

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

February 16, 2021



Location:

**Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454**

<https://zoom.us/j/97920901159>

Meeting ID: 979 2090 1159
312 626 6799

**Dinner – 6:15 p.m. – Lincoln Room
Meeting – 7:00 p.m. – Statesmen Grill (Cafeteria)**

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

**Illinois Eastern Community Colleges
Board Agenda**

February 16, 2021

7:00 p.m.

**Lincoln Trail College
Statesmen Grill (Cafeteria)**

<https://zoom.us/j/97920901159>

Meeting ID: 979 2090 1159
312 626 6799

1. Call to Order & Roll CallChairman 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. Chancellor
 - C. Presidents
 - D. Cabinet
6. Policy First Reading (and Possible Approval)Gower
 - A. Policy 500.35 Grades and Grading
 - B. Policy 500.16 Grade Forgiveness (Withdraw)
 - C. Policy 500.17 Campus Safety and Security (Revised)
 - D. Policy 500.27 Substance Abuse Testing for Athletes (Revised)
 - E. Policy 100.16 Address a Complaint (Revised)
 - F. Policy 100.24 Emergency Response Plan (Revised)
 - G. Policy 100.31 Preventing Sexual Misconduct (Revised)
 - H. Policy 400.22 Salary Basis Policy (Revised)
7. Policy Second Reading.....Gower
 - A. None

8. Staff Recommendations for Approval
 - A. Carle Foundation Affiliation Agreement.....Gower
 - B. Procedure 100.31 Preventing Sexual Misconduct (Revised).....Gower
 - C. 403(b) Annual Report Hawkins
 - D. Exception to Bidding Procedures Under ILCS 805/3-27.1 Hawkins
 - E. Intent to Renew Contracts for Chancellor & PresidentsGower

9. Bid Committee Report.....Gower
 - A. None

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

11. Executive Session.....Gower

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

13. Approval of Personnel ReportGower

14. Collective Bargaining.....Gower
 - A. MOA with IECEA Faculty Union/ Professional Development

15. LitigationGower

16. Other Items

17. 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 Cafeteria, at Lincoln Trail College, 11220 State Highway One, Robinson, Illinois, Tuesday, February 16, 2021. The meeting was conducted via electronic means – Zoom.

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

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

John D. Brooks (via Zoom), Gary Carter (via Zoom), Brenda K. Culver (via Zoom), G. Andrew Fischer (via Zoom), Jan Ridgely (via Zoom), Barbara Shimer (via Zoom). Trustees absent: Alan Henager and Student Trustee Sutton Dunn. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(Note: In accordance with Board of Trustees Policy No. 100.4, the student trustee shall have an advisory vote, to be recorded in the Board Minutes. The advisory vote may not be counted in declaring a motion to have passed or failed.)

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor (Present in person at LTC).

Jay Edgren, President of Frontier Community College (via Zoom).

Matt Fowler, President of Wabash Valley College (via Zoom).

Roger Eddy, Interim President of Lincoln Trail College (via Zoom).

Rodney Ranes, President of Olney Central College (via Zoom).

Ryan Hawkins, Chief Finance Officer/Treasurer (via Zoom).

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

Andrea McDowell, Director of Human Resources (via Zoom).

Michael Thomas, Dean of Workforce Education (via Zoom).

Renee Smith, Board Secretary (via Zoom).

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held January 19, 2021 were presented for disposition.

Board Action to Approve Minutes: Trustee Brenda Culver made a motion to approve minutes of the foregoing meeting as prepared. Trustee Barbara Shimer seconded the

motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

#3-A. Visitors & Guests: Visitors and guests present were recognized.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Trustee Brenda Culver expressed appreciation to the Board for the expression of sympathy received upon the death of her husband.

#5-B. Report from Presidents: Electronic reports were presented from each of the colleges.

#5-C. Report from Cabinet: None.

AGENDA #6 – “Policy First Readings (and Possible Approval)” –

#6-A. 500.35 Grades and Grading - The Chancellor recommended the following new policy. This new policy establishes the responsibility and basis for awarding grades at IECC.

STUDENT - 500

Grades and Grading System (500.35)

Date Adopted: February 16, 2021 (Pending Board Approval)

The faculty of Illinois Eastern Community Colleges are responsible for assigning grades to their students. Faculty will evaluate student performance and assign grades solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards (Ref. Policy on Evaluating Student Performance, 800.7). Grades awarded reflect the faculty members assessment of student mastery of the subject matter required in the course. Further information about grades, grading scales, and grading processes and appeals can be found in the IECC procedure manual, the college catalog or website.

Board Action: Trustee John Brooks made a motion that second reading be waived, and that the new 500.35 Grades and Grading System Policy be adopted as recommended. 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, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. Trustees voting nay: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#6-B. 500.16 Grade Forgiveness - The Chancellor recommended withdrawal of 500.16 Grade Forgiveness Policy. The adoption of Policy 500.35 Grades and Grading System makes the policy redundant and eliminates the need for 500.16 Grade Forgiveness. The proposed deleted policy follows:

STUDENT – 500\

Grade Forgiveness Policy (500.16)

Date Adopted: February 17, 1998

Revised: June 20, 2017

Deleted by Board Action: February 16, 2021 (See Policy 500.35 Grades and Grading System) PENDING BOARD APPROVAL

~~Students who have academic records at Illinois Eastern Community Colleges (IECC) at least three years prior to re-entry in a certificate and/or degree program may petition to the academic standards committee to have all F and WF grades **forgiven** for the purpose of calculating their cumulative grade point average. The three year period may be waived at the discretion of the Academic Standards Committee based on documented extenuating circumstances. All previous credit successfully earned will be carried forward in computing the new cumulative grade point average. All credits and grades, including F and WF grades, previously attempted will continue to appear on students' permanent academic records.~~

~~**The grades of F and WF earned prior to re-entry will be forgiven. Students must achieve a minimum 2.0 CGPA to graduate. Students must check with the Financial Aid Office to determine eligibility for financial aid. Approval for the grade forgiveness policy may be granted only one time. Approval will be granted by the IECC institution into which the student is admitted for re-entry.**~~

~~When transferring to another college or university, students may be held accountable by the receiving institution for all attempts and grades associated with courses taken at IECC.~~

~~**NOTE: Effective Summer semester of FY 1999, colleges will no longer award WP or WF grades.**~~

Board Action: Trustee Brenda Culver made a motion that second reading be waived and that 500.16 Grade Forgiveness be withdrawn as recommended. 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, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. Trustees voting nay: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#6-C. 500.17 Campus Safety and Security - Chancellor Ryan Gower recommended approval of revisions to the following five policies. These revisions will allow the policy to be revised to track recent organizational restructuring.

STUDENT - 500

Campus Safety and Security Policy (500.17)

Date Adopted: October 26, 1992

Date Revised: July 17, 2001

Date Revised: August 19, 2008

Date Revised: August 16, 2011

Date Revised: August 15, 2017

Date Revised: February 16, 2021 (Pending Board Approval)

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

Campus Security Authorities

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

Reporting a Crime

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

can be implemented to prevent recurrence of a particular crime.-Reporting is also requested for evening classes and college events occurring at locations other than college property.

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

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

Response to a Report

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

College officials may also convene the Student Disciplinary Committee or TABIT in response to an incident that has occurred on campus, if applicable, for review and for potential action, as appropriate. Upon written request, IECC will release the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator to the victim of a crime of violence or a non-forcible sex offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for this purpose.

