

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 19, 2020



**Meeting Time – 7:00 p.m.
Location:**

This Meeting is Being Conducted by Teleconference Using Zoom

Join Zoom Meeting
<https://zoom.us/j/97233388383>

Meeting ID: 972 3338 8383
Dial in phone number: 312 626 6799

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**

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1. Call to Order & Roll CallChairman Fischer
 - A. Appointment of Board Secretary and Ethics Officer.....Fischer
2. Disposition of Minutes Chancellor Gower
3. Recognition of Visitors and GuestsGower
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval)Gower
 - A. None
7. Policy Second ReadingGower
 - A. Policy to Address a Complaint 100.16
8. Staff Recommendations for Approval
 - A. Articulation Agreement – SIU-Carbondale - Industrial TechnologyGower
 - B. Letter of Engagement for FY2020 AuditGower
 - C. Affiliation AgreementsGower
 - Good Samaritan Hospital - Medical Office Careers
 - The Burge House – Certified Nurse Assistant

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

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

- 11. Chancellor’s Report.....Gower

- 12. Executive Session.....Gower

- 13. Approval of Executive Session Minutes - None
 - A. Written Executive Session Minutes.....Gower
 - B. Audio Executive Session MinutesGower

- 14. Approval of Personnel Report.....Gower

- 15. Collective Bargaining.....Gower
 - A. Memorandum of Agreement – FCC Title III Grant – Quality Matters Training
 - B. Memorandum of Agreement – COVID-19 Response/Unused Personal Leave

- 16. LitigationGower

- 17. Other Items

- 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held via ZOOM (Web Based Video Teleconferencing), on Tuesday, April 21, 2020.

AGENDA #1 – “Call to Order & Roll Call” – Chairman G. Andrew Fischer called the meeting to order at 7:01 p.m. and directed Acting Board Secretary, Alda Ingram, 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, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Alan Henager, Jan Ridgely, Barbara Shimer. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Marilyn Holt, Interim Chief Executive Officer.

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.

Michael Conn, Dean of Instruction, Olney Central College

Robert Conn, Dean of Instruction, Wabash Valley College

Michael Thomas, Dean of Workforce Ed., John A. Logan College

Alex Cline, Director of Information & Communications Technology

Ryan Hawkins, Chief Finance Officer/Treasurer.

Holly Martin, Chief Academic Officer.

Alda Ingram, Assistant to CEO/Board Secretary.

AGENDA #2 – “Disposition of Minutes” - Open meeting minutes as prepared for the regular meeting held on March 17, 2020, 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 “Nay”. The voice vote was taken, and the Chair declared the “Ayes” have it and motion carried.

AGENDA #3 – “Seating of Student Trustee” – After being introduced by Rodney Ranes, President of Olney Central College, Sutton Dunn was sworn in as the Student Trustee of the IECC Board of Trustees by the Honorable Judge Dunn, via Zoom Web Based Video Teleconferencing.

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, Gary Carter, Brenda K. Culver, Sutton Dunn, G. Andrew Fischer, Alan Henager, Jan Ridgely, Barbara Shimer. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

AGENDA #5 - Visitors & Guests:

AGENDA #5-A - Visitors & Guests: Judge Larry Dunn, Martin Dunn and Melissa Dunn were present for the swearing in of Student Trustee, Sutton Dunn. Judge Dunn expressed his appreciation for being asked to administer the Oath of Office to his nephew, Sutton Dunn. Judge Dunn also praised Illinois Eastern Community Colleges, stating that all his children had attended.

AGENDA #5-B - IECEA Representative: None

AGENDA #6 – “Public Comment” – None.

AGENDA #7 – “Reports” –

#7-A. Report from Trustees: None.

#7-B. Report from Presidents: Electronic reports were presented. Individual Presidents updated the Board on current information.

#7-C. Report from Cabinet: Ryan Hawkins, Chief Finance Officer/Treasurer, updated the Board on the financial impact to the District of The Care Act in response to COVID-19. Mr. Hawkins also gave an update on State funding.

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

AGENDA #8-A Policy 400.4 – Ryan Hawkins presented necessary revisions to the Leave and Benefit Policy (400.4) due to the COVID-19 Family First requirement. CEO Marilyn Holt recommended approval.

Board Action to Approve Revised Policy 400.4: Trustee Brenda Culver made a motion to approve Policy 400.4 Leave and Benefit. 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, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #8-B Policy 400.20 – Ryan Hawkins presented necessary revisions to the FMLA Policy (400.20) due to the COVID-19 Family First requirements. CEO Marilyn Holt recommended approval.

Board Action to Approve Revised Policy 400.20: Trustee Gary Carter made a motion to approve Policy 400.29 FMLA as presented, Trustee Alan Henager seconded the motion and on a

recorded roll call vote, ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #8-C Policy 400.12 – Ryan Hawkins presented necessary internal revisions to the Vacation Leave Policy (400.12), due to the COVID-19 Response. CEO Marilyn Holt recommended approval.

Board Action to Approve Revised Policy 400.12: Trustee Alan Henager made a motion to approve revised Vacation Policy (400.12). 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, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Policy Second Readings” –

#9-A - Policy to Address a Complaint 100.16 – Holly Martin presented the second reading of Policy 100.16 with recommended changes in language. After discussion, it was agreed that this item would be tabled and brought back for approval in May.

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

#10-A. Intent to Pay Due to COVID-19: Ryan Hawkins informed the Board that the stay at home requirement due to COVID-19 had been extended through April 30, 2020. For that reason, CEO Marilyn Holt requested the Board’s approval of a pay through date of May 8, 2020, as well as authorization for the Chancellor to adjust the date if changes are necessary prior to the May board meeting. CEO Marilyn Holt recommended approval.

Board Action: Trustee Barbara Shimer made a motion to approve the Intent to Pay through May 8, 2020 and the authorization of the Chancellor to adjust the date, if changes are necessary, prior to the May board meeting. 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, Al Henager, Jan Ridgely, Barbara Shimer, Dr. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-B. On-Line Hybrid Fee: The District currently has a \$35 fee for courses delivered online or through a hybrid delivery. At this time, the element of choice has been taken away from students due to COVID-19; therefore, the recommendation is to repeal the fee for these courses for the Summer 2020 term. CEO Marilyn Holt recommended approval.

Board Action: Trustee Brenda Culver made a motion to repeal the fee for online and hybrid courses for the Summer 2020 term. Trustee Alan Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10C. Activity Fee Allocations for FY21 – Annually, \$2 per credit hour for all tuition collected is returned to the colleges to support student activities. The Presidents recommend student activity fee allocations at the colleges. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund. CEO Marilyn Holt recommended approval.

ACTIVITY FEE ALLOCATIONS												
	FCC			LTC			OCC			WVC		
	18-19	19-20	20-21	18-19	19-20	20-21	18-19	19-20	20-21	18-19	19-20	20-21
Alumni Association	-	-	-	-	-	-	-	-	-	-	-	-
Athletics	25%	50%	50%	38%	40%	40%	30%	30%	30%	30%	30%	30%
Cheerleaders	-	-	-	5%	-	-	-	-	-	5%	5%	5%
College Union	50%	25%	25%	-	-	-	-	-	-	20%	20%	20%
Student Testing	-	-	-	-	-	-	3%	3%	-	-	-	-
Intramurals	-	-	-	-	-	-	-	-	-	-	-	-
Parking Maintenance	-	-	-	2%	5%	25%	9%	9%	9%	-	-	-
Publications	-	-	-	-	-	-	-	-	-	-	-	-
Soc Cul Act Team	-	-	-	-	-	-	3%	3%	3%	-	-	-
Special Events	-	-	-	3%	-	-	-	-	-	3%	3%	3%
Student Senate	-	-	-	10%	10%	15%	10%	10%	10%	12%	12%	12%
Special Projects	25%	25%	25%	15%	20%	20%	6%	6%	9%	16%	16%	16%
Natatorium	-	-	-	-	-	-	-	-	-	-	-	-
Student Handbook	-	-	-	-	-	-	-	-	-	-	-	-
Model United Nation	-	-	-	-	-	-	-	-	-	-	-	-
Child Care	-	-	-	-	-	-	20%	20%	20%	-	-	-
Food Services	-	-	-	12%	15%	-	19%	19%	19%	14%	14%	14%
Sports Facility	-	-	-	15%	10%	-	-	-	-	-	-	-
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Board Action: Trustee Gary Carter made a motion to approve the Activity Fee Allocations at the colleges for FY2021, 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, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. G. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-D Incomplete Grades IECC Catalog: Dr. Holly Martin presented information regarding incomplete grades as listed in the IECC Catalog and requested that as a result of COVID-19 the maximum amount of time to complete grades for regular sixteen-week courses should be increased to twenty-eight weeks after the end of the term. CEO Marilyn Holt recommended approval.

Board Action: Trustee Barbara Shimer made a motion to increase the amount of time to complete grades for a regular sixteen-week course be increased to twenty-eight weeks after the end of the term. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. G. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-E. Pass/Fail Option: In response to guidance from the Illinois Articulation Initiative, Dr. Holly Martin presented information regarding edits to the catalog policy related to students who elect to take courses on a pass-fail (P/F) basis during the COVID-19 public health emergency. CEO Marilyn Holt recommended approval.

Board Action: Trustee Alan Henager made a motion to approve edits to the IECC Catalog Policy as it pertains to students who elect to take courses on a pass-fail basis. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. G. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10F – “Program Articulation Agreement between IECC and SIU Carbondale” – Dr. Holly Martin presented information regarding the Program Articulation Agreement with SIU Carbondale. The Agreement will allow IECC Associate in Applied Science graduates in Agricultural Technology/Business, that meet SIU Carbondale admission requirements, to be considered for admission into SIU Carbondale’s Bachelor of Science degree in Agribusiness Economics in the College of Agricultural Sciences. This Agreement will form a cooperative relationship to better serve IECC students. CEO Marilyn Holt recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the Program Articulation Agreement between IECC and SIU Carbondale as presented. Trustee Alan Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. G. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

10-G. – Identity Theft Prevention Procedures – Dr. Holly Martin presented recommended changes to the Identity Theft Prevention Procedure and the Status Report for 2019. The Theft Prevention Program and Identity Theft Prevention Policy (100.23) were

developed and approved by the Board on March 17, 2009. After review, the Theft Identity Team reviewed and developed updates, (1) to include employees and (2) to include verbal verification of employees who submit payroll changes electronically. CEO Marilyn Holt recommended approval of updates to the Identity Theft Prevention Procedures and the Status Report for 2019

Board Action: Trustee John Brooks made a motion to approve the changes to the Identity Theft Prevention Procedures as well as the Status Report for 2019. 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, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. G. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

10-H.-1-3 – Affiliation Agreements – CEO Marilyn Holt recommended approval of Affiliation Agreements between Crawford Memorial Hospital and Lincoln Trail College, Clay County Hospital and Frontier Community College, Jasper County Health Department and Lincoln Trail College and Sikorski Chiropractic and Lincoln Trail College.

Board Action: Trustee Brenda Culver made a motion to approve Affiliation Agreements as presented. Trustee Alan Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. G. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

10-I – President’s Contracts – CEO Marilyn Holt, having completed all legal requirements and evaluations, recommend approval of the Employment Agreements between Presidents Dr. Gerald Edgren Jr., Frontier Community College, Mr. Rodney Ranes, Olney Central College and Dr. Matthew Fowler, Wabash Valley College, commencing on September 1, 2020 and ending on August 31, 2022

Board Action: Trustee Gary Carter made a motion to approve the Employment Agreements of Presidents Dr. Gerald Edgren Jr., Mr. Rodney Ranes and Dr. Matthew Fowler as recommended by CEO Holt. 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, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. G. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Bid Committee” – The Bid Committee had nothing to report at this time.

AGENDA #12 – “District Finance” – The following District financial matters were presented.

#**12-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of March 31, 2020.

#12-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for April 2020, totaling \$822,486.68 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 April 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, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. G. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #13 – “Chief Executive Officer's Report” – CEO Marilyn Holt presented information regarding the Office of Postsecondary Education Identification (OPE ID) number. Mrs. Holt reminded the Board that the District was contacted by the Department of Education in April of 2019 and given two options. The Board voted August 20, 2019, to go with one OPE ID number. Mrs. Holt also gave an update on the challenges being met by COVID-19. Many IECC staff members are working at home while teaching and caring for their own children. Those who are coming in are practicing social distancing and Executive Orders. Mrs. Holt stated that we are hopeful and yet realistic about the summer, as well as the fall. For right now, we think and plan, but we take each day as it comes and make it the best possible day we can.

AGENDA #14 – “Executive Session” – No Executive Session was held.

AGENDA #15 – “Approval of Executive Session Minutes” There were no Executive Session Minutes presented for approval.

AGENDA #16 – “Approval of Personnel Report” – CEO Marilyn Holt recommended approval of the following Personnel Report, which includes a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District No.529 and the Illinois Eastern Colleges Education Association.

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Brittany Ochs, Radiography Instructor, OCC, effective August 13, 2020.

400.2. Academic Rank Change from Instructor to Assistant Professor

A. Faculty

1. Sarah Bergbower
2. Laurie Jenkins
3. Aaron Lineberry

400.3. Academic Rank Change from Associate Professor to Professor

A. Faculty

1. Anne Hustad

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

MEMORANDUM OF AGREEMENT

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

1. The Board and Association agree that it is the expectation that all faculty are working online and continuing their course load online during the COVID-19 Response.
2. The Board and the Association agree to amend Section 2.10 Office Hours to read as follows:

Section 2.10 Office Hours. Each full-time faculty member shall maintain regular, posted office hours adequate to the needs of the students. Hours by appointment shall be arranged by the faculty member for students whose schedules do not allow use of posted hours. At least five (5) posted office hours per week shall be maintained by each faculty member. Faculty who teach courses online may fulfill a percentage of their office hours online, according to the schedule below, provided that their online office hour is not conducted at the same time as an in-office, office hour.

<u>Percentage of Semester Load in</u>	<u>Number of office hours</u>
<u>Online Courses</u>	<u>allowed online</u>
<u>20~39%</u>	<u>1 office hour</u>
<u>40% or more</u>	<u>2 office hours</u>

Online office hours cannot exceed 2 hours per week, per semester.

Effective March 23, 2020: Due to the COVID-19 Response all faculty are expected to be Working from home and as such all office hours will be conducted online.

3. The Board and Association agree that during the COVID-19 Response all bargaining-unit faculty who are telecommuting and complete and return the telecommuting form shall be paid a stipend of \$25 per month to cover the employment use of their personal internet and cell phone service.
4. This Memorandum of Agreement shall expire the earlier of December 31, 2020 or when the Board orders normal In-person student class attendance to resume.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the dates indicated below.

BOARD OF TRUSTEES OF ILLINOIS
EASTERN COMMUNITY COLLEGES
DISTRICT NO. 529

ILLINOIS EASTERN
COLLEGES EDUCATION
ASSOCIATION IEA/NEA

400.5. Approval of Contracts for Presidents

A. Administration

1. Jay Edgren, Frontier Community College
2. Rodney Ranes, Olney Central College
3. Matt Fowler, Wabash Valley College

400.6. Temporary Contract

A. Professional Non-Faculty, Non-Exempt

1. Tona Ambrose, Director of College Access, LTC, effective May 8, 2020.

400.7. Special Assignment

A. Other

1. Dana Hart, Interim Director of HR, \$500/month, effective April 22, 2020.

400.8. Resignation Ratification

A. Administration

1. Tara Buerster, Director of Human Resources, DO, effective April 21, 2020.

400.9. Retirement Ratifications

A. Faculty

1. Kathleen Hudson, Associate Professor, WVC, effective August 1, 2020.

Board Action to Approve the Personnel Report: Trustee Alan Henager made a motion to approve the Personnel Report, including the Memorandum of Agreement, as recommended. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Alan Henager, Jan Ridgely, Barbara Shimer, Dr. G. Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #17 – “Collective Bargaining” – None.

AGENDA #18 – “Litigation” – None.

AGENDA #19 – “Other” – None.

AGENDA #20 – “Adjournment” –Trustee Alan Henager made a motion to adjourn. Trustee Barbara Shimer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say nay. The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:49 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #1A

Appointment of Board Secretary and Ethics Officer

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Trustees**
- B. Presidents**
- C. Cabinet**

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

Policy to Address a Complaint 100.16

Agenda Item #7

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE May 19, 2020
RE: Revisions to Policy 100.16 Policy to Address a Complaint Second Reading

The Deans and Chief Academic Officer recently reviewed policy 100.16 and have made minor corrections and added clarifying language to improve the policy.

Proposed changes include:

- 1) Notes that discrimination complaints (Title IX and disability) utilize a different process.
- 2) Changes “dean of instruction” to “appropriate dean” to ensure the Associate Dean of Nursing & Allied Health is the person in charge of Nursing and Allied Health complaints and the Assistant Deans of Student Services address Student Services related complaints.
- 3) Added “Chancellor” in instances “Chief Executive Officer” is listed.

The Cabinet has approved this revision. At the March 17, 2020, Board meeting minor edits were presented verbally by the Chief Academic Officer. I recommend the Board approve the revisions to the policy as presented.

RG/rs

Attachment

Policy to Address a Complaint (100.16)

Date Adopted: November 17, 1998

Revised and combined with Policy 500.12: October 20, 2009

Revised: September 15, 2015

This policy applies to all employees, faculty, and students of Illinois Eastern Community Colleges District 529, and applies to all complaints except for sexual harassment complaints, discrimination complaints, student readmission petitions, and grievances under the faculty collective bargaining contract. The purpose is to provide for the prompt and equitable resolution of complaints.

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 ~~sexual harassment~~ discrimination 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/Chancellor shall advance to Step 3; employees reporting directly to the Board of Trustees shall advance to Step 4. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.
- Step 3: Within five days of receipt of the response under Step 2, the complainant shall file his/her appeal with the Chief Executive Officer/Chancellor. A written response shall be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 4 shall apply.
- Step 4: Within five days of receipt of the response under Step 3, the complainant shall file his/her appeal with the Chair of the Board of Trustees, or his/her designee. The Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five working days of receipt of the complaint or

appeal. The Chair or his/her designee of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.

Students shall follow the steps defined below for complaints other than ~~sexual harassment~~ discrimination complaints and readmission petitions. These complaints include, but are not limited to, academic, grading, and institutional decisions which directly affect a student. Readmission petitions are governed by procedures detailed in the section on readmission in the college catalog.

- 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 appropriate 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 Chief Executive Officer/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.

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

**Articulation Agreement with SIU-Carbondale
Industrial Technology**

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: May 19, 2020

RE: Program Articulation Agreement Between IECC and SIU-C

The following Program Articulation Agreement between IECC and Southern Illinois University-Carbondale (SIU-C) will allow graduates of IECC's Associate in Applied Science Degree in Industrial Maintenance Technology who meet SIU Carbondale's entrance requirements to be considered, based upon the Department's enrollment criteria and space availability, for admission into SIU-C's Bachelor of Science in Industrial Management and Applied Engineering in the College of Engineering.

This Program Articulation Agreement will allow IECC and SIU-C to form a cooperative relationship to better serve the District's students by facilitating transfer, minimizing duplication of instruction, and building community college and university learning experiences.

The agreement shall be in effect as of the date upon approval of both parties, and shall remain in effect for a period of five years thereafter. The parties may renew or extend this agreement only by written notification signed by the authorized representatives of each party. This agreement may be terminated by either party, with or without cause, upon 60 days advance written notice. No qualified student then enrolled shall be deprived the opportunity to complete the program requirements solely due to termination.

I ask the Board's approval of this Program Articulation Agreement between Illinois Eastern Community Colleges and Southern Illinois University at Carbondale.

RG/rs

Attachment

PROGRAM ARTICULATION AGREEMENT

BETWEEN

ILLINOIS EASTERN COMMUNITY COLLEGES
(OLNEY CENTRAL COLLEGE)
OLNEY, IL

AND

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
CARBONDALE, IL

In an effort to provide a continued, articulated higher education baccalaureate degree program that will build on community college and university learning experiences, and also eliminate duplication of instruction, this agreement is entered into this ____ day of _____, 2020 (Effective Date) by and between Illinois Eastern Community Colleges and the Board of Trustees of Southern Illinois University on behalf of Southern Illinois University Carbondale.

I. TERM AND TERMINATION

- A. Term. This Agreement shall commence as of the Effective Date (or if no Effective Date is indicated upon the date the Agreement is fully executed by the Parties) and shall remain in effect for a period of five (5) years thereafter. The Parties may renew or extend this Agreement only by written instrument signed by the authorized representatives of each Party.
- B. Termination. This Agreement may be terminated by either Party, with or without cause, upon 60 days advance written notice. The Parties agree that no additional students shall be accepted into the program after a Party's receipt of any written notice of termination. No qualified student then-enrolled in the program shall be deprived the opportunity to complete the program requirements solely due to termination.

II. TRANSFER REQUIREMENTS

- A. All graduates of Illinois Eastern Community Colleges with an Associate in Applied Science (A.A.S.) degree in Industrial Maintenance Technology and meeting SIU Carbondale admission requirements will be considered for admission into SIU Carbondale's Bachelor of Science (B.S.) degree in Industrial Management and Applied Engineering

(IMAE) in the College of Engineering based upon the Department's enrollment criteria and space availability.

B. An Illinois Eastern Community Colleges graduate receiving an A.A.S. degree in Industrial Maintenance Technology will be considered for admission to SIU Carbondale's Industrial Management and Applied Engineering (IMAE) program if the following are met:

1. The student has earned a minimum of 61 semester hours transferable to SIU Carbondale
2. The student has earned an overall grade point average (GPA) of 2.0 or above (4.0 scale) for his or her collegiate work as calculated by SIU Carbondale's grading regulations
3. Confirmation by the SIU Carbondale College of Engineering that the student has satisfactorily completed the following courses as part of the A.A.S. degree in Industrial Maintenance Technology at Illinois Eastern Community Colleges:

- ENG 1111-3, *Composition I*
- INM 1200-4, *Mechanics*
- INM 1205-4, *Fluid Power*
- INM 1206-2, *Intro to Industrial Maintenance Technology*
- INM 1220-4, *Basic AC & Refrigeration*
- INM 2200-5, *Electro-Mechanics I*
- INM 2205-5, *Electro-Mechanics II*
- INM 2206-3, *Program Logic Controllers I*
- INM 2208-3, *Program Logic Controllers II*
- INM 2210-2, *Occupational Safety (OSHA)*
- INM 2228-3, *Lean Manufacturing*
- MTH 1102-4, *College Algebra*
- GENERAL EDUCATION ELECTIVE - 3 hours
- SPE 1101-3, *Fundamentals of Effective Speaking*
- IAI SOCIAL/BEH SCIENCE or HUMANITIES - 3 hours
- TECHNICAL STUDIES - 10 hours

C. Acceptance into the Capstone Option reduces the University Core Curriculum for the A.A.S. degree recipient in Industrial Maintenance Technology at Illinois Eastern Community Colleges pursuing the B.S. in Industrial Management and Applied Engineering (IMAE) at SIU Carbondale to 30 semester hours. This, along with taking the courses listed above as part of the A.A.S. degree makes it possible for the student

to complete the B.S. in Industrial Management and Applied Engineering (IMAE) at SIU Carbondale in approximately 68 additional semester hours beyond the A.A.S. degree.

- D. Illinois Eastern Community Colleges students transferring to the Industrial Management and Applied Engineering (IMAE) baccalaureate degree program at SIU Carbondale who have not completed all of his or her Associate in Applied Science degree requirements at Illinois Eastern Community Colleges will have their related coursework evaluated on a course-by-course basis by the appropriate SIU Carbondale department. These students will also not be eligible to receive the Capstone Option benefits and will be considered based upon the Department's enrollment criteria and space availability.
- E. Students will be required to complete a minimum of 42 senior institution hours at the 300-400 course level, with the last 30 such senior institution hours being at SIU Carbondale for residency purposes. Those students enrolled in an approved program delivered by SIU Carbondale Extended Campus will have completed the residency requirement for the University upon completion of all courses required by the program. All students will be required to complete at least 120 hours with an overall GPA of 2.0 on a 4.0 scale to receive a Bachelor of Science degree in Industrial Management and Applied Engineering (IMAE). Coursework may include University Core Curriculum as well as Industrial Management and Applied Engineering major courses.

III. COURSE DELIVERY

- A. Delivery of courses and programs will be based on mutual agreement between the parties (as specified in the SIU Carbondale program) provided there is a minimum class enrollment in each course adequate to meet expenses. Courses with inadequate enrollment may be subject to cancellation. SIU Carbondale shall notify Illinois Eastern Community Colleges of any cancellation due to inadequate enrollment.
- B. SIU Carbondale will perform registration and advisement counseling as needed to support the courses offered. SIU Carbondale will designate an individual(s) as a concurrent enrollment liaison to work in conjunction with Illinois Eastern Community Colleges and students as needed. Advisement about program requirements will be provided by the academic college offering the courses/programs.

- C. SIU Carbondale will obtain all permission and approvals necessary to teach these courses in the State of Illinois.
- D. SIU Carbondale reserves the right to approve and edit all news releases, advertising and other public announcements and information pieces relating to the performance of this Agreement.
- E. This agreement permits students to enroll concurrently at SIU Carbondale and Illinois Eastern Community Colleges to complete the degree.

IV. ILLINOIS EASTERN COMMUNITY COLLEGES DUTIES: ILLINOIS EASTERN COMMUNITY COLLEGES SHALL BE RESPONSIBLE FOR THE FOLLOWING OBLIGATIONS AND CONDITIONS:

- A. Subject to federal and state guidelines, Illinois Eastern Community Colleges will be considered the home institution for the purpose of processing Financial Aid until such time that the student either graduates or severs ties with Illinois Eastern Community Colleges.
- B. Designate in writing a person or persons as point of contact between Illinois Eastern Community Colleges and SIU Carbondale on all matters relating to the courses delivered.
- C. Reserve the right to approve and edit all news releases, advertising and other public announcements and information pieces relating to the performance of this Agreement.
- D. Permit students to enroll concurrently at SIU Carbondale and Illinois Eastern Community Colleges to complete a degree.

V. PROGRAM ARTICULATION COMMUNICATION

- A. An SIU Carbondale College of Engineering, Industrial Management and Applied Engineering representative will communicate periodically with Illinois Eastern Community Colleges personnel in Industrial Maintenance Technology for general advisement and degree planning purposes.

- B. Upon successful completion of all degree requirements, and following all policies and regulations stated in the program and SIU Carbondale guidelines, Illinois Eastern Community Colleges students will be eligible to receive the Bachelor of Science degree in Industrial Management and Applied Engineering (IMAE), College of Engineering, Southern Illinois University Carbondale.
- C. Should changes occur in course or program content, the institution making the change agrees to notify the other institution in writing so that this agreement can be re-evaluated. Notice of changes shall be given at least 45 days prior to the beginning of the semester when the change is implemented.
- D. The Parties acknowledge and agree that the terms of this Agreement may result in the disclosure of personally identifiable information from education records protected from disclosure and re-disclosure by the Family Educational Rights and Privacy Act of 1974 (“FERPA”). Accordingly, the Parties agree that all disclosures or redisclosures of such personally identifiable information shall be in accordance with FERPA. As used in this section, the terms “personally identifiable information” and “education records” shall have the meanings ascribed to them in 34 C.F.R. § 99.3.
- E. Indemnification:
1. To the extent permitted by law and not inconsistent with the doctrine of sovereign immunity, SIU Carbondale shall indemnify and hold harmless Illinois Eastern Community Colleges, its agents and employees, from any claims, demands, or causes of action arising out of the negligent acts or omissions of SIU Carbondale, its agents or employees, in the performance of SIU Carbondale’s obligations under this Agreement.
 2. To the extent permitted by law, Illinois Eastern Community Colleges shall indemnify and hold harmless SIU Carbondale, its agents and employees, from any claims, demands, or causes of action arising out of negligent acts or omissions of the College, its agents or employees, in the performance of the College’s obligations under this Agreement.
- F. Reasonable efforts will be made to resolve problems with student(s) through discussions with the student’s program instructor, supervisor, and SIU Carbondale’s faculty members; however SIU Carbondale

reserves the right to remove any student from enrollment at SIU Carbondale upon the determination that the student is unable or unwilling to fulfill the requirements of SIU Carbondale's educational program and mission, including but not limited to the rules and regulations of Southern Illinois University Carbondale, the policies of the Board of Trustees of SIU Carbondale, and the SIU Carbondale Student Conduct Code. SIU Carbondale shall also have the right to withdraw any student from its education degree program in accordance with its academic requirements, including but not limited to unsatisfactory academic performance and/or social misconduct.

- G. Neither party will discriminate against any applicant or student in the nomination, selection, or training because of religion, race, sex, sexual orientation, creed, handicap, national origin, or age.
- H. Notices should be mailed to the following addresses by first class mail in order to fulfill any notice or revision of requirements under this Agreement:

For SIU Carbondale: Dr. Julie Dunston, Director & Associate Professor
School of Applied Engineering & Technology
Director, Technology Off Campus Degree Program
SIUC, Engineering D105, Mailcode 6603
Carbondale, IL 62901-6603
Phone: 618-536-3396
Email: dunston@siu.edu

For IL Eastern Community Colleges: Holly Martin, Chief Academic Officer
233 East Chestnut
Olney, IL 62450
Phone: 618-393-2982
Email: martinh@iecc.edu

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized, respective officers, and by doing so, hereby affirm that the Agreement is enforceable on behalf of and against each party as of the date written herein.

ILLINOIS EASTERN COMMUNITY COLLEGES

Holly Martin, Chief Academic Officer
Illinois Eastern Community Colleges

Date

Dr. Ryan Gower, Chancellor
Illinois Eastern Community Colleges

Date

BOARD OF TRUSTEES OF SOUTHERN ILLINOIS UNIVERSITY

Meera Komarraju, Provost and Vice Chancellor
for Academic Affairs
for John Dunn, Interim Chancellor
Southern Illinois University Carbondale

Date

Agenda Item #8B

Letter of Engagement for FY2020 Audit

Agenda Item #8B

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: May 19, 2020
RE: Audit Engagement Letter

It is time to schedule the June 30, 2020 year-end audit. Illinois Eastern Community Colleges will utilize the audit services of CliftonLarsonAllen LLP to provide the necessary testing and procedures to render an opinion on the financial statements and federal programs of the District.

The audit would be tentatively scheduled to begin June 22, 2020 with preliminary testing over federal financial aid and for final fieldwork to begin August 17, 2020. It is anticipated the final field work will last three weeks with the final report issued by November 17, 2020.

I ask the Board's approval to engage CliftonLarsonAllen LLP for the year ended June 30, 2020 financial statement audit.

RH/akb

Agenda Item #8C

Affiliation Agreements

**Good Samaritan Hospital
Medical Office Careers – LTC & OCC**

**The Burge House
Certified Nurse Assistant – FCC & OCC**

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: May 19, 2020
RE: Affiliation Agreements

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

IECC wishes to enter into affiliation agreements with Good Samaritan Hospital located in Vincennes, Indiana for the Medical Office Careers Programs located at Lincoln Trail College and Olney Central College and with the The Burge House in Flora, Illinois, for the Certified Nurse Assistant Program at Frontier Community College and Olney Central College.

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

RG/rs

Attachments

PRACTICAL EDUCATION AFFILIATION AGREEMENT

This Clinical Education Agreement ("Agreement") is entered into by and between Illinois Eastern Community College, an educational institution located at 233 East Chestnut Olney, Illinois 62450 ("University") and Good Samaritan Hospital, a health care facility with its principal office located at 520 South 7th Street, Vincennes, Indiana 47591 ("Facility"), and is effective as of the date executed by the parties hereto, The Facility and the University are collectively referred to herein as the "Parties,"

1 The University offers Medical Office Assistant and Medical Coding Programs through its Medical Office Careers (the "Program" or "Programs") located at Lincoln Trail and Olney Central Colleges;

2 University and Facility wish to form a relationship to provide educational experiences for one or more students enrolled at University (hereafter "Student"), and Facility has the environment necessary for such learning experience;

3 The Facility operates one or more clinical facilities which can provide a setting for such practical learning and clinical experiences;

4 The Facility desires to cooperate with the University by providing qualified professionals and making its facilities available to the designated member of University's faculty who is responsible for the education of the Students ("Faculty Member") and the Students themselves for such practical learning and clinical experiences;

5 The purpose of this agreement is to guide and direct a working relationship between the University and the Facility in providing clinical education experiences for a designated program.

NOW THEREFORE, in consideration of the Background information described above and the mutual covenants and undertakings contained below, it is agreed as follows:

Article Mutual Agreements

11, Provision of Learning Experiences. The Facility agrees to provide to the Students the opportunity to obtain practical experiences in its facilities, and the University agrees to assign Students from time to time to the Facility to obtain such learning experiences, which shall be on the terms and conditions set forth in this Agreement,

12 No Discrimination. There will be no discrimination against a Student or Faculty Member due to any legally protected classification including, but not limited to, race, gender, national origin, disability, religion, age, sexual orientation, or veteran status.

The Parties shall at all times comply with Title VI of the 'Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments Act of 1972, as amended.

1.3, Student Placement, The placement and determination of the number of Students to be assigned to the Facility shall be at the recommendation of the University and a joint decision of the University and the Facility based on necessary learning experiences and available staff and space in the Facility.

14, Student Compliance with Facility Policies and Procedures, Students will be required to comply with all applicable policies and procedures of the Facility. Notwithstanding anything in this Agreement to the contrary, the Facility shall retain the discretion to immediately dismiss any Student from its Facility for any Violation of a Facility policy and/or procedure and/or for conduct which the Facility determines, in its sole discretion, to be detrimental to the care of Facility's patients and/or employees.

15. Disciplinary Procedure. In the event of an Incident, as hereinafter defined, the Facility will give the Dean of the program immediate notice by mail in which the Parties will cooperate with each other in making a prompt investigation of the facts and/or circumstances of such conduct or occurrence. The Facility acknowledges that the investigation and any disciplinary action involving a Student is at the discretion of the University and must follow and comply with the appropriate policies and procedures of the University.

1.5.1. The term "Incident" has used herein is defined to include, but not be limited to, conduct or an occurrence which:

May involve legal liability on the part of a Student or Faculty Member;

May violate any policy or procedure of the Facility;

Involves unsatisfactory performance or behavior, including but not limited to, a good faith belief of impairment because of alcohol consumption and/or substance abuse, by a Student at the Facility;

Involves problems or issues relating to the educational experience.

16. Cooperation in Program Development. The University and the Facility will cooperate in developing the methods of instruction, objectives and other details of the Students' learning and practical experiences and will provide documentation to each Student. The University and the Facility will coordinate their respective efforts to help ensure understanding of the expectations and roles of the Parties in providing a quality experience. Notwithstanding anything to the contrary herein, the Facility shall at all times retain ultimate control of the Facility and responsibility for patient care.

1.7. This Agreement Not a Contract for Employment. Students and Faculty Members will not be afforded coverage by the Facility's worker compensation, health insurance or other of its benefit programs. Any expenses for injury or treatment shall be borne individually by the Student or Faculty Member.

1,8, No Compensation By Facility, Students are deemed trainees and shall not receive compensation by the Facility for any services provided. Faculty Members shall not receive compensation by the Facility for any services provided. The University shall not be required to compensate the Facility or any of its agents or employees for any services or facilities provided by Facility hereunder,

1,9, No Requirement for Referrals. Nothing in this Agreement requires or obligates the University to admit or cause the admittance of a patient to the Facility or to use the Facility's services. None of the benefits granted pursuant to this agreement is conditioned on any requirement or expectation that the Parties make referrals to, be in a position to make or influence referrals to, or otherwise generate business for the other party. Neither party is restricted from referring any services to, or otherwise generating any business for, any other entity of their choosing.

1.10, Termination of Student Experience. The University or Facility may end a student experience if the Student is not compliant with University and/or Facility guidelines, policies, procedures, or in the event that the continuation of the experience would put the Student, University or Facility at risk.

Article University Responsibilities

During all times that the Parties are operating under this agreement, the University agrees to:

2,1, Accreditation. Maintain its accreditation from the applicable Higher Learning Commission and School and other appropriate accrediting bodies.

2.2. Student Education. Retain responsibility for the education of each Student, including assigning one or more appropriately certified Faculty Members who shall coordinate Student practical learning and clinical experiences and assist the Facility in monitoring the quality of care provided by Students in accordance with Program expectations. Upon the Facility's written request to the Faculty Member, the Faculty Member shall provide the Facility with curriculum and course content information,

2.3. Provision of Information to Facility. Provide the Facility with (i) names and contact information for all Faculty Members, (ii) the name and contact information for the University contact person for purposes of questions and providing notices as set forth herein, and (iii) the name, class level, and educational experience desired for each Student who will be assigned to the Facility.

2.4. Completion of Orientations. Ensure that all Faculty Members and Students assigned to the Facility have completed necessary Facility orientations.

2.5. provision of Administrative Documents. Provide each Student and Faculty Member assigned to the Facility with all of the Facility's regulations, policies, and procedures applicable to the Program.

2.6. Student Insurance. Ensure that Students and/or Faculty Members assigned to and/or present at the Facility in an official capacity have professional liability insurance with limits of \$3,000,000 per claim and \$6,000,000 annual aggregate as well as general liability insurance with limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Records documenting these criteria shall be available at the University for review by authorized personnel of the Facility.

2.7. Orientation of Facility Personnel. Assist in orienting appropriate Facility personnel to the goals, objectives and educational methods of the Program, as well as from time to time advise the Facility of any proposed changes in educational experiences for a Student.

2.8. Student Qualification. Ensure that each Student assigned to the Facility is in good academic standing at the University and has an appropriate level of academic instruction to participate in the practical learning and educational experience. If requested by the Facility, it will be the responsibility of each Student to provide the facility proof of all immunizations in accordance with the recommendations for immunizations for health care professionals established by the Centers for Disease Control and Prevention and the Advisory Committee on Immunization Practices.

2.9. Regulatory Compliance Training. Ensure that each Student assigned to the Facility has completed training related to the Health Insurance Portability and Accountability Act ("HIPAA") and its regulations and the Occupational Safety and Health Administration ("OSHA") Bloodborne Pathogens Standard requirements, prior to working in the Facility.

2.10. Compliance with Sex Offender Registry. Ensure that each Student assigned to the Facility is in compliance with Ind, Code §11-8-8-1 *et seq.* relating to the registration of sex offenders and any other similar law.

2.11. Criminal Background Checks. Ensure that each Student assigned to the Facility has undergone a criminal background check, which results shall be satisfactory to the University, before coming to the Facility.

2.12. CPR Certification. Ensure that each Student assigned to the Facility maintains a current cardiopulmonary resuscitation ("CPR") certification if providing patient care.

2.13. Administration of Students. Coordinate with Facility to schedule. Student assignments and monitor Student's performance.

Article III.
Facility Responsibilities

During all times that the Parties are operating wider this agreement, the Facility agrees to:

3.1. Provision of Clinical Experience. Provide a practical learning and clinical experience to Students assigned to the Facility, including but not limited to supervising Students in observing and assisting in various aspects of patient care, to the extent permitted by applicable law and without disruption of patient care.

3.2. Organization of Program. Be responsible for the organization, administration, financing, staffing, and operation of its services and the maintenance of standards accepted for efficient management by the appropriate accrediting body and operate in accordance with acceptable health care standards.

3.3. Performance. At the request of the University, evaluate each Student's performance and when requested provide an evaluation on University-provided forms;

3.4. Storage Space. Provide a reasonable amount of storage space for apparel and personal effects of participating students and reasonable conference room space at Agency for use in clinical conference.

3.5. Acceptance of Students. Accept each 'Student for educational experiences in those courses for which placement has been mutually reviewed, planned, and arranged and make available those educational experiences agreed upon.

3.6. Liaison. Designate person(s) who will act as liaison(s) between the University and the Facility's staff and Faculty Member.

3.7. Orientation. Upon request, provide to each Student and Faculty Member appropriate orientation to address the policies, programs and procedures of the Facility. Inform the University of all new and revised policies and procedures which may affect the clinical experiences described herein.

3.8. Care of Patients Retain ultimate authority and responsibility for the care of the Facilities outpatients and those admitted to the Facility, including but not limited to administrative and professional supervision of Students insofar as the Students presence affects the direct or indirect provision of care and services to patients of the Facility.

3.9. Staffing. Maintain a sufficient level of staffing to carry out the Facility's obligations hereunder, which staffing shall not be reduced as a result of any Students receiving a practical experience.

3.10. Insurance. Maintain professional liability insurance coverage with limits of \$400,000 per occurrence and \$8,000,000 annual aggregate as well as general liability insurance with limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Records documenting these criteria shall be available for review by authorized personnel of the University.

3.11 Compliance. Comply with the Family Educational Rights and Privacy Act of 1974, as amended governing the privacy of student records.

Indemnification

The University and the Facility agree to notify one another promptly of any claim made by or expected from a claimant against a party to this Agreement, which claim relates to the subject matter of this agreement. The Parties agree to cooperate to dispose of any such claim. Each party to this Agreement (the "Indemnitor") agrees to indemnify and hold harmless the other party (the "Indemnitee")(together with Indemnitee's successors, assigns, directors, trustees, officers, employees, and any other person for whom Indemnitee may be legally responsible) from and against any loss, cost, claim, or expense, including reasonable attorneys' fees, arising from any act of negligence or other breach of duty by Indemnitor, its successors, assigns, directors, trustees, officers, employees or agents; provided however, that the obligation of each Indemnitor to hold the other Indemnitee harmless shall be limited in substance by statutes designed to protect and limit the exposure and liability if Indemnitor is an instrumentality of the State of Indiana (e.g. actions and conditions as to which either Indemnitor may be immunized by the Indiana Medical Malpractice Act and/or the Indiana Tort Claims Act, dollar limits stated in such Acts, exemption from punitive damages, and the continued ability to defeat a claim by reason of contributory negligence or fault of the claimant), so that either Indemnitor's liability to hold harmless shall not exceed what might have been its liability to claimant if sued directly by claimant and all appropriate defenses had been raised by Indemnitor. If a party becomes aware of a claim or threatened claim involving a party or the other party, the party with knowledge of the claim or threatened claim shall inform the other party in writing within ten (10) days after receiving knowledge of such claim or . threatened claim.

Article V.

Regulatory Compliance

The Facility and the University agree that each party shall comply with all federal and state regulations, rules and orders, including but not limited to regulations made part of HIPAA. Facility and the University, agree that for purposes of HIPAA, the University is not a business associate of Facility by reason of the fact that the University sends students to Facility for a clinical rotation or to receive other educational experience. Solely for the purpose of defining Students and Faculty Members role in relation to the use and disclosure of the Facilities protected health information, all Students and Faculty Members shall be considered members of the Facility's workforce, as that term is defined by HIPAA, and the University agrees to require Students and Faculty Members to participate in any training provided by Facility for its workforce members so that Facility may comply with HIPAA. Furthermore, the

Facility and the University shall promptly amend the agreement to conform to any new or revised legislation, rules and regulations concerning the Standards for Privacy of Individually Identifiable Health Information in order to ensure that Facility is at all times in conformance with HIPAA. If, within thirty (30) days of either party first providing notice to the other of the need to amend the agreement to comply with HIPAA, the Parties, acting in good faith, are (i) unable to mutually agree upon and make amendments or alterations to this agreement to meet the requirements in question; or (ii) alternatively, the Parties determine in good faith that amendments or alterations to meet the requirements are not feasible, then either party may terminate this agreement upon ninety (90) days prior written notice,

Article VI.
Term and Termination

6.1. Term. This Agreement shall be effective from the date last executed by the Parties and will remain valid for a period of one (1) year after the effective date ("Initial Term") or until terminated as herein provided.

6.2. Renewal. To the extent not terminated, upon expiration of the Initial Term this Agreement shall be renewed upon the same terms for one (1) year periods as memorialized in an annual letter of renewal executed by the Parties,

6.3. Termination. This Agreement may be terminated by either party with or without cause with a minimum of thirty (30) days written notice of a party's intention to do so, provided that any Student who has been assigned to work in the Facility shall be given the opportunity to complete their practical educational and clinical experience as offered,

Article
Miscellaneous

7.1. Amendment. Amendment to this Agreement will be made only by mutual written consent of the Parties. The Parties recognize that addendums may be necessary for certain programs and agree to enter into and execute such addendums from time to time, which shall be deemed incorporated and made part of this Agreement.

7.2. Notices. All notices to be given in writing hereunder shall be delivered or sent to:

To the
University:

233 Chestnut
Olney, IL
62450

To the Facility:

Good Samaritan Hospital
520 S. 7th Street
Vincennes, Indiana 47591
Attn: Angela Shick

7.3 Counterparts. This agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument, The Parties agree that this agreement may be signed by electronic or facsimile transmission and shall be deemed to be original signatures.

7.4 Headings. All headings set forth herein are included for the convenience of reference only and shall not affect the interpretation of this Agreement.

7.5 Complete Agreement. This document is the final agreement, contains the entire, complete and exclusive agreement between the Parties concerning the matters discussed herein, and supersedes all prior oral or written understandings, agreements or contracts, formal or informal, between the Parties,

7.6 Authority to Execute. Each individual executing this Agreement on behalf of the respective Parties hereto represents and warrants that such person is duly authorized to execute and deliver this Agreement on behalf of the respective Parties and that this Agreement is binding upon the respective party hereto in accordance with its terms.

7.7 Venue and Jurisdiction. This Agreement shall be governed by and construed under the laws of the State of Indiana, without regard to the choice of law principles of Indiana or any other jurisdiction. The Parties hereby agree to grant exclusive jurisdiction and venue in the Circuit Court of Knox County in the State of Indiana for any disputes arising out of this Agreement or the relation of the parties.

7.8 Gender and Number. As used in this agreement, the plural shall be substituted for the singular, and the singular for the plural, where appropriate; and words and pronouns of any gender shall include any other gender.

7.9 Negotiated Agreement. This Agreement constitutes the result of negotiations between the parties relating to matters set forth herein and, as such, no party shall be deemed to be the drafter of this Agreement, The language of all parts of the Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party.

7.10 No Assignment. Neither party shall assign their rights, duties, or obligations under this Agreement, either in whole or in part, without the prior written consent of the other party,

7.11. Waiver. Waiver by either party of any breach of any provision of this Agreement or warranty or representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision, The failure to exercise any right hereunder shall not operate as a waiver of such right, All rights and remedies provided for herein are cumulative,

7.12. No Exclusion. University represents and warrants that University and its representatives (including Students and Faculty Members, if applicable) are not (1) currently excluded, debarred, or disqualified by any federal governmental agency or program or otherwise ineligible from receiving federal contracts or assistance; (2) present on the exclusion database of the Office of the Inspector General or the Government Services Administration; or (3) convicted of a criminal offense related to the provision of health care or under investigation for any of the above circumstances.

The Parties, by their duly authorized representatives, have caused this agreement to be executed as of the date last set out below

**Addendum to Affiliation Agreement
Between**

**Illinois Eastern Community College
and**

Good Samaritan

Dated May 21st, 2019

The parties hereby agree to amend the above referenced agreement to include the following:

The purpose of this agreement is to guide and direct a working relationship between the University and the Clinical Facility in providing clinical education experiences for the designated program, including all concentrations within: All other terms and conditions of the existing agreement between the parties shall remain in full force and effect. Any modifications or revisions to the terms and conditions of the agreement shall be mutually agreed upon and shall be signed by the Agency and the University to be valid.

AGREED:

ILLINOIS EASTERN COMMUNITY COLLEGES.

GOOD SAMARITAN.

**OLNEY CENTRAL COLLEGE
BASIC NURSE ASSISTANT PROGRAM**

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 8th day of May, 2020 ,
by and between OLNEY CENTRAL COLLEGE (hereinafter referred to as the College) and

 Burge House

Agency

 424 North Worthey Street Flora, IL 62839

Street Address

 Burge House

(hereinafter referred to as AGENCY).

WITNESSETH THAT:

WHEREAS, the College desires to make use of the AGENCY'S facilities for clinical nursing laboratory practice by students of the Nurse Assistant Program for the College, and

WHEREAS, the AGENCY has agreed to make its facilities available to the College and faculty of the College for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of the College, subject to the conditions and limitations contained herein.
2. The initial affiliation agreement and yearly renewal of said facilities of the AGENCY will be made by the Associate Dean of Nursing and Allied Health on behalf of the College and the Administrator and/or the Director of Nursing on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses. The semester-by-semester communication and scheduling will be done by the Nurse Assistant Faculty of the college.
3. The College will be responsible for the teaching and guidance of the students in the clinical nurse assistant laboratory practice, and will be available to the nurse assistant students.

The specific assignment of learning experiences for each student will be made and arranged by the Faculty on behalf of the College, in consultation with the Patient Care Manager, Supervisor, or Coordinator on behalf of the AGENCY. The College Faculty will assume supervision of the nurse assistant students during their laboratory experience in the AGENCY.

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

5. Supervision of the health requirement of all students making use of any of the AGENCY'S facilities, as contemplated herein, will be the responsibility of the Nurse Assistant Faculty of the College, and will comply with the policies of the health AGENCY.

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

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, the College will furnish the AGENCY, upon request, the TB results for each participating student showing that said student fully complies with the health requirements of the AGENCY. The Nurse Assistant Instructor is required to keep records of TB tests.

6. The faculty of the College participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. The College Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Faculty member of the College participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

7. The Nurse Assistant Faculty of the College will provide orientation for the educational program for the AGENCY staff.

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

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nurse assistant students shall be covered by liability insurance prior to any assignment for practice at the AGENCY.

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

11. A review of this agreement will be made every three years in the spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in College's Basic Nurse Assistant Program, at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete at the agency their nursing laboratory experience needed for completion of the program.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials this 8th day of May, 2020.

AGENCY: **Burge House**

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT 529, OLNEY CENTRAL COLLEGE

Director of Nursing

Associate Dean of Nursing and Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Revised: 5/23/96; 5/3/06; 6/16

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
April 30, 2020**

FUND	BALANCE
Educational	\$5,587,028.56
Operations & Maintenance	\$1,557,545.25
Operations & Maintenance (Restricted)	\$4,175,097.54
Bond & Interest	\$475,062.97
Auxiliary	\$2,002,001.72
Restricted Purposes	(\$360,170.55)
Working Cash	\$2,484,346.29
Trust & Agency	\$393,820.79
Audit	(\$1,427.76)
Liability, Protection & Settlement	\$535,431.02
	<hr/>
TOTAL ALL FUNDS	\$16,848,735.83
	<hr/> <hr/>

Respectfully submitted,

Ryan Hawkins, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Comparative Combined Balance Sheets - All Funds
April 30, 2020

	ALL FUNDS	
	Fiscal Year 2020	Fiscal Year 2019
ASSETS:		
CASH	\$ 16,848,736	\$ 12,503,802
IMPREST FUND	21,300	21,300
CHECK CLEARING	14,500	12,500
CDB PROJECT TRUST	152,659	75,913
INVESTMENTS	13,825,000	18,750,000
RECEIVABLES	2,945,560	3,043,510
INVENTORY	431,572	452,424
OTHER ASSETS	463,650	462,250
FIXED ASSETS (Net of Depr)	15,944,913	16,316,397
TOTAL ASSETS AND OTHER DEBITS:	\$ 50,647,890	\$ 51,638,096
 LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	\$ (242,703)	\$ 192,334
ACCOUNTS PAYABLE	197,178	472,331
ACCRUED EXPENSES	-	-
INTERFUND PAYABLES	-	-
DEFERRED REVENUE	1,516,022	2,738,174
L-T DEBT GROUP (FUND 9)	3,647,603	7,370,668
OPEB (Prior Year Restated for GASB 75 Implementation)	15,780,483	15,228,583
OTHER LIABILITIES	-	433,291
TOTAL LIABILITIES:	20,898,583	26,435,381
 FUND BALANCES:		
FUND BALANCE	28,534,496	27,694,183
INVESTMENT IN PLANT (Net of Depr)	15,944,913	16,316,397
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(19,428,086)	(22,599,251)
RESERVE FOR ENCUMBRANCES	4,697,984	3,791,386
TOTAL EQUITY AND OTHER CREDITS	29,749,307	25,202,715
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 50,647,890	\$ 51,638,096

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 For the Periods Ended April 30, 2020 & 2019

	FY 2020 YEAR-TO-DATE	FY 2019 YEAR-TO-DATE
REVENUES:		
LOCAL GOVT SOURCES	\$ 7,518,545	\$ 11,493,344
STATE GOVT SOURCES	8,800,732	10,512,228
STUDENT TUITION & FEES	14,214,367	14,240,187
SALES & SERVICE FEES	2,401,553	2,819,758
FACILITIES REVENUE	36,165	27,795
INVESTMENT REVENUE	328,314	360,470
OTHER REVENUES	256,422	1,109,744
TOTAL REVENUES:	<u>33,556,098</u>	<u>40,563,526</u>
EXPENDITURES:		
INSTRUCTION	8,993,249	9,601,398
ACADEMIC SUPPORT	378,347	388,528
STUDENT SERVICES	1,347,956	1,388,160
PUBLIC SERV/CONT ED	5,913	13,997
OPER & MAINT PLANT	2,538,590	2,459,956
INSTITUTIONAL SUPPORT	8,212,151	7,851,407
SCH/STUDENT GRNT/WAIVERS	6,303,928	6,532,790
AUXILIARY SERVICES	4,702,456	4,570,580
TOTAL EXPENDITURES:	<u>32,482,590</u>	<u>32,806,816</u>
OTHER FINANCING SOURCES:		
PHS BOND PROCEEDS	3,974,799	-
	<u>3,974,799</u>	<u>-</u>
TRANSFERS AMONG FUNDS:		
INTERFUND TRANSFERS	-	-
TOTAL TRANSFERS AMONG FUNDS:	<u>-</u>	<u>-</u>
NET INCREASE/DECREASE IN NET ASSETS	<u>\$ 5,048,307</u>	<u>\$ 7,756,710</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2018-2020**

FISCAL YEAR 2018					FISCAL YEAR 2019			FISCAL YEAR 2020				
College	Category	Anticipated Budget	Spent Thru April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	% of Year	
Frontier	Bills		\$ 612,400			\$ 589,566			\$ 653,474			
	Payroll		1,759,157			1,795,238			1,721,724			
	Waivers		725,584			882,160			689,717			
	Totals	\$ 4,189,416	3,097,141	74%	\$ 4,550,604	3,266,964	72%	\$ 4,370,599	3,064,915	70%	83%	
Lincoln Trail	Bills		880,036			1,023,044			915,600			
	Payroll		1,887,500			1,929,497			1,838,778			
	Waivers		853,773			768,270			851,930			
	Totals	\$ 4,531,653	3,621,309	80%	\$ 4,788,234	3,720,811	78%	\$ 5,365,117	3,606,308	67%	83%	
Olney Central	Bills		1,286,664			1,318,730			1,303,317			
	Payroll		3,806,169			3,828,182			3,647,488			
	Waivers		624,416			662,681			807,704			
	Totals	\$ 7,303,330	5,717,249	78%	\$ 7,449,755	5,809,593	78%	\$ 7,669,580	5,758,509	75%	83%	
Wabash Valley	Bills		1,047,289			1,115,762			1,167,151			
	Payroll		2,448,289			2,556,880			2,436,613			
	Waivers		1,314,945			1,358,908			1,513,056			
	Totals	\$ 6,136,568	4,810,523	78%	\$ 6,236,897	5,031,550	81%	\$ 6,449,215	5,116,820	79%	83%	
Workforce Educ.	Bills		228,120			232,512			203,280			
	Payroll		983,900			980,736			862,989			
	Waivers		2,579,539			2,714,252			2,238,869			
	Totals	\$ 4,869,942	3,791,559	78%	\$ 4,258,339	3,927,500	92%	\$ 4,396,670	3,305,138	75%	83%	
District Office	Bills		264,753			268,374			256,281			
	Payroll		860,355			917,351			874,944			
	Waivers		-			-			-			
	Totals	\$ 1,614,463	1,125,108	70%	\$ 1,519,023	1,185,725	78%	\$ 1,551,484	1,131,225	73%	83%	
District Wide	Bills		1,255,188			1,500,961			1,789,373			
	Payroll		657,623			703,568			727,670			
	Waivers		135,615			147,019			202,847			
	Totals	\$ 2,705,152	2,048,426	76%	\$ 2,883,536	2,351,548	82%	\$ 3,107,121	2,719,890	88%	83%	
GRAND TOTALS		\$31,350,524	\$ 24,211,315	77%	\$ 31,686,388	\$25,293,691	80%	\$32,909,786	\$24,702,805	75%	83%	

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
April 30, 2020

	FY 2020		FY 2019		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
Salaries	\$ 12,110,206	49.02%	\$ 12,711,452	50.26%	\$ (601,246)	-4.730%
Employee Benefits	2,133,919	8.64%	2,264,415	8.95%	(130,496)	-5.763%
Contractual Services	1,207,994	4.89%	930,411	3.68%	277,583	29.834%
Materials	1,236,763	5.01%	1,270,198	5.02%	(33,435)	-2.632%
Travel & Staff Development	144,983	0.59%	175,244	0.69%	(30,261)	-17.268%
Fixed Charges	80,516	0.33%	129,363	0.51%	(48,847)	-37.760%
Utilities	928,820	3.76%	1,037,621	4.10%	(108,801)	-10.486%
Capital Outlay	454,697	1.84%	137,583	0.54%	317,114	230.489%
Other	6,404,907	25.93%	6,637,404	26.24%	(232,497)	-3.503%
	<u>\$ 24,702,805</u>	<u>100.00%</u>	<u>\$ 25,293,691</u>	<u>100.00%</u>	<u>\$ (590,886)</u>	<u>-2.336%</u>

Agenda Item #11

Chancellor's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: May 15, 2020

RE: Personnel Report

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

INDEX

- 400.1 Change in Status**
- 400.2 Approval to Hire Executive Assistant Prior to June Board of Trustees meeting**
- 400.3 Memorandums of Agreement with IEA/NEA and Bargaining Unit Faculty**
- 400.4 Resignation Ratifications**

PERSONNEL REPORT

400.1. Change in Status

A. Professional Non-Faculty, Exempt

1. Debbie Bryant, Administrative Assistant, FCC, to Distance Learning Specialist, Title III (GR), FCC, effective May 20, 2020, contingent upon continued grant funding.

400.2. Approval to Hire Executive Assistant Prior to the June Board of Trustