

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 21, 2020



Location:

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

**Dinner – 6:00 p.m. – Cafeteria
Meeting – 7:00 p.m. – Science Building Room 61**

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

**Illinois Eastern Community Colleges
Board Agenda**

January 21, 2020

7:00 p.m.

**Wabash Valley College
Science Building Room 61**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes Interim CEO Holt
3. Recognition of Visitors and Guests Holt
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Holt
 - A. None
7. Policy Second Reading Holt
 - A. None
8. Staff Recommendations for Approval
 - A. Employee Satisfaction Survey Results Martin
 - B. Cooperative Agreement with Rend Lake College Martin
 - C. Articulation Agreement with SIU-C Martin
 - D. Articulation Agreement with SIU-C Martin
 - E. Affiliation Agreements Holt
 - Sarah Bush Lincoln – Medical Office Careers Program – OCC
 - Women’s Hospital – ADN – IECC
 - Clay County Hospital – Phlebotomy – OCC
 - Fairfield Memorial Hospital – Paramedic Education – FCC
 - The Carle Foundation – Paramedic Education - IECC

9. Bid Committee Report..... Holt
A. Hand Held Welders – OCC
10. District Finance
A. Financial Report Hawkins
B. Approval of Financial Obligations Hawkins
11. Chief Executive Officer’s Report..... Holt
12. Executive Session..... Holt
13. Approval of Executive Session Minutes
A. Written Executive Session Minutes..... Holt
B. Audio Executive Session Minutes Holt
14. Approval of Personnel Report Holt
15. Collective Bargaining..... Holt
16. Litigation Holt
17. Other Items
18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Science Building Room 61, Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, January 21, 2020.

AGENDA #1 – “Call to Order & Roll Call” – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the 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 Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Al Henager, Jan Ridgely. Trustees absent: None. Student Trustee Corey Hall was present. 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:
Jay Edgren, President of Frontier Community College.
Matt Fowler, President of Wabash Valley College.
Ryan Gower, President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Tara Buerster, Director of Human Resources.
Alex Cline, Director of Information Technology and Communications.
Ryan Hawkins, Chief Financial Officer.
Holly Martin, Chief Academic Officer.
Renee Smith, Assistant to CEO/Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held December 10, 2019 were presented for disposition.

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

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

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

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Informational reports including the announcement of upcoming events were provided by the College Presidents.

#5-C. Report from Cabinet: None.

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

AGENDA #7 – “Policy Second Reading” - None.

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

#8-A. Employee Satisfaction Survey Results: In the fall of each year, IECC employees are given the opportunity to review the operation of the District and its four colleges.

Employees identify their work location, classification, whether they were employed full- or part-time, and their years of service. The employees review compensation and benefits, communication and collaboration, work conditions, development and training opportunities, the evaluation process and opportunities for advancement, as well as providing administrative and supervisor feedback. The survey concludes with a rating of their overall satisfaction and likelihood to recommend IECC as an employer and to prospective students. Overall, 91% of employees are satisfied with their employment.

Board Action: Student Trustee Corey Hall made a motion to accept the results of the Employee Satisfaction Survey as presented. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees Absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Cooperative Agreement with Rend Lake College: Under the Cooperative Agreement presented by Holly Martin, Illinois Eastern Community Colleges agrees to accept students from Rend Lake College in designated courses in the Entrepreneurship program at Frontier Community College. The agreement will be effective for the 2019-2020 and 2020-2021 academic years. The CEO recommended approval of the Dual Credit Education Joint Agreement with Rend Lake College.

Board Action: Trustee Al Henager made a motion to approve the Dual Credit Education Joint Agreement with Rend Lake College as presented. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees Absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Articulation Agreement with SIU Carbondale: Southern Illinois University at Carbondale (SIU-C) has requested approval of a transfer agreement between Illinois Eastern Community Colleges and SIU-C that will facilitate transfer from IECC's Associate in Applied Science Degree in Agricultural Technology/Production to SIU-C's Bachelor of Science Degree in Animal Science Production in the College of Agricultural Sciences. The proposed agreement is listed in full in the Board agenda.

Board Action: Student Trustee Corey Hall made a motion to approve the articulation agreement with Southern Illinois University at Carbondale 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, Al Henager, Jan Ridgely. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Articulation Agreement with SIU Carbondale: Southern Illinois University at Carbondale (SIU-C) has requested approval of a transfer agreement between Illinois Eastern Community Colleges and SIU-C that will facilitate transfer from IECC's Associate in Science and Arts Degree to SIU-C's Bachelor of Science in Business & Administration (BNAD) Online in the College of Business. The proposed agreement is listed in full in the Board agenda.