Timely Warning Notices

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

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

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

Security, Access, and Maintenance of Campus Facilities

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

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

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

Firearms at IECC

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

Drugs and Alcohol at IECC

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

Annual Security Report Development and Dissemination

The Annual Security Report (ASR) will be prepared by the Program Director of Grants, Compliance, & Outreach, published prior to October 1st on the District's website, and be made

available to all students, prospective students, employees, and prospective employees. Each year, an email notification is sent to all enrolled students, faculty, and staff with a direct link to access the report. An overview of the contents of the ASR and a direct link are included in employee application forms and in the automated email response to admission applications and the acceptance letter to ensure all prospective employees and prospective students are provided the information. The ASR will contain information for the previous calendar year and crime statistics for the three previous calendar years. A hard copy of the ASR can be requested from the Student Services Office at any of the Colleges or from the Human Resources Office for prospective employees.

#6-D. 500.27 Substance Abuse Testing for Athletes

STUDENT – 500

Policy for Substance Abuse Testing for Athletes (500.27)

Date Adopted: July 16, 2014

Revised: March 21, 2017

Revised: June 20, 2017

Revised: May 15, 2018

Revised: February 16, 2021 (Pending Board Approval)

Purpose

Illinois Eastern Community College is concerned with the health, safety and welfare of student-athletes who participate in its athletic programs and represent the institutions in athletics. The district believes that drug screening is appropriate and necessary to insure the health and safety of our student-athletes. Further, the athletics department recognizes its responsibility to provide educational programming which educates student-athletes on the physiological, physical, and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes of local, state, and federal laws concerning the use and possession of alcohol and drugs. This comprehensive program which includes educational, screening, and rehabilitative components will facilitate informed, intelligent decision-making among student athletes.

Goals

1. Educate individuals on the dangers of substance abuse and use.
2. Deterrence of substance abuse and use.
3. Develop consistent sanctions should a student-athlete test positive.
4. Promote the positive role student-athletes have in our communities.
5. Encourage student-athletes to make informed, intelligent decisions on the use of substances.

Types of Testing

1. Random – minimum of 20% of each athletic team will be subjected to random drug testing at some point during the calendar athletic year. No less than 2 and no more than 7 student-athletes from any team will be subject to testing, as it is understood that each team possesses a different number of student-athletes.
 - Each Athletic Director will submit a roster for each sport on their respective campus to the Compliance Coordinator at the conclusion of the 10-day enrollment period of every fall semester. The Compliance Coordinator will then determine how many student-athletes will be tested from each sport on each campus.
 - Any roster changes throughout the year shall be reported to the Compliance Coordinator.
 - There will be several random test dates throughout the calendar athletic year, spread between the beginning of September and the end of April. The dates will be determined by the Compliance Coordinator. The Athletic Directors will be notified approximately 2-3 days in advance on the testing date, number of student-athletes to be tested, and from which sports the names should be pulled from. Athletic Directors will be in charge of coordinating the name drawing and test administration by an approved testing site.
 - Names of the student-athletes and test results shall be submitted to the Compliance Coordinator upon test completion.
 - Each name on the roster must be a part of the random drawing every time there is a drawing. Conceivably, the same name could be picked from an athletic team on every testing date.
 - Testing will be done at Wabash General Hospital (WGH), Wabash Valley Occupational Health and Acute Care – Robinson, IL, Carle Richland Memorial Hospital, and Fairfield Memorial Hospital (FMH). A Coach or Athletic Director will accompany the student athletes to the appropriate testing facility. Each facility will follow its established testing protocol for sample retrieval and maintain chain of custody according to its policy and procedures.

2. Reasonable Suspicion Testing – Reasonable suspicion testing is to protect the health of the student-athlete, the health of others, and/or to protect the integrity of the sport and Illinois Eastern Community Colleges

“Reasonable suspicion” is defined as behavior, conduct, or performance by the student-athlete that leads a coach or athletic department staff member to believe that the student-

athlete has been using a banned substance. Indicators which may be used to determine if reasonable suspicion exists include, but are not limited to, the following:

- Observed possession, recognizable odor, or reported use of a banned substance.
 - Changes in student-athlete behavior, conduct, performance, class attendance, GPA, athletic practice attendance, injury rate or illness, physical appearance, academic or athletic motivation level, emotional condition, mood, and legal involvement.
3. Reasonable Cause - Student-athlete that has tested positive in a previous test; Student-athlete will incur the cost of the test.
 4. Failure to appear – results in a positive test.
 5. Re-entry testing – student-athlete will need to provide a negative sample to be released from administrative sanctions. This will be a random sample that will be provided upon request.

Positive Test Results

First Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. Complete 20 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
4. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

Second Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. Upon a second positive test the student-athlete will be suspended from the team for 25% of the remaining scheduled games (minimum of 3 games, golf will be minimum of 2 matches), which can carry into post-season play. These games will be served consecutively and will be the games immediately following notification of a positive test. If there are not enough games the suspension will carry over to the next season for returning athletes.
4. If the suspension happens during the season, the suspension will be noted to those who ask as a “violation of team rules”.

5. Complete 40 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
6. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

Third Positive Test

1. A third positive test the student-athlete will be suspended from the team indefinitely.
2. The student-athlete will surrender their athletic aid.
3. The student-athlete will be able to complete their education, but at THEIR OWN EXPENSE.

Self-Referral Program

1. A student-athlete may refer himself/herself for evaluation or counseling by contacting their Head Coach, an athletic training staff member, or the Athletic Director.
 - a. A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending test.
 - b. Student-athlete cannot enter the self-referral program at any time after a positive test. This includes the entire time of athletic eligibility at an IECC institution.
 - c. A treatment plan will be determined and put in place for the student-athlete upon self-referral by the TABIT. The student-athlete will be tested randomly while in the self-referral program. The subsequent random tests will be the sole responsibility of the student-athlete.
 - d. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable sanctions. However, a positive test in subsequent tests or failure to adhere to the treatment program will result in sanctions applicable for a 2nd positive test.

Appeal Process

A student-athlete who tests positive for a banned substance may, within 72 hours of being notified of the positive laboratory finding, contest the finding of the positive results. Any student-athlete requesting an appeal of the positive results is entitled to a hearing by the appeals committee. The request for appeal must be received in writing by the Athletic Director within 48 hours of notification of a positive test finding. The appeals committee will consist of the following:

- Athletic Director
- Dean of Instruction ~~Assistant Dean of Student Services~~
- Faculty member
- President or designee

- Head Coach

The student-athlete may have a representative of his/her choosing present at the appeals hearing. However, the student-athlete must present his/her own case. The meeting should take place within 72 hours after the written request is received. Sanctions resulting from the positive test will not apply until the appeals process is finalized. The decision is final based on a majority vote of the above-mentioned members of the committee. The sanctions for a positive test will be completed and the results of the decision are not subject to further appeal.

Medical Exception

IECC recognizes that some substances are used for legitimate medical purposes. IECC will allow for exemptions for those student-athletes with a documented medical history demonstrating a need for regular use of a substance. The student-athlete is required to inform the Athletic Director and trainer of **all medications** he/she is taking prior to being tested. Additionally, a **note from the student-athlete's prescribing physician** will be kept in the student-athletes file. In the event a student-athlete tests positive, the Athletic Director and trainer in consultation with the testing center will review that student-athlete's medical record to determine if a medical exception should be granted.

#6-E. 100.16 Address a Complaint

BOARD OF TRUSTEES - 100

Policy to Address a Complaint (100.16)

Date Adopted: November 17, 1998

Revised and combined with Policy 500.12: October 20, 2009

Revised: September 15, 2015

Revised: February 16, 2021 (Pending Board Approval)

Illinois Eastern Community College District 529 is committed to providing the IECC community with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of complaints. This policy and applies to all employees, faculty, and students of Illinois Eastern Community Colleges the District 529. It is not applicable to, nor does it supplant, complaints that are governed by other IECC policy, procedure, except for sexual harassment complaints, student readmission petitions, and grievances under or the faculty collective bargaining contract. The purpose is to provide for the prompt and equitable resolution of complaints.[Moved to second sentence above.]

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

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

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

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

- Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her immediate supervisor. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.
- Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the college President. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. Employees reporting directly to the Chief Executive Officer shall advance to Step 3; employees reporting directly to the Board of Trustees shall advance to Step 4. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.
- Step 3: Within five days of receipt of the response under Step 2, the complainant shall file his/her appeal with the Chief Executive Officer. A written response shall be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 4 shall apply.
- Step 4: Within five days of receipt of the response under Step 3, the complainant shall file his/her appeal with the Chair of the Board of Trustees, or his/her designee. The Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five working days of receipt of the complaint or appeal. The Chair or his/her designee of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.

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

- Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her instructor or service provider. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.
- Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the Dean of the College/Instruction. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.
- Step 3: Within five days of receipt of the response under Step 2, the complainant shall file an appeal with the President. The President shall appoint an Appeal Committee composed of two students, two faculty members, and one administrator. The Committee's recommendation will be forwarded to the President within ten days. The President will render a written decision concerning the appeal within five days from receiving the Committee's recommendation. If the matter is not resolved, then Step 4 shall apply.
- Step 4: Within five days of receipt of the response under Step 3, the complainant may file an appeal with the Chancellor. A written response will be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.
- Step 5: Within five days of receipt of the response under Step 4, the complainant may file an appeal with the Chair of the Board of Trustees or his/her designee. The Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five days of receipt of the appeal. The Chair or his/her designee of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.

#6-F. Emergency Response Plan

BOARD OF TRUSTEES – 100

Emergency Response Plans (100.24)

Date Adopted: September 21, 2010

Revised: October 20, 2015

Revised: March 21, 2017

Revised: August 15, 2017

Revised: February 16, 2021 (Pending Board Approval)

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

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

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

Initiation of Emergency Response Plan

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

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

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

IECC will use the Emergency Alerts through the ReGroup System to communicate an immediate threat to the campus community. The Emergency Alerts will be delivered in the form of a text message and/or email to alert students and employees, within minutes, whenever a significant emergency or dangerous situation has occurred which may pose a potential threat. The Emergency Alerts will include instructions for taking appropriate actions. Individuals of

the larger community have the opportunity to opt-in to receive the Emergency Alerts based on the College of their choice, by registering at www.iecc.edu/safety. Email notifications can also be sent via the Student Portal to notify the entire College community of an ongoing threat.

Emergency Drills and/or Testing

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

#6-G. 100.31 Preventing Sexual Misconduct

Preventing Sexual Misconduct Policy (100.31)

Date Adopted: July 19, 2016

Revised: October 18, 2016

Revised: January 17, 2017

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

Revised: December 12, 2017

Revised: August 18, 2020

Revised: February 16, 2021 (Pending Approval)

I. Policy Statement

Illinois Eastern Community Colleges District #529 is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Nondiscrimination Policy (100.8).

It is the policy of Illinois Eastern Community Colleges to comply with Title IX of the *Education Amendments of 1972* (“Title IX”), the *Violence Against Women Reauthorization Act* (“VAWA”), Title VII of the *Civil Rights Act of 1964* (“Title VII”), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

II. Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Program Director of Grants and Compliance as the Title IX Coordinator, who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

III. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

IV. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and the Department of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator, ~~Deputy Title IX Coordinator~~, Title IX investigators, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

Board Action: Trustee Brenda Culver made a motion that second reading be waived and that the foregoing five revised policies listed under Agenda Item #6C through Agenda Item #6G be approved as recommended and be considered for Board approval on one roll call. 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, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. Trustees voting nay: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#6H. 400.22 Salary Basis Policy – Chancellor Gower recommended revisions to the 400.22 Salary Basis Policy to accurately reflect the federally required salary basis requirement and exemptions.

HUMAN RESOURCES – 400

Salary Basis Policy (400.22)

Date Adopted: October 19, 2004

Revised: November 15, 2016

Revised: February 16, 2021 (Pending Board Approval)

The Fair Labor Standards Act (FLSA) requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. Section 13 (a)(1) and Section 13(a)(17) also exempt certain computer employees. These exemptions are often called the “white-collar” or “EAP” exemptions. To qualify for exemption, employees generally must meet specific tests regarding their job duties, and be paid on a salary basis at not less than ~~\$913~~ \$684 per week. Job titles alone do not determine exempt status. An employee’s specific job duties and salary must meet all the requirements of the Department’s regulations for the exemption to apply.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than ~~\$913~~ \$684 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, ~~select administrative, academic or athletic~~ employees and employees practicing law or medicine, as outlined by the Department of Labor.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any

work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the exempt employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Employers may use nondiscretionary bonuses and incentive payments (including commissions) paid on an annual or more frequent basis, to satisfy up to 10 percent of the standard salary level. Additionally, if after the 52-week period, the employer has not met its financial obligation, the employer can make a final "catch-up" payment within one pay period after the end of the 52-week period to bring an employee's compensation up to the required level. Any such catch-up payment will count only toward the prior year's salary amount and not toward the salary amount in the year in which it is paid.

Circumstances in Which Deductions May be Made from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deductions is made in accordance with a bona fide plan, policy or practice or providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, the employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

Policy on Improper Deductions

It is our policy to comply with the salary basis requirements of the FLSA. Supervisors are prohibited from making any improper deductions from the salaries of exempt employees. Employees should be aware of this policy. Illinois Eastern Community Colleges does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs

Employees, who believe that an improper deduction has been made to his/her salary, should immediately report this to the District Director of Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly paid for any improper deduction.

Board Action: Trustee Brenda Culver made a motion to waive the second reading and approve the policy updates to reflect the federally required salary basis requirement and exemptions. 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, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager

and Student Trustee Sutton Dunn. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. Carle Foundation Affiliation Agreement: IECC wishes to enter into a new affiliation agreement for the Associate Degree in Nursing Program and for the Radiography Program with Carle Foundation. The Chancellor recommended approval of this agreement as presented in full in the Board Agenda.

Board Action: Trustee Gary Carter made a motion to approve the affiliation agreement for IECC’s Associate Degree in Nursing Program and Radiography Program with Carle Foundation. 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, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Procedure 100.31 Preventing Sexual Misconduct: Chancellor Gower recommended the following revisions to the following Board Procedure 100.31 Preventing Sexual Misconduct because of recent organizational structure changes.

BOARD OF TRUSTEES – 100

100.31 Preventing Sexual Misconduct

Revised Date: 09-15-20

Revised Date: 2-16-2021 (Pending Board Approval)

IECC PREVENTING SEXUAL MISCONDUCT PROCEDURE

I. Purpose

Illinois Eastern Community Colleges District #529 is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this procedure is to implement IECC’s Preventing Sexual Misconduct Policy 100.31 and Nondiscrimination Policy 100.8, ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the *Education Amendments of 1972* (“Title IX”), which prohibits discrimination on the basis of sex in IECC’s education programs or activities; relevant sections of the *Violence Against Women Reauthorization Act* (“VAWA”); Title VII of the *Civil Rights Act of 1964* (“Title VII”), which prohibits discrimination on the basis of sex in employment; relevant sections of the *Illinois Human Rights Act*, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime*

Statistics Act (“Clery Act”), which requires timely warning to the community of certain immediate threats; the *Preventing Sexual Violence in Higher Education Act*; and other applicable law and local ordinances.

IECC has an affirmative duty to take immediate and appropriate action once it knows or its administration should know of an act of sex-based discrimination, sexual harassment or other sex-based misconduct in any of its educational or employment programs or activities. IECC will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct as set forth below.

II. Jurisdiction

IECC’s Preventing Sexual Misconduct Policy and this procedure applies to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A.** On IECC property; or
- B.** Off IECC property if:
 1. The conduct was in connection with an IECC College or an IECC College-recognized program or activity; or
 2. The conduct may have the effect of creating a hostile environment for a member of an IECC College community.

III. Scope

This Procedure governs sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework require IECC not to address an act of misconduct falling within the scope of this procedure.

Sections I-VII and IX-X include provisions relevant to sex-based misconduct in all its forms.

Sections VI.A and VI.B address reporting for students and employees, respectively. Section VIII, which describes a grievance process with a required live hearing, applies only to formal Title IX complaints and complaints alleging sexual violence, domestic violence, dating violence or stalking.

IV. Administration

A. Title IX Coordinator

Illinois Eastern Community Colleges has designated the Program Director of Grants and Compliance as the Title IX Coordinator. Contact information for the Title IX Coordinator is as follows:

Libby McVicker
Illinois Eastern Community Colleges
320 East North Avenue
Noble, IL 62868
Telephone: (618) 393-3491

Email: mcvickero@iecc.edu

Responsibilities of the Title IX Coordinator(s) include, but are not limited to:

- Overseeing IECC's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
 - With respect to Title IX complaints that relate to an IECC employee as the complainant or as the respondent, the Title IX Coordinator(s) will partner with the Department of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
 - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty, and staff on Title IX issues.
- Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.
- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator(s) or to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Email: OCR.Chicago@ed.gov

B. IECC Department of Human Resources

The IECC Department of Human Resources will partner with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve an IECC employee as the complainant or as the respondent. For any such complaints that involve an IECC employee as the respondent and fall outside the scope of Title IX, the IECC Department of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve an IECC employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to this procedure.

V. Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment or Misconduct

A. Emergency Response

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

B. Off-Campus Health Care Options

The following local health, mental health, counseling, and advocacy services are available for victims. At a victim's request, IECC Title IX Coordinator ~~or a Deputy Title IX Coordinator~~ (identified in Appendix B) can assist victims in accessing these services.

1. IECC Employee Assistance Program 1-855-775-4357 or <https://rsli.acieap.com/>
2. Illinois Coalition Against Sexual Assault: 217-753-4117 or www.icasa.org
3. National Sexual Assault Hotline: 800-656-HOPE (4673);
<https://www.rainn.org/get-help/national-sexual-assault-hotline>
4. National Domestic Violence Help Line: 877-TO END DV (877-863-6338);
http://www.cityofchicago.org/dam/city/depts/fss/supp_info/DV/MODVsafteycardEnglish.pdf
5. AARDVARC – An Abuse, Rape and Domestic Violence Aid and Resource Collection at www.aardvarc.org
6. The Illinois Coalition Against Domestic Violence: 217-789-2830;
http://www.ilcadv.org/about_icadv/contact.asp
7. Illinois Attorney General's Office: 1-800-228-3368; www.ag.state.il.us/victims/
8. Illinois Crime Victims Bill of Rights 725 ILCS 120-1:
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1970&ChapterID=54>

- a. Illinois Crime Victims Compensation Program: 800-228-3368;
<http://www.ag.state.il.us/victims/cvc.html>
- b. Illinois Department of Children and Family Services: 800-25-ABUSE (800-252-2873); <http://www.state.il.us/dcfs/index.shtml>

<u>Frontier Community</u>	<u>Lincoln Trail</u>	<u>Olney Central</u>	<u>Wabash Valley</u>
Fairfield Police 911	Robinson Police 911	Olney Police 911	Mt. Carmel Police 911
Wayne Co. Sheriff 618-842-6631	Crawford Co. Sheriff 618-546-1515	Richland Co. Sheriff 618-395-7481	Wabash Co. Sheriff 618-262-4186
*Fairfield Memorial Hospital 303 NW 11 th Street Fairfield, IL 62837-2601 618-842-2611	*Crawford Memorial Hospital 1000 N Allen Street Robinson, IL 62454 618-544-3131	*Carle Richland Memorial Hosp. 800 E. Locust Street Olney, IL 62450 618-395-2131	*Wabash General Hospital 1418 College Drive Mt. Carmel, IL 62863 618-262-8621
SAFE 618-316-7017	CAISA Olney 618-879-2130 Robinson 618-544-9379	CAISA Olney 618-879-2130 Robinson 618-544-9379	CAISA Olney 618-879-2130 Robinson 618-544-9379
Egyptian Behavior Health (Fairfield Office) 618-516-5326	Lawrence County Health Dept. 618-943-3302	Jasper County Behavioral Health (Olney Office) 618-783-4154	Depot Counseling Regular Hours 618-263-4970

**Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).*

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with IECC unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however, that while these health care providers may maintain a reporting person’s confidentiality vis-à-vis IECC, they may have other reporting obligations under State law.

C. State of Illinois Sexual Harassment and Discrimination Helpline

The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at (877) 236-7703.

VI. Making a Report of Alleged Sex-Based Misconduct

Any student, employee, or community member who wishes to avail himself or herself of this procedure may do so by making a report to any Responsible Employee, as defined below. Detailed information concerning student and employee reporting is as follows.

A. Student Reporting

Illinois Eastern Community Colleges encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that IECC can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-based misconduct. Some IECC employees (referred to as “Responsible Employees”) are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator, all members of the IECC community (including students) are encouraged to report such incidents to the Title IX Coordinator.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, IECC will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person’s rights and options pursuant to this procedure.

Immunity for Good-Faith Reporting: Students who in good faith report an alleged violation of IECC’s Policy Preventing Sexual Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which IECC determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

1. Student Reporting to the Title IX Coordinator

Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator directly. IECC’s Title IX Coordinator is:

Libby McVicker, Program Director of Grants and Compliance
Address: 320 East North Avenue, Noble, IL 62868
Telephone: 618-393-3491

Email: mcvickero@iecc.edu

2. Student Reporting to Responsible Employees

A Responsible Employee, as defined in Appendix A, must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling IECC's response to the report.

The following categories of employees are IECC's Responsible Employees:

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

Before a student reveals any information to a Responsible Employee, the employee should ensure that the student understands the employee's reporting obligations. If the student wants to make a confidential report, the Responsible Employee should direct the student to the confidential resources listed in Section VI.A.3 below.

If the student wants to tell the Responsible Employee what happened, but also maintain confidentiality, the employee should tell the student that IECC will consider the request, but that IECC cannot guarantee it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student's request for confidentiality.

3. Confidential Reporting

Students who wish to confidentially report an incident of sex-based misconduct may make a confidential report to:

*CAISA (serving Lincoln Trail, Olney Central, and Wabash Valley)

Olney Office 618-879-2130

Robinson Office 618- 544-9379

After-Hours Crisis Hotline: 866-288-4888

*SAFE (serving Frontier Community)

The individuals in this list are Confidential Advisors, as defined in Appendix A. Professional, licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator without a student's permission.

Note: While the individuals listed above may maintain a student's confidentiality vis-à-vis IECC, they may have reporting or other obligations under State law. Any IECC employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If IECC determines that a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the IECC community, Administration may be called upon to issue a timely warning to IECC community. Any such warning will not include any information that identifies the person alleged to be the victim.

4. **Electronic and/or Anonymous Reporting**
IECC maintains an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user, before he/she enters information, that entering personally identifying information may serve as notice to IECC for the purpose of triggering an investigation. Anonymous reports can be filed at www.iecc.edu/titleix. Where a reporter chooses to provide his/her identity and contact information, IECC will respond to the reporter within 12 hours.

5. **Note Regarding Student Participation in Public Awareness Events**
Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents are not considered notice to IECC of sex-based discrimination, harassment, or misconduct for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the district will provide information about students' rights at these events.

B. Employee Reporting

1. Alleged Sex-Based Misconduct of a Student

In addition to the reporting requirements for Responsible Employees (see Section VI.A), all IECC employees who have information regarding sex-based misconduct of a student should report it to the Title IX Coordinator or any Responsible Employee.

2. Alleged Sex-Based Misconduct of an Employee

An employee should notify the Title IX Coordinator or the Director of Human Resources if he or she believes that IECC or a member of the IECC community has engaged in sex discrimination, sexual harassment, or other sex-based misconduct in violation of IECC's Preventing Sexual Misconduct Policy or Nondiscrimination Policy.

C. Board Member Reporting

Members of IECC's Board of Trustees and other elected officials should promptly report claims of sex-based misconduct against a Board member. Board members and elected officials should report claims of sex-based misconduct against a Board member to the Board Chair or Chancellor. If the report is made to the Chancellor, the Chancellor shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for IECC to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

VII. IECC Response to Reports of Alleged Sex Discrimination, Harassment or Other Misconduct

A. Processing of Report

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the *Preventing Sexual Violence in Higher Education Act*, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter "complainant") to:

1. Discuss the availability of supportive measures (see Section VII.B below);

2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

B. Supportive Measures

Supportive measures (also referred to as "interim protective measures") are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that IECC may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

A report of alleged sex-based misconduct may also prompt IECC to consider broader remedial action, such as increased monitoring, supervision, or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to IECC's policies and practices.

IECC will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair IECC's ability to provide the supportive measures.

The Title IX Coordinator is responsible for coordinating IECC's implementation of supportive measures.

C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VIII below, or in the absence of a formal complaint, IECC may remove a respondent from IECC's education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, IECC will effectuate an emergency removal only where IECC has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the

allegations of sexual harassment justifies removal. In such cases, IECC will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, IECC may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

D. Clery Act Reporting Obligations

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), 20 U.S.C. § 1092(f), IECC will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The *Clery Act* also requires IECC to maintain a public crime log and publish an Annual Security Report (“ASR”) available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

VIII. Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the *Preventing Sexual Violence in Higher Education Act*; and requesting that IECC investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in IECC’s education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on his or her behalf.

IECC, as it deems appropriate, may extend the time provided in this Grievance Process to comply with a requirement and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. If one of the parties requested the extension or postponement, it will be available on an equal basis to both parties.

A. Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the known parties of the following:

1. This Grievance Process, including the informal resolution process, where applicable.

2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the *Preventing Sexual Violence in Higher Education Act*, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which IECC does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The IECC Student Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, IECC decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

B. Informal Resolution

At any time after receiving the initial notice of allegations (See Section VIII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

Note: IECC does not permit informal resolution in cases involving acts by an IECC employee toward a student.

C. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

D. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in IECC's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where IECC determines that Title IX is not applicable, but IECC still intends to apply this Grievance Process to resolve the alleged misconduct, IECC will inform the parties that Title IX is inapplicable but that such Process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other IECC policies and procedures.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by IECC; or (3) specific circumstances prevent IECC from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal—either of a complaint altogether, or of a complaint for purposes of Title IX—the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this process does not preclude action under other IECC policies and procedures.

E. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing

(see Section VIII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview, or hearing and must comply with all behavioral rules and expectations set forth in this procedure. If a party's advisor violates this procedure or engages in behavior that harasses, abuses, or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, [in electronic format / in hard copy]. The parties will have 10 business days to submit a written response to the evidence, which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence, and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

- (1) Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
- (2) Send to each party (and the party's advisor, if any) the investigative report [in electronic format or hard copy] for their review and written response.

F. Hearings

A hearing will be conducted by a Hearing Officer appointed by IECC. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, IECC will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms

must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. IECC may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then IECC will provide the party with an advisor of IECC's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify IECC that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross-examination or other questions, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

IECC will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, IECC will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

G. Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the *Preventing Sexual Violence in Higher Education Act*;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of IECC Student Code of Conduct or other conduct standards to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions IECC imposes on the respondent, and whether remedies designed to restore or preserve equal access to IECC's education program or activity will be provided by IECC to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

H. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Chancellor or designee. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or

4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Chancellor or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Chancellor will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Chancellor or designee has concluded his/her review of the appeal, the Chancellor or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Chancellor's or designee's decision is final.

IX. Prevention and Education for Students

IECC will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant IECC policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

IECC, in conjunction with its task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

X. Training

The Title IX Coordinator, ~~Deputy Title IX Coordinators~~, Sexual Misconduct Investigators, Hearing Officers, Appeal Authorities, Campus Security Authorities, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant IECC policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to *Preventing Sexual Violence in Higher Education Act* offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of IECC's education program or activity; the Title IX and IECC definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct IECC's Grievance Process outlined in Section VIII, above. Decision-makers, in particular, receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential Advisors also receive periodic training on IECC administrative process, interim protective measures and accommodations, and IECC's Grievance Process pursuant to Section VIII above.

IECC, in conjunction with its task force established pursuant to the *Campus Security Enhancement Act of 2008* (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

APPENDIX A

Definitions for IECC's Preventing Sexual Misconduct Procedure

- A. Bystander Intervention:** see Section 5 of the *Preventing Sexual Violence in Higher Education Act*, [110 ILCS 155/5](#).
- B. Complainant:** an individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.
- C. Confidential Advisor:** a person who has received up to 40 hours of training previously and 6 hours of ongoing training annually and is contracted by IECC to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors include persons employed by a community-based sexual assault crisis center (CAISA or SAFE) with whom IECC partners. Confidential Advisors are not required to report any

information about an incident to the Title IX Coordinator without a victim's permission. Individuals designated as “Responsible Employees” in Section VI of this procedure are not Confidential Advisors.

- D. Consent:** knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.
- E. Dating Violence:** violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Domestic Violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Illinois.
- G. Education Program or Activity:** a location, event, or circumstance over which IECC exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by IECC.
- H. Hate Crime:** an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status, or unfavorable military discharge.
- I. Hostile Environment Caused by Sexual Harassment:** a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive, or persistent that it denies or limits an individual’s ability to participate in or receive the benefits, services, or opportunities of IECC’s educational programs or activities or the individual’s employment access, benefits or opportunities. In determining whether a

hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.

- J. Incapacitation:** when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- K. Intimidation:** to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by IECC's Policy Preventing Sexual Misconduct and this procedure.
- L. Preponderance of the Evidence:** when considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.
- M. Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.
- N. Responsible Employee:** an IECC employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section VI of this procedure lists categories of employees who are Responsible Employees for IECC.
- O. Retaliation:** any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the *State Employees and Officials Ethics Act*, the *Whistleblower Act*, and the *Illinois Human Rights Act*. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by IECC's Preventing Sexual Misconduct Policy and this procedure. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment, or misconduct.
- P. Sexual Assault:** any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape, and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.

Q. Sex-Based Misconduct: misconduct on the basis of sex, sexual orientation, or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking.

R. Sexual Exploitation: when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

S. Sexual Harassment: unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Such conduct denies or limits an individual's ability to participate in or receive the benefits, services, or opportunities of IECC's educational programs or activities or the individual's employment access, benefits, or opportunities.

Examples of conduct of a sexual nature may include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
- Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
- Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.

- T. Sexual Violence:** physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (*e.g.*, due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.
- U. Survivor:** an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.
- V. Survivor-Centered:** see Section 5 of the *Preventing Sexual Violence in Higher Education Act*, [110 ILCS 155/5](#).
- W. Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- X. Threat:** any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.
- Y. Trauma-Informed Response:** see Section 5 of the *Preventing Sexual Violence in Higher Education Act*, [110 ILCS 155/5](#).

Appendix B

Applicable roles for IECC's Preventing Sexual Misconduct Procedure described and named.

IECC Title IX Roles and Responsibilities

The IECC Title IX Coordinator will ensure that the Grievance Process for all Title IX complaints adhere to the IECC Title IX Policy and Procedures (100.31). The roles of Hearing Officer, Advisor, and Investigator will be provided district-wide, with the Title IX Coordinator assigning roles to the following IECC staff on a rotating basis

Title IX Coordinator: is responsible for ensuring IECC compliance with Title IX laws and campus policies.

Libby McVicker, Program Director of Grants & Compliance, Illinois Eastern Community Colleges

~~**Deputy Title IX Coordinators:** work in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training,~~

education, communications, and administration of complaint procedures for complaints against students.

~~Jan Wiles, Assistant Dean of Student Services, Frontier Community College~~
~~Julie Higginbotham, Assistant Dean of Student Services, Lincoln Trail College~~
~~Andrea Pampe, Assistant Dean of Student Services, Olney Central College~~
~~Steve Patberg, Assistant Dean of Student Services, Wabash Valley College~~

Informal Resolution Facilitator: works with both parties to reach a written resolution to the Title IX Formal Complaint.

Libby McVicker, Program Director of Grants & Compliance, Illinois Eastern Community College

Hearing Officer: also known as the Decision Maker in a Title IX hearing and decides whether or not a Title IX policy violation has occurred. The Decision Maker cannot be the same person as the Title IX Coordinator or Investigator.

Rodney Ranes, President, Olney Central College
Matt Fowler, President, Wabash Valley College
Jay Edgren, President, Frontier Community College

Appellate Hearing Officer: is the Decision Maker for an appeal to a determination in a Title IX Formal Complaint. The appeal decision-maker cannot be the same person who served as the Title IX Coordinator, investigator, or initial decision-maker.

Ryan Gower, Chancellor, Illinois Eastern Community Colleges

Advisors: support the student and provide advice about the investigation and disciplinary process. Students can use their own advisor (which can be an attorney), or one can be provided for them.

~~Jan Wiles, Assistant Dean of Student Services, Frontier Community College~~
~~Julie Higginbotham, Assistant Dean of Student Services, Lincoln Trail College~~
~~Andrea Pampe, Assistant Dean of Student Services, Olney Central College~~
~~Steve Patberg, Assistant Dean of Student Services, Wabash Valley College~~
~~Alyssa Maglone, Assistant Dean of Academic Services, Illinois Eastern Community~~

Colleges

(Vacant), Associate Dean of Admissions and Records, Illinois Eastern Community Colleges

Investigators: Investigate and conduct interviews concerning allegations of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking.

Megan Black, Director of Instructional Services, Frontier Community College
Eric Resor, Recruiter/Advisor, Frontier Community College
Tyler Browning, Faculty, Lincoln Trail College

*Rena Gower, Director of Instructional Support Services Academic Success Center,
Lincoln Trail College*

Linda Horn, Program Advisor, Allied Health, Olney Central College

Doug Shipman, Director of Business, Olney Central College

Tabatha Niduaza, Director of Academic Success Center, Wabash Valley College

*Steve Patberg, Registrar, Illinois Eastern Community Colleges ~~Assistant Dean of Student
Services, Wabash Valley College~~*

Laurel Taylor, Director of Business & Finance, IECC Workforce Education

Kim Underwood, Associate Dean of Workforce Education, IECC Workforce Education

Bonnie Chaplin, Director of Financial Operations, Illinois Eastern Community Colleges

*Alex Cline, Director of Information & Communications Technology, Illinois Eastern
Community Colleges*

Contact Information by Location:

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

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

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

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

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

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

Board Action: Trustee Barbara Shimer made a motion to approve the revised Procedure 100.31 Preventing Sexual Misconduct as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. 403(b) Calendar Year Report: CFO Ryan Hawkins presented the annual calendar year report on the 403(b) Plan. Under the plan, employees can defer salary into investment alternatives. The District has offered this optional investment plan since 2009 for the benefit of its employees. The plan is completely employee funded. At the end of calendar year 2020, the plan had assets of \$5,221,451.00. The plan currently has 155 active participants. Chancellor Gower recommended acceptance of the report.

Board Action: Trustee Jan Ridgely made a motion to accept the 403(b) Calendar Year Report as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Exception to Bidding Procedures Under ILCS 805/3-27.1: CFO Ryan Hawkins reviewed quotes received for two 15 passenger vans to be used by LTC. CFO Hawkins reviewed the rationale to purchase these vehicles utilizing an allowable exception to the bidding process provision. Chancellor Gower recommended approval of the purchase of two vans. The first van quoted is a 2020 15-passenger Chevrolet Express, V8, with 7,500 miles. The purchase price of the van would be \$21,341.06 as quoted by the vendor Eagleson Automotive located in Olney, Illinois. The second van quoted is a 15 passenger Chevrolet Express, V6, with 5,100 miles. The purchase price of the van would be \$21,841.06 as quoted by the vendor Eagleson Automotive located in Olney, Illinois. Chancellor Gower recommended approval of the purchase of the two vans under ILCS 805/3-27.1 Exception to Bidding Procedures.

Board Action: Trustee Brenda Culver made a motion to approve the purchase of the two 2020 Chevrolet Express vans from Eagleson Automotive in Olney, Illinois, as recommended. 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, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Intent to Renew Contracts for Chancellor & Presidents: Contracts for the period beginning September 1, 2021, are up for consideration of renewal for the contracts for the Chancellor and for FCC, OCC, and WVC Presidents. To ensure compliance with public notice requirements, the Board wishes to announce the intention to consider the contracts at the regular Board meeting on April 20, 2021.

Board Action: Trustee John Brooks made a motion to approve the intention to consider the contracts of the Chancellor and the President of three colleges, namely FCC, OCC, and WVC, at the April 20, 2021, Board of Trustees meeting. 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, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of February 28, 2021.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for February, 2021, totaling \$1,294,563.10, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for February 2021, in the amounts listed. 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, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Executive Session” – The Board of Trustees entered 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. Trustee Brenda Culver made a motion to go into closed session at 8:03 p.m. The motion was seconded by Trustee Barbara Shimer. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the closed meeting began at 8:03 p.m. The closed session adjourned at 9:06 p.m. and reconvened in open public session. Separate minutes have been prepared for the closed executive session.

AGENDA #12 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, January 19, 2021.

AGENDA #13 – “Approval of Personnel Report” – Andrea McDowell presented the following Personnel Report and the Chancellor recommended approval.

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Kinsey Whitaker, Physical Therapy Assistant Program Instructor, WVC, effective March 1, 2021.

B. Professional Non-Faculty, Exempt

1. Blake Ordell, Head Men’s and Women’s Soccer Coach, LTC, effective February 22, 2021.

C. Professional Non-Faculty, Non-Exempt

1. Amanda Kotch, Coordinator of International Students, Athletics & Student Activities, FCC, effective February 18, 2021.

D. Classified

1. Sarah Kennedy, Custodian, LTC, effective February 17, 2021.

400.2. Change in Status

A. Professional Non-Faculty, Non-Exempt

1. Eva Fatheree, Administrative Assistant, DO, to Coordinator of Curricular Reporting & Articulation, DO, effective February 17, 2021.

400.3. Salary Adjustment

A. Classified

1. Lori Barger, Administrative Assistant, DO, effective February 17, 2021.

400.4. Reemployment of Bargaining Unit Faculty for the 2021-22 Academic Year

A. Continuation of Tenure

1. Scott Balding
2. Wade Baker
3. Reno Bemont
4. Shasta Bennett
5. Sarah Bergbower
6. Tammie Bohnhoff
7. Cynthia Boyce
8. Tyler Boyles
9. C. Allen Brown

10. Carrie Brown
11. Joseph Brown
12. Tyler Browning
13. Megan Bunnage
14. Carla Cadwalader
15. Rebecca Carmack
16. Jay Carter
17. Laurel Cutright
18. David Denton
19. Cheryl Dill
20. Wanda Douglas
21. Todd Gill
22. Pauletta Gullett
23. Nixie Hnetkovsky
24. Steve Hnetkovsky
25. Jason Hortin
26. Anne Hustad
27. Laurie Jenkins
28. John Kendall
29. Andrew King
30. Aaron Lineberry
31. Karen Marks
32. Curtis Marshall
33. Logan Marshall
34. Rob Mason
35. Christian Mathews
36. Travis Matthews
37. Rodney Maxey
38. Amie Mayhall
39. Andrew McMurray
40. Mary Linda Monge
41. Mary Morris
42. Kelly Payne
43. Jodi Peach
44. Kyle Peach
45. Brenda Phegley
46. Andrew Pittman
47. Richard Poskin
48. Lisa Rauch
49. Doug Robb
50. Anurahda Roy
51. Heather Sandy
52. Eric Scheller
53. Kimberley Schucker
54. Nick Short
55. Shirley Smithenry

56. Philip Thorsen
57. Kristi Urfer
58. Brian Wick
59. David Wilderman
60. Angelia Williams
61. Beth Wilson
62. Jill Winter
63. Winifred Ann Wolven

B. Initial Tenure

1. Lonnie Barnes
2. Brittany Caparas
3. Becky Coleman
4. Juliana Fleming
5. Jasmyne Lewis
6. Jessica McDonald

C. Non-Tenure

1. Sarah Burke
2. Chelsea Gemeinhardt
3. Jared Gullett
4. Ronda Hockgeiger
5. Lisa Hoipkemier
6. Gerry Kinney
7. Tina Lindley
8. Bradley Logsdon
9. Vanessa Lowe
10. Brittany Ochs
11. Cori Witsman
12. Dennis York

400.5. Reemployment of Non-Bargaining Unit Faculty for the 2021-22 Academic Year

A. Continuation of Tenure

1. Rickey Lamb
2. Wesley Taylor
3. Michael Woods

B. Non-Tenure

1. Wendy Coles
2. Bill Jankousky
3. Calvin Melvin

400.6. Bargaining Unit Faculty Seniority List 2020-2021

Accounting

- | | |
|---------|--|
| 21 yrs. | Kristi Urfer (includes one-year seniority for 2020-2021 academic year) |
| 11 yrs. | John Kendall (includes one-year seniority for 2020-2021 academic year) |

Administrative Information Technology

8 yrs. John Kendall
* 6 yrs. Shasta Bennett
* 6 yrs. Amie Mayhall

Advanced Manufacturing

12 yrs. Jay Carter (includes one-year seniority for 2020-2021 academic year)

Agricultural Technology

* 14 yrs. Steve Hnetkovsky (includes one-year seniority for AY 2020-2021)
* 14 yrs. Doug Robb (includes one-year seniority for 2020-2021 academic year)

Art

9 yrs. Michael Conn (*Dean of Instruction, effective Summer 2017*)
4 yrs. Heather Sandy (includes on year seniority for 2020-2021 academic year)

Automotive Service Tech

18 yrs. Rodney Maxey (includes one-year seniority for 2020-2021 academic year)
13 yrs. Tyler Boyles (includes one-year seniority for 2020-2021 academic year)
4 yrs. Brian Wick

Chemical Sciences

6 yrs. Aaron Lineberry (includes one-year seniority for AY 2020-2021)
2 yr. Chelsea Gemeinhardt (includes one-year seniority for AY 2020-2021)
1 yr. Bradley Logsdon (includes one-year seniority for AY 2020-2021)

Collision Repair Technology

3 .5 yrs. Lonnie Barnes (includes one-year seniority for 2020-2021 academic year)

Computer Telephony

7 yrs. Travis Matthews

Diesel Equipment Technology

19 yrs. Scott Balding (includes one-year seniority for 2020-2021 academic year)
9 yrs. Eric Scheller (includes one-year seniority for 2020-2021 academic year)

Early Childhood Development

8 yrs. Carla Cadwalader (includes one-year seniority for AY 2020-2021)

Electrical Distribution Systems

2 yr. Gerry Kinney (includes one-year seniority for 2020-2021 academic year)

Electronics Technology

4 yrs. Jay Carter

English

37 yrs. Brenda Phegley (includes one-year seniority for AY 2020-2021)

20 yrs. Winifred Wolven (includes one-year seniority for AY 2020-2021)

17 yrs. Kelly Payne (includes one-year seniority for 2020-2021 academic year)

12 yrs. Mary Morris (includes one-year seniority for 2020-2021 academic year)

Gunsmithing

12 yrs. Brian Wick (includes one-year seniority for 2020-2021 academic year)

Health Informatics

6 yrs. Jodi Peach (includes one-year seniority for 2020-2021 academic year)

Health Programs

6 yrs. Pauletta Gullett

4.5 yrs. Laurie Jenkins

1.5 yr. Jared Gullett (includes year seniority for 2020-2021 academic year)

History

31 yrs. David Denton (includes one-year seniority for 2020-2021 academic year)

8 yrs. Andrew McMurray (includes one-year seniority for AY 2020-2021)

3 yrs. Cynthia Boyce (includes one-year seniority for 2020-2021 academic year)

Humanities

6 yrs. Cynthia Boyce

Industrial Maintenance Tech

7 yrs. Logan Marshall (includes on year seniority for 2020-2021 academic year)

Life Science

34 yrs.	Anuradha Roy (includes one-year seniority for 2020-2021 academic year)
22 yrs.	Richard Poskin (includes one-year seniority for 2020-2021 academic year)
21 yrs.	Christian Mathews (includes one-year seniority for AY 2020-2021)
* 18 yrs.	Nixie Hnetkovsky (includes one-year seniority for AY 2020-2021)
* 18 yrs.	Carrie Brown (includes one-year seniority for 2020-2021 academic year)
15 yrs.	Nick Short (includes one-year seniority for 2020-2021 academic year)
8 yrs.	Todd Gill (includes one-year seniority for 2020-2021 academic year)
6 yrs.	Sarah Bergbower (includes one-year seniority for AY 2020-2021)

Marketing Business Management

27 yrs.	David Wilderman (includes one-year seniority for AY 2020-2021)
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Mathematics

28 yrs.	C. Allen Brown (includes one-year seniority for AY 2020-2021)
20 yrs.	Laurel Cutright (includes one-year seniority for 2020-2021 academic year)
14 yrs.	Kimberly Schucker (includes one-year seniority for AY 2020-2021)
10.5 yrs.	Mary (Linda) Monge (includes one-year seniority for AY 2020-2021)
9 yrs.	Tammie Bohnhoff (includes one-year seniority for AY 2020-2021)

Medical Office Assistant

* 12 yrs.	Shasta Bennett (includes one-year seniority for 2020-2021 academic year)
* 12 yrs.	Amie Mayhall (includes one-year seniority for 2020-2021 academic year)

Microcomputer Support Specialist

3 yrs.	Travis Matthews
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Music

8 yrs.	Andrew Pittman (includes one-half year seniority for AY 2020-2021)
5 yrs.	Rebecca Carmack (includes one-year seniority for AY 2020-2021)
4 yrs.	Wade Baker (includes one-year seniority for 2020-2021 academic year)

Nursing

16 yrs.	Anne Hustad (includes one-year seniority for 2020-2021 academic year)
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- * 15 yrs. Shirley Smithenry (includes one-year seniority for AY 2020-2021)
- * 15 yrs. Angelia Williams (includes one-year seniority for AY 2020-2021)
- 14.5 yrs. Cheryl Dill (includes one-year seniority for 2020-2021 academic year)
- 11.5 yrs. Theresa Marcotte (Associate Dean effective March 14, 2016)
- 10 yrs. Wanda Douglas (includes one-year seniority for AY 2020-2021)
- 6 yrs. Pauletta Gullett (includes one-year seniority for 2020-2021 academic year)
- ** 4 yrs. Megan Bunnage (includes one-year seniority for AY 2020-2021)
- ** 4 yrs. Karen Marks (includes one-year seniority for 2020-2021 academic year)
- ** 4 yrs. Beth Wilson (includes one-year seniority for 2020-2021 academic year)
- *** 3.5 yrs. Becky Coleman (includes one-year seniority for AY 2020-2021)
- *** 3.5 yrs. Brittany Caparas (includes one-half year seniority for AY 2020-2021)
- **** 3 yrs. Jasmyne Lewis (includes one-year seniority for 2020-2021 academic year)
- **** 3 yrs. Julianna Fleming (includes one-year seniority for AY 2020-2021)
- ***** 2 yr. Laurie Jenkins (includes one-year seniority for 2020-2021 academic year)
- ***** 2 yr. Vanessa Lowe (includes one-year seniority for 2020-2021 academic year)
- ***** 2 yr. Cori Stringfellow (includes one-year seniority for AY 2020-2021)

Physical Therapy Assistant

- 1 yr. Lisa Hoipkemier (includes one-year seniority for AY 2020-2021)

Physics

- 22 yrs. Robert Mason (includes one-year seniority for 2020-2021 academic year)
- 10.5 yrs. Andrew King (includes one-year seniority for 2020-2021 academic year)

Process Technology

- 1.5 yr. Tina Lindley (includes one year seniority for 2020-2021 academic year)

Psychology

- * 12 yrs. Jason Hortin (includes one-year seniority for 2020-2021 academic year)
- * 12 yrs. Philip Thorsen (includes one-year seniority for 2020-2021 academic year)

Radio/TV Broadcasting

15 yrs. Kyle Peach (includes one-year seniority for 2020-2021 academic year)

Radiography

* 8 yrs. Lisa Rauch (includes one-year seniority for 2020-2021 academic year)

1 yr Brittany Ochs (includes one-year seniority for 2020-2021 academic year)

Remedial Education

2 yrs. Travis Matthews

Social Services

1.5 yrs. Ronda Hockgeiger (includes one-year seniority for AY 2020-2021)

Speech

18 yrs. Jill Winter (includes one-year seniority for 2020-2021 academic year)

3 yrs. Jessica McDonald (includes one-year seniority for AY 2020-2021)

Sport Management

4 yrs. Tyler Browning (includes one-year seniority for AY 2020-2021)

Telecommunications Technology

9 yrs. Travis Matthews (includes one-year seniority for AY 2020-2021)

1 yr. Dennis York (includes one-year seniority for 2020-2021 academic year)

Truck Driving

3.5 yrs. Joseph Brown (includes one-year seniority for 2020-2021 academic year)

Welding

10 yrs. Reno Bemont (includes one-year seniority for 2020-2021 academic year)

9 yrs. Curtis Marshall (includes one-year seniority for 2020-2021 academic year)

*/**/***/****/*****

= same seniority

400.7. Non-Bargaining Unit Faculty Seniority List 2020-2021

Coal Mining Technology (non-bargaining unit)

9 yrs. Rickey Lamb (includes one-year seniority for 2020-21 academic year)

7 yrs. Michael Woods (includes one-year seniority for 2020-21 academic year)

- 5.5 yrs. Wesley Taylor (includes one-year seniority for 2020-21 academic year)
- 2.5 yrs. Wendy Coles (includes one-year seniority for 2020-21 academic year)
- 2.5 yrs. Calvin Melvin (includes one-year seniority for 2020-21 academic year)
- 1 yr. Bill Jankousky (includes one-year seniority for 2020-21 academic year)

400.8. Consideration of Contracts for Chancellor and Presidents

A. Administrative

1. Dr. Ryan Gower, Chancellor, Illinois Eastern Community Colleges
2. Dr. Gerald Edgren Jr., President, Frontier Community College
3. Rodney Ranes, President, Olney Central College
4. Dr. Matthew Fowler, President, Wabash Valley College

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

400.10. Retirement Ratification

A. Classified

1. Carla Burgener, Administrative Assistant, OCC, effective April 1, 2021.

Board Action to Approve Personnel Report: Trustee Gary Carter made a motion to approve the Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #14 – “Collective Bargaining” – Trustee Barbara Shimer made a motion to approve the Memorandum of Agreement with the Illinois Eastern Colleges Education Association (IECEA) as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Trustees voting nay: None. Trustees absent: Al Henager and Student Trustee Sutton Dunn. The motion having received 6 yea votes and nay votes, the Chair declared the motion carried.

AGENDA #15 – “Litigation” – Chancellor Ryan Gower provided an update on current litigation.

AGENDA #16 – “Other Items” – None.

AGENDA #17 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. Trustee John Brooks seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:27 p.m.

Approved: Chairman: _____

Secretary: _____