven hundred ninety thousand dollars; and

WHEREAS, the USING EDUCATIONAL AGENCY may elect to deposit the contribution under a Trust Agreement, with an Illinois Bank of the Using Educational Agency's choice, pursuant to 71 Illinois Administrative Code 30.110, as amended October 1, 1984.

NOW THEREFORE, the parties do hereby agree:

1. That the USING EDUCATIONAL AGENCY does simultaneously with execution hereof deposit with Bank funds totaling two million seven hundred ninety thousand dollars (\$2,790,000).
2. That the funds so deposited with the Bank shall be described as the "contribution" and shall be held by the Bank in trust according to the terms of this agreement.
3. That the USING EDUCATIONAL AGENCY shall receive any interest thereon.
4. That earnings on the trust corpus shall be paid by the BANK to the USING EDUCATIONAL AGENCY not less frequently than quarterly.
5. That the Executive Director (in his or her official capacity) or the Administrator of Fiscal Management (in his or her official capacity) of the Capital Development Board are the only persons authorized to direct the BANK to make payment out of the trust, other than payment of earnings to the USING EDUCATIONAL AGENCY in accordance with Section 4 hereof.
6. The right of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board to direct payment is restricted in that any such funds so

directed shall be made payable only to: “The Order of State Treasurer of Illinois, Capital Development Board, Contributory Trust Fund”.

7. That the BANK shall pay such funds within two (2) working days upon the receipt of the written direction of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, and that any agreement between the BANK and the USING EDUCATIONAL AGENCY, shall, in no way, affect the duty of the BANK to so pay upon demand.

8. That the BANK, as Trustee, shall invest in securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois, or time deposits, open accounts, certificates of deposit, savings accounts or enter into a re-purchase agreement; however, all time deposits, open accounts, certificates of deposit, savings accounts shall be covered by a pledge of securities to cover the difference between the FDIC insurance and the total unsecured amount (of the type listed in Paragraph 2, below) on deposit with the depositor bank of the Trustee Bank. A “safekeeping receipt” for such deposits shall be submitted to the USING EDUCATIONAL AGENCY covering the securities pledged, and a certified statement to the effect that all monies invested have been adequately protected, shall be submitted to CDB by the BANK. Should the re-purchase agreement cover securities other than those listed in Paragraph 2 of this Section, such agreements shall also be subject to the pledge of securities provision as described in this Section. The term “securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois” means: direct obligations of the United States Government; general obligations of the State of Illinois; notes, bonds, debentures or participation certificates of the Federal Mortgage Association, Federal Intermediate Credit Bank, Federal Home Loan Bank, Federal Land Bank, Illinois Building Authority, Illinois Toll Highway Commission of Illinois State Toll Highway Authority; Public Housing Authority Notes; obligations of the Export-Import Bank of Washington, D.C.; general obligations municipal bonds (including school districts) within the State of Illinois rated “A” or better by Moodys; and Farmers Home Administration Insured Notes provided such notes are quoted and are non-amortized.

9. That the USING EDUCATIONAL AGENCY shall be responsible for obtaining the written execution of the Trust Agreement by the BANK. Any costs or service fees of the BANK shall be borne by the USING EDUCATIONAL AGENCY.

10. That when the total amount of the contribution has been paid from the account in accordance with the directions of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, this Agreement shall be terminated and any accumulated interest or earnings thereon shall be paid over to the Using Educational Agency.

IN WITNESS WHEREOF the parties have hereunder set their hands and seals this _____ day of _____, 20_____.

USING EDUCATIONAL AGENCY

Name of School Phone number

By: _____
Printed Name Title

Signature ATTEST: _____

BANK

Name of Bank Phone number

By: _____
Printed Name Title

Signature ATTEST: _____

**Acknowledgment of Receipt
Funds in the Amount**

\$ _____

Bank Representative/Printed Name

By: _____
Signature Title

Paula Sorensen Administrator of Fiscal Management
CAPITAL DEVELOPMENT BOARD

Agenda Item #8G

CARLE RMH Facility Use Agreement

Agenda Item #8G

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Ryan Gower
DATE: October 20, 2020
RE: CARLE RMH Facility Use Agreement

The following agreement with Carle Richland Memorial Hospital (CRMH) will allow Associate in Applied Science students in Radiography to use new, energized radiography equipment in a laboratory setting.

President Rodney Raney has been working with CRMH CEO Harry Brockus and CNO Gina Thomas to allow Radiography faculty and students access to the state-of-the-art laboratory located within the new Primary Care Clinic located across from the OCC campus. The agreement allows faculty and student access to the Radiography Laboratory for two days per week up to seven hours.

Access to an energized laboratory will allow students to get hands on experience in a laboratory setting prior to entering clinical rotations. Students currently learn patient positioning and other techniques in a non-energized lab on the OCC campus. This access will significantly improve the preparation of Radiography students and enhance program outcomes.

I ask the Board's acceptance of the Facility Use Agreement for the Radiography program and Carle Richland Memorial Hospital.

RG/sc

Facility Use Agreement

This Facility Use Agreement (“**Agreement**”) is made and entered into on the date of the last signature below, (the “**Effective Date**”) by and between Illinois Eastern Community Colleges – Olney Central College (“**Licensee**”) and Carle Richland Memorial Hospital (“**Carle**”). Unless the context of the sentence would provide a different interpretation, Carle and Licensee may be collectively referred to herein as the “**Parties**” and individually as a “**Party**.”

WHEREAS, Carle is a not-for-profit whose charitable purposes include, among other things, (i) providing high quality, cost efficient and effective care to patients, and (ii) promoting the training of individuals interested in a career in healthcare;

WHEREAS, Licensee is a local community college in Olney, Illinois, that offers training in various programs, including a degree in radiography (X-Ray);

WHEREAS, Licensee is desirous of utilizing a compliant radiology room with active equipment for the purposes of completing simulations by Licensee’s students (“**Students**”);

WHEREAS, Carle owns and operates a certain healthcare facility that contains a radiology department with appropriate equipment to complete such simulations;

WHEREAS, in furtherance of Carle’s mission and values, Carle desires to permit Licensee to use and Licensee agrees to use such Lease Space (as defined below) for furtherance of the training of its Students in accordance with the terms and conditions herein;

NOW, THEREFORE, In consideration of the mutual covenants and conditions contained herein, and other valuable consideration, the adequacy and receipt of which is hereby acknowledged, the Parties agree as follows:

1. Leased Space. Carle hereby grants permission to Licensee to use certain rooms/area located at Carle Olney Primary Care Clinic located at 363 N. West Street Olney, Illinois (“**Facility**”), specifically radiology department and a small storage area as designated by Carle from time to time to hold simulation equipment (“**Leased Space**”) for the following event (“**Event**”):

Event Description: Licensee to host simulation lab classes utilizing Carle’s radiology equipment for its Students

Blocks of Time: On a schedule mutually agreeable by the Parties. As of the Effective Date, the intended use is two (2) days per week for a period of up to seven (7) hours.

Event shall only occur during Carle’s normal business hours.

During the Event, Carle shall provide use of certain common areas at the Facility such as restroom, access ways to enter into the Leased Space and parking spaces for Licensee and its agents, representatives, and invitees. Carle reserves the right at any time to cancel or

suspend the Event if Carle has a clinical emergency and needs to utilize the Leased Space for patient care needs.

2. No Fee. Neither Carle nor Licensee shall be compensated by the other as a result of this Agreement.
3. Use of Facility/Leased Space.
 - a. Licensee warrants and represents that the Event shall be orderly and well-governed and that no indecent, immoral and/or illegal activities will be permitted.
 - b. Licensee shall be responsible, at Licensee's sole cost and expense, to provide any and all (a) personnel required to run the Event; and (b) equipment and supplies for the Event.
 - c. The Facility and Leased Space is provided 'as is' and 'with all faults'. Carle makes no representation or warranty of any kind, express or implied, with respect to the condition of the Facility, including habitability, fitness or suitability for a particular purposes.
 - d. Licensee shall be responsible for all set-up and clean-up of the Event and the preservation of the Leased Space. Licensee shall not be permitted to drive any nails, hooks, tacks, screws, poles, stakes, or other form of fasteners into any part of the Leased Space or Facility without express written consent from Carle. Licensee shall leave the Leased Space in the same condition as given to Licensee. Licensee shall not be permitted to remove or relocate any of Carle's equipment, tools or furnishings without the prior approval of Carle.
 - e. Licensee and/or its representatives, invitees, Students agents and any third party vendors shall not be permitted access to the Facility and/or Leased Space for the Event outside of the Blocks of Time set forth herein.
 - f. Licensee agrees to abide by Carle's policies and procedures for the Facility and Leased Space, including, without limitation, no use of alcohol, tobacco, or any illegal substances in the Facility or Leased Space; and compliance with personal protection equipment requirements.
 - g. Carle reserves the right to deny access to the Facility of a representative, agent, invitee, Students and/or third party vendor of Licensee who is not following Carle policies and procedures or in the interest of patient or staff safety.
 - h. Licensee will ensure that each Student and faculty member on-site for the Event completes a criminal background check, the standard immunizations (including Varicella, Tdap, TB and Hep B) and required safety and compliance training as assigned by Carle prior to entering the Facility and shall otherwise meet all health standards required by Licensee and Carle. The immunization and background check must be available and provided to Carle upon request.
 - i. The faculty and each Student may be required to sign a confidentiality agreement and a release of liability for any personal injuries that may be sustained by him/her while at Carle.
4. Compliance. Licensee shall utilize the Leased Space and Facility consistent with this Agreement, and all laws, codes, ordinances, statutes, regulations, rules or orders of any governmental authority, including but not limited to laws governing zoning, health, safety (including fire safety), occupational hazards, and pollution and environmental control. Licensee shall be responsible for securing any and all required permits and licenses necessary for the Event.
5. Insurance. Licensee shall procure and maintain, at Licensee own and sole expense, general liability insurance in the minimum amount of one million dollars (\$1,000,000) per occurrence, two million (\$2,000,000) annual aggregate for any damage, destruction, injuries or death or any other liabilities which might occur in connection with the Event or use of Carle's Facility or the Leased Space by Licensee and/or Licensee's representatives, agents, guests, invitees and/or anyone else assisting Licensee with holding the Event and covering any equipment that is stored at Carle's Facility. Licensee shall name Carle as an additional insured. Moreover, Licensee shall also maintain worker's compensation insurance in such amounts as required by Illinois law. Prior to the first Event and at any time upon request, Licensee shall furnish to Carle with satisfactory evidence of

such insurance coverage for the duration of the Event and Licensee shall notify Carle of any cancellation and/or changes in such insurance coverage.

6. Indemnification. Licensee agrees to indemnify, defend, and hold harmless Carle, its Board, officers, employees, principals, members, employees, representatives, agents, invitees, contractors and volunteers, from and against any and all damages, claims, losses, demands, costs, expenses (including attorney's fees and costs), obligations, liens, liabilities, actions and causes of action, threatened or actual, is suffered or incurred arising from Licensee or its representatives, agents, guests, invitees and/or anyone else assisting Licensee with holding the Event acts or omissions or the breach of any obligations or representations or warranties made herein during the Event, which includes, without limitation, the Event itself and any rehearsal, set-up or clean-up of such Event. The foregoing indemnification shall survive any termination or the expiration of this Agreement.
7. Damage/Repairs. Licensee shall report any personal injuries and/or property damage arising at any time during the Event in writing as soon as is practical. By signing this Agreement, Licensee does hereby agree to be responsible for the costs of repair or replacement of any property damaged or destroyed as a result of the action of any Licensee, its representatives, agents, invitees, Students or third party vendors.
8. Governing Law. This Agreement shall be construed and governed by the laws of the State of Illinois.
9. Amendment/Assignment. This Agreement may be amended only by an instrument in writing signed by the Parties hereto. Neither Party may assign this Agreement, nor any portion of it without the prior written consent of the other Party. This Agreement shall extend to and be binding upon the heirs, personal representatives, successors and permitted assigns of the Parties.
10. Authority. Each Party has the power and other authority to execute, deliver and perform this Agreement. This Agreement and all documents and agreements required to be delivered by a Party hereunder will be legal, valid, and binding obligations of the other Party enforceable in accordance with their terms in each case.
11. Entire Agreement. This Agreement and the Attachments (as defined herein) supersedes all previous contracts, agreements or understandings between the Parties with respect to the same subject matter and constitutes the entire agreement between the Parties hereto, and Carle and Licensee shall neither be entitled to benefits other than those herein specifically enumerated.
12. Notice. Notices or communications herein required or permitted shall be given to the respective Parties by registered or certified mail (said notice being deemed given as of the date of mailing) or by hand delivery at the following addresses unless either Party shall otherwise designate its new address by written notice:

CARLE:

Carle Richland Memorial Hospital
800 E. Locust Street
Olney, IL 62450
Attn: CEO – Carle Richland

LICENSEE:

Dr. Andrew Fischer
233 E. Chestnut Street
Olney, IL 62450
Attn: Sheryl Childers

Copy To:

The Carle Foundation
611 W. Park Street
Urbana, IL 61801
Attn: Legal Services

13. Execution. This Agreement and any amendment hereto, may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute one and

the same document, and is binding on all Parties notwithstanding that each Party may have signed different counterparts. Facsimiles or scanned copies of signatures or electronic signatures shall be considered original signatures.

[Signature Page to Follow]

IN WITNESS WHEREOF, the undersigned have duly executed this Agreement or have caused this Agreement to be duly executed on their behalf to be effective as of the Effective Date.

The Carle Foundation

Licensee

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Agenda Item #8H

Ruffalo Noel Levitz Contract

Agenda Item #8H

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: October 20, 2020
RE: Ruffalo Noel Levitz

For most of the 20th century, institutions of higher education have seen sustained growth in their undergraduate enrollment. Changing demographics, increased competition, technological advances, and evolving workforce needs have reshaped the enrollment landscape requiring colleges to be more intentional about setting and achieving enrollment targets. While traditional-aged college students have long been the primary “target market” of colleges and universities, to be competitive today, colleges must be able to engage and enroll both traditional and nontraditional students. Over the past decade, colleges and universities have become much more deliberate about recruiting and retaining students while IECC has lagged behind.

Through a partnership with Ruffalo Noel Levitz (RNL), IECC will begin to build a culture of enrollment management that focuses on 1) Building demand and awareness of educational opportunities in District 529, 2) Creating relationships and cultivating applications from prospective students, 3) Driving applicants toward enrollment through on-going relationship building and strategic financial aid/scholarship support, 4) Creating systems to collect data, analyze performance, and improve in ongoing enrollment efforts, and 5) Improve existing systems to monitor student persistence and completion.

The Governor’s Emergency Education Relief Fund (GEER) allows for dollars to be dedicated to efforts to recruit and retain students. IECC has sought and received approval from the State of Illinois to use a portion of our GEER dollars to secure contractual services to assist us in developing enrollment and completion plans. The District will begin working with RNL immediately on the implementation of their services. The strategies, plans, and activities we identify in Spring & Summer of 2021 will help us recruit and shape our incoming class of Fall 2022.

I ask the Board’s approval of entering a service agreement with Ruffalo Noel Levitz (RNL), provided under separate cover, to improve our enrollment and retention practices.

RG/sc

BID COMMITTEE REPORT

October 20, 2020

Olney Central College

1. Whole-Body Phantom Manikin for OCC Radiography

MEMORANDUM

TO: Board of Trustees
FROM: Bid Committee
DATE: October 20, 2020
RE: Whole-Body Phantom Manikin for OCC Radiography

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

The Bid Committee recommends acceptance of the bid received from Supertech, Inc. for a total of \$26,100.

Company	Total Bid
Supertech, Inc. Elkhart, IN	\$26,100

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Renee Smith

Department: Radiography.

Source of Funds: Perkins and Instructional Budget.

Rationale for Purchase: The proposal from Supertech, Inc. was the lowest responsible bidder in conformity with the bid specifications.

The "Advertisement for Bids" was placed in the The Hometown Register 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 a Whole-Body Phantom Manikin 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 Tuesday, October 13, 2020, 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:

- Whole-Body Phantom “PBU 50” (Quantity – 1)
- Original phantom materials:
Radiology absorption approximate to human body.
- Material and features:
Soft tissue and organs: Urethane base resin (SZ-50)
Synthetic bones: Epoxy base resin
Joint attachments: Epoxy, urethane with carbon fiber
Screws: Polycarbonate
- Specifications
Set includes:
1 Whole-Body Phantom PBU-50 (separable into 10 parts). Synthetic bones, pulmonary vessels, mediastinal space, liver, kidneys are embedded.
1 head supporter.
1 set of replacement joint connectors and screws (1 piece for each).
1 flat head screwdriver.
1 set of sample X-ray films.
- Phantom size: approximately 165 cm height, 65 inches
- Phantom weight: approximately 50 kg, 110 lbs
- Width of chest at thickest spot: 24 cm, 9.5 in
- Width of chest at thickest spot + arms: 49 cm, 19 in
- Thickness of chest front to back: 19 cm, 7.5 in
- Packing size: approximately 85 x 60 x 44 cm
- Packing weight: approximately 80 kg, 177 lbs
- Storage temperature range: 20-25°C (68-77°F)

Bids should include all items bid as one contract price.

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 Perkins Postsecondary Education grants passed through the Illinois Community College Board

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 a Whole-Body Phantom Manikin

WHOLE-BODY PHANTOM MANIKIN

- Whole-Body Phantom “PBU 50” (Quantity – 1)
- Original phantom materials:
Radiology absorption approximate to human body.
- Material and features:
Soft tissue and organs: Urethane base resin (SZ-50)
Synthetic bones: Epoxy base resin
Joint attachments: Epoxy, urethane with carbon fiber
Screws: Polycarbonate
- Specifications
Set includes:
1 Whole-Body Phantom PBU-50 (separable into 10 parts). Synthetic bones, pulmonary vessels, mediastinal space, liver, kidneys are embedded.
1 head supporter.
1 set of replacement joint connectors and screws (1 piece for each).
1 flat head screwdriver.
1 set of sample X-ray films.
- Phantom size: approximately 165 cm height, 65 inches
- Phantom weight: approximately 50 kg, 110 lbs
- Width of chest at thickest spot: 24 cm, 9.5 in
- Width of chest at thickest spot + arms: 49 cm, 19 in
- Thickness of chest front to back: 19 cm, 7.5 in
- Packing size: approximately 85 x 60 x 44 cm
- Packing weight: approximately 80 kg, 177 lbs
- Storage temperature range: 20-25°C (68-77°F)

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO OLNEY CENTRAL COLLEGE, 305 N. WEST STREET, OLNEY, ILLINOIS 62450. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS 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, and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

Agenda Item #10

District Finance

- A. Financial Report**
- B. Approval of Financial Obligations**

ILLINOIS EASTERN COMMUNITY COLLEGES	
DISTRICT #529	
TREASURER'S REPORT	
September 30, 2020	
FUND	BALANCE
Educational	\$ 9,444,969.35
Operations & Maintenance	2,407,370.11
Operations & Maintenance (Restricted)	3,408,211.53
Bond & Interest	1,502,307.02
Auxiliary	2,048,837.49
Restricted Purposes	(609,308.45)
Working Cash	3,418,810.90
Trust & Agency	399,939.29
Audit	(79.75)
Liability, Protection & Settlement	669,608.55
TOTAL ALL FUNDS	\$22,690,666.04
Respectfully submitted,	
Ryan Hawkins, Treasurer	

Illinois Eastern Community Colleges							
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)							
For the Period Ended September 30, 2020							
		Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund		Total Funds
REVENUES							
Property Taxes	\$	-	\$	40,783	\$	389,834	\$ 3,525,116
Replacement Taxes		-	-	-	-	-	75,889
ICCB Grants		-	-	-	-	-	3,115,495
Federal Grants		-	-	-	-	-	868,829
Tuition & Fees		-	-	-	-	-	6,001,371
Charges for Services		-	15,140	-	-	-	730,564
Interest		6,910	1,071	13	1,318	-	47,348
Other Revenues		-	492,556	-	-	-	589,780
	Total Revenues	<u>6,910</u>	<u>508,767</u>	<u>40,796</u>	<u>391,152</u>		<u>14,954,392</u>
EXPENDITURES							
Payroll		-	-	-	-	-	2,927,244
Benefits		-	-	-	73,019	-	693,155
Contractual Services		-	13,737	31,500	29,644	-	395,131
Supplies		-	85,455	-	-	-	1,823,755
Travel		-	692	-	-	-	38,485
Fixed		-	-	-	236,439	-	478,565
Utilities		-	-	-	-	-	224,385
Capital Outlay		-	75,068	-	-	-	315,012
Other		-	-	-	-	-	163,911
Scholarships, Student Grants, & Waivers		-	181,225	-	-	-	-
	Total Expenditures	<u>-</u>	<u>356,177</u>	<u>31,500</u>	<u>339,102</u>		<u>9,503,050</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures		<u>6,910</u>	<u>152,590</u>	<u>9,296</u>	<u>52,050</u>		<u>5,451,342</u>
TRANSFERS							
Net Transfers		-	-	-	-	-	-
	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
Net Change in Fund Balance		<u>6,910</u>	<u>152,590</u>	<u>9,296</u>	<u>52,050</u>		<u>5,451,342</u>
Fund Balance - Beginning		6,413,656	340,881	(9,376)	617,559		31,615,124
Fund Balance - Ending	\$	<u>6,420,566</u>	<u>\$ 493,471</u>	<u>\$ (80)</u>	<u>\$ 669,609</u>		<u>\$ 37,066,466</u>

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
September 30, 2020

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS						
Cash	\$ 9,460,269	\$ 2,407,370	\$ 3,408,212	\$ 1,502,307	\$ 2,069,337	\$ (609,308)
Investments	-	1,500,000	-	-	5,323,245	-
Accounts Receivable	1,464,234	226,093	-	-	588,723	-
Other Receivables	658,640	-	-	-	-	408,431
Restricted Cash	-	-	226,284	-	-	-
Inventory	-	-	-	-	525,167	-
Other Assets	-	-	-	-	-	482,933
Due From Other Funds	-	-	-	-	-	-
Total Assets	\$ 11,583,143	\$ 4,133,463	\$ 3,634,496	\$ 1,502,307	\$ 8,506,472	\$ 282,056
LIABILITIES						
Accounts Payable	\$ 15,026	\$ 23,688	\$ 74,574	\$ -	\$ 26,174	\$ 2,881
Accrued Payroll Liabilities	(223,155)	-	-	-	-	-
Other Accrued Liabilities	109,536	-	40,332	-	89,666	315
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	(98,593)	23,688	114,906	-	115,840	3,196
FUND BALANCES						
Non-Spendable	-	-	-	-	525,167	-
Restricted	-	4,109,775	3,519,590	1,502,307	-	278,860
Unassigned	11,681,736	-	-	-	7,865,465	-
Total Fund Balances	11,681,736	4,109,775	3,519,590	1,502,307	8,390,632	278,860
Total Liabilities and Fund Balances	\$ 11,583,143	\$ 4,133,463	\$ 3,634,496	\$ 1,502,307	\$ 8,506,472	\$ 282,056

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
September 30, 2020

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 3,418,811	\$ 399,939	\$ (80)	\$ 669,609	\$ 22,726,466
Investments	3,001,755	-	-	-	9,825,000
Accounts Receivable	-	-	-	-	2,279,050
Other Receivables	-	135,694	-	-	1,202,765
Restricted Cash	-	-	-	-	226,284
Inventory	-	-	-	-	525,167
Other Assets	-	-	-	-	482,933
Due From Other Funds	-	-	-	-	-
Total Assets	\$ 6,420,566	\$ 535,633	\$ (80)	\$ 669,609	\$ 37,267,665
LIABILITIES					
Accounts Payable	\$ -	\$ 1,658	\$ -	\$ -	\$ 144,001
Accrued Payroll Liabilities	-	-	-	-	(223,155)
Other Accrued Liabilities	-	40,504	-	-	280,353
Due to Other Funds	-	-	-	-	-
Total Liabilities	-	42,162	-	-	201,199
FUND BALANCES					
Non-Spendable	6,413,656				6,938,823
Restricted	6,910		-	669,609	10,087,051
Unassigned	-	493,471	(80)	-	20,040,592
Total Fund Balances	6,420,566	493,471	(80)	669,609	37,066,466
Total Liabilities and Fund Balances	\$ 6,420,566	\$ 535,633	\$ (80)	\$ 669,609	\$ 37,267,665

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2019-2021**

College	Category	FISCAL YEAR 2019			FISCAL YEAR 2020			FISCAL YEAR 2021			% of Year
		Budget	Spent Thru September	% of Bdgt	Budget	Spent Thru September	% of Bdgt	Budget	Spent Thru September	% of Bdgt	
Frontier	Bills		\$ 145,491			\$ 187,406			\$ 139,405		
	Payroll		403,967			389,845			336,389		
	Waivers		271,635			380,831			259,655		
	Totals	\$ 4,550,604	821,093	18%	\$ 4,370,599	958,082	22%	\$ 3,899,789	735,449	19%	25%
Lincoln Trail	Bills		245,170			272,124			\$ 237,984		
	Payroll		379,085			369,873			339,936		
	Waivers		444,378			450,124			505,656		
	Totals	\$ 4,788,234	1,068,633	22%	\$ 5,365,117	1,092,121	20%	\$ 4,943,901	1,083,576	22%	25%
Olney Central	Bills		439,799			387,622			\$ 304,571		
	Payroll		736,592			753,245			666,019		
	Waivers		365,734			422,425			435,948		
	Totals	\$ 7,449,755	1,542,125	21%	\$ 7,669,580	1,563,292	20%	\$ 7,047,772	1,406,538	20%	25%
Wabash Valley	Bills		301,719			375,027			\$ 266,154		
	Payroll		494,105			509,709			493,661		
	Waivers		624,559			797,835			582,044		
	Totals	\$ 6,236,897	1,420,383	23%	\$ 6,449,215	1,682,571	26%	\$ 5,988,433	1,341,859	22%	25%
Workforce Educ.	Bills		55,181			48,048			\$ 40,069		
	Payroll		192,345			204,746			178,408		
	Waivers		694,926			1,885			258,594		
	Totals	\$ 4,258,339	942,452	22%	\$ 4,396,670	254,679	6%	\$ 3,349,386	477,071	14%	25%
District Office	Bills		76,053			67,853			\$ 51,218		
	Payroll		241,294			232,154			196,386		
	Waivers		-			-			-		
	Totals	\$ 1,519,023	317,347	21%	\$ 1,551,484	300,007	19%	\$ 1,410,117	247,604	18%	25%
District Wide	Bills		420,086			505,400			\$ 530,939		
	Payroll		171,669			194,091			159,246		
	Waivers		66,790			66,919			83,447		
	Totals	\$ 2,883,536	658,545	23%	\$ 3,107,121	766,410	25%	\$ 3,576,315	773,632	22%	25%
GRAND TOTALS		\$31,686,388	\$ 6,770,578	21%	\$ 32,909,786	\$ 6,617,162	20%	\$30,215,713	\$ 6,065,729	20%	25%

ILLINOIS EASTERN COMMUNITY COLLEGES

Operating Funds Expense Report

September 30, 2020

Increase							
(Decrease)							
		FY 2021		FY 2020			
		Amount	% of Total	Amount	% of Total	\$	%
Salaries		2,370,045	39.07%	\$ 2,653,663	40.10%	\$ (283,618)	-10.688%
Employee Benefits		489,941	8.08%	545,476	8.24%	(55,535)	-10.181%
Contractual Services		154,221	2.54%	379,762	5.74%	(225,541)	-59.390%
Materials		475,201	7.83%	404,434	6.11%	70,767	17.498%
Travel & Staff Development		10,869	0.18%	25,886	0.39%	(15,017)	-58.012%
Fixed Charges		107,807	1.78%	52,933	0.80%	54,874	103.667%
Utilities		224,385	3.70%	248,258	3.75%	(23,873)	-9.616%
Capital Outlay		84,076	1.39%	157,118	2.37%	(73,042)	-46.489%
Other		2,149,184	35.43%	2,149,632	32.49%	(448)	-0.021%
		\$ 6,065,729	100.00%	\$ 6,617,162	100.00%	\$ (551,433)	-8.333%

Agenda Item #11

Chancellor's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

None

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: October 16, 2020
RE: Personnel Report

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

INDEX

- 400.1. Employment of Personnel**
- 400.2. Special Assignment**
- 400.3. Resignation Ratification**
- 400.4. Retirement Ratifications**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional Non-Faculty, Exempt

1. James Brenneman, Interim Head Baseball Coach, FCC, effective October 23, 2020.

400.2. Special Assignment

A. Athletics

1. Nixie Hnetkovsky, Athletic Director, FCC, \$2,500, effective January 1, 2021.

400.3. Resignation Ratification

B. Faculty, Non-Bargaining Unit

1. Jayson Hoffman, Workforce Education Instructor, effective October 24, 2020

C. Professional Non-Faculty, Exempt

1. Christopher Brandon Benton, Head Baseball Coach, FCC, effective October 23, 2020.

400.4. Retirement Ratifications

A. Administrative

1. Vicky Bonelli, Director of the Learning Resource Center, LTC, effective January 1, 2021.
2. Merna Youngblood, Director of the Learning Resource Center, FCC, effective January 1, 2021.

B. Classified

1. Deanna Chrysler, Administrative Assistant to the President, LTC, effective December 1, 2020.

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