Board Action: Trustee Jan Ridgely made a motion to approve the articulation agreement with SIU-C 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, Al Henager, Jan Ridgely. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Affiliation Agreements: The CEO recommended approval of affiliation agreements with Sarah Bush Lincoln, Women's Hospital, Clay County Hospital, Fairfield Memorial Hospital, and The Carle Foundation for IECC Paramedic Education and Associate Degree in Nursing and OCC Medical Office Careers and Phlebotomy and FCC Paramedic Education. The agreements are listed in full in the Board Agenda.

Board Action: Trustee Brenda Culver made a motion to approve the standard affiliation agreements as presented and all on one vote. Student Trustee Corey Hall seconded the motion and on a recorded roll call vote the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – The following bid committee reports were presented for approval:

TO: Board of Trustees
FROM: Bid Committee
DATE: January 21, 2020
RE: Hand-Held Welders

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

The Bid Committee recommends acceptance of the bid received from ILMO for a total of \$44,421.95.

Company	Total Bid
Gano Welding Charleston, IL	\$47,978.15 (Prices good thru Dec. 31, 2019)
ILMO Products Mt. Vernon, IL	\$44,421.95
Progressive Industries, Inc. Chicago, IL	\$57,281.95

Respectfully submitted,

Ryan Hawkins
Marilyn Holt
Renee Smith

Department: Olney Central College Welding Program.

Source of Funds: 50% EDA grant #66345D-6345D-4102-103 and 50% District grant match 018-1095D-4102-103.

Rationale for Purchase: The proposal received meets all specifications required.

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

**REQUEST FOR PROPOSAL
ILLINOIS EASTERN COMMUNITY COLLEGES**

Recipient of U.S. Department of Commerce, Economic Development Administration Grant
Award
06-79-06113.

TIME AND PLACE OF BIDS

Notice is hereby given that sealed bids for the Equipment shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL, 62450 until 10 a.m. local time, on Tuesday, January 14, 2020, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

METHOD OF BIDDING

Unit Costs Bids will be received for the following:

- #1 – 11 Miller Multimatic 255 Pulsed Multi-Process Welders Package
- #2 – 11 Miller 160 A .023” - .035” 200 Series Spool Gun with 20’ Cable
- #3 – 11 Miller .045” Hard-Shelled Cored Knurled V Groove Drive Roll and Guide Tube Kit for Millermatic 255

Bids should include all items bid as one contract price.

PREPARATION OF BIDS

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

METHOD OF BID EVALUATION

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

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

SHIPPING & HANDLING

All freight and delivery must be included in bid.

SPECIAL PROVISIONS

Buy America: To the greatest extent practicable, contractors are encouraged to purchase American-made equipment and products with funding provided under EDA financial assistance.

Federal Participation Disclosure: This project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.

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

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

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

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

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

Specifications for Hand-Held Welders

HAND-HELD WELDERS

11 – Miller Multimatic 255 Pulsed Multi-Process Welders Package: 575 Volt 230 Amps at 25.5 Volt 60%, 200 Amps at 28 Volt 60%, 230 VAC at 25.5 V 60% Duty Cycle, 275 VAC at 21 V-60% Duty Cycle 350 Single Phase 180 lb with EZ-Latch Dual Cylinder Running Gear & TIG Kit (everything included in picture.)



11 – Miller 160 A .023” - .035” 200 Series Spool Gun with 20’ Cable

11 – Miller .045” Hard-Shelled Cored Knurled V Groove Drive Roll and Guide Tube Kit for Millermatic 255

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO OLNEY CENTRAL COLLEGE, 305 N. WEST STREET, OLNEY, ILLINOIS 62450. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID \$ _____

APPROX. DELIVERY DATE _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

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

Board Action: Trustee Gary Carter made a motion to approve the bid committee report recommendation as presented for Welding Program Equipment at OCC. Trustee Al Henager seconded the motion and on a recorded roll call vote the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer’s report, showing the balance in all funds as of December 31, 2019.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for January 2020 totaling \$1,082,567.60 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 January 2020, 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, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer’s Report” – The CEO reported on items including Solar Panel Information, Bonds, and Lobby Day.

AGENDA #12 – “Executive Session” – The Board of Trustees went into Executive Session under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, under Section 2(c) (11) Litigation, and under 2 (c) (3) Selection of a Person to Fill a Vacancy. Trustee Brenda Culver made a motion to go into closed session at 7:51 p.m.. The motion was seconded by Trustee Jan Ridgely and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely.

Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried. After a brief break, the closed session began at 8:03 p.m. and adjourned and reconvened in open public session after a motion was made by Trustee Brenda Culver and the motion was seconded by Trustee Al Henager. A voice vote was taken and the Chair declared the “Ayes” have it, the closed meeting was adjourned at 9:10 p.m. and there being a quorum present, the Board of Trustees reconvened the regular open meeting for the transaction of business at 9:14 p.m.

(Note: Separate minutes have been prepared for the foregoing closed meeting.)

AGENDA #13 – “Approval of Executive Session Minutes” –

#13-A. Written Executive Session Minutes: Trustee Gary Carter made a motion to approve the written executive session minutes for the closed meeting held during the regular meeting, Tuesday, December 10, 2019. Student Trustee Corey Hall Seconded the motion. A voice vote was taken and the Chair declared the “Ayes” have it and the motion passed.

#13-B. Audio Recordings of Executive Session: Trustee Gary Carter made a motion to approve the audio recordings of executive session minutes for the closed meeting held during the regular meeting, Tuesday, December 10, 2019. Student Trustee Corey Hall Seconded the motion. A voice vote was taken and the Chair declared the “Ayes” have it and the motion passed.

AGENDA #14. Personnel Report: Tara Buerster presented the following personnel report and the CEO recommended approval.

400.1. Employment of Personnel

A. Professional/Non-Faculty - Exempt

1. Joy Smith, Educational Technology Specialist, Title III, FCC, effective January 23, 2020, employment contingent upon continued grant funding.

B. Professional/Non-Faculty – Non-Exempt

1. Beverly Mathews, Director Cozy Corner, OCC, effective January 22, 2020.

C. Classified

1. Caleb Dunn, Maintenance/Groundskeeper, FCC, effective January 23, 2020.
2. Sheryl Childers, Administrative Assistant, Human Resources, DO, effective February 10, 2020, pending successful completion of background check.
3. Sheri Gray, Recruiter/Advisor, OCC, effective January 27, 2020, pending successful completion of background check.

400.2. Special Assignments

A. Academic

1. Jared Gullett, Lead Instructor, Health Programs, LTC, \$550/year, effective Spring 2020 Semester.

2. Ronda Hockgeiger, Lead Instructor, Social Services, WVC, \$550/year, effective Spring 2020 Semester.
3. Tina Lindley, Lead Instructor, Process Technology, LTC, \$550/year, effective Spring 2020 Semester.

B. Athletic

John (Asa) Deffendall, Head Softball Coach, WVC, \$6,000/year, effective January 22, 2020.

C. Other

1. Kent Staley, O & M Team Leader, FCC, \$7,500/year, effective January 22, 2020.

400.3. Title Change

A. Professional/Non-Faculty

1. John (Asa) Deffendall, Bookstore Manager/Assistant Softball Coach to Bookstore Manager, effective January 22, 2020.

400.4. Rate Adjustment

A. Classified

1. Kent Staley, Maintenance/Groundskeeper from \$14.31/hour to \$15.50/hour, effective January 22, 2020.

400.5. Resignation Ratifications

A. Classified

1. Chad Groves, TRIO Upward Bound Counselor/WVC, DO, effective January 27, 2020.
2. William Rude, Technology Systems Specialist, DO, effective February 6, 2020.

400.6. Retirement Ratification

A. Faculty

1. Don Bennett, Workforce Education Faculty, effective June 1, 2020.

#14-A. Board Action to Addend Personnel Report: Trustee Gary Carter made a motion to addend the Personnel Report, add an addendum for item 400.1 and 400.5. Student Trustee Corey Hall seconded the motion. The Chair asked Trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

400.1. Employment of Personnel

A. Professional/Non-Faculty – Exempt

1. Dennis York, Coordinator Industrial Training, LTC, effective January 22, 2020.

400.5. Resignation Ratifications

A. Classified

2. Catherine Halterman, Office Assistant, FCC, effective February 1, 2020.

#14-B. Board Action to Approve Amended Personnel Report: Trustee Al Henager made a motion to approve the Amended 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, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – Collective Bargaining – None.

AGENDA #16 – Litigation – None.

AGENDA #17 – Other Items – None.

AGENDA #18 – Recess Meeting – Trustee John Brooks made a motion that the Board stand in recess and reconvene February 10, 2020 at 5:00 p.m. at the IECC District Office, located at 233 East Chestnut Street in Olney, Illinois. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was recessed at 9:20 p.m. to reconvene at 5:00 p.m. on February 10, 2020 at the IECC District Office.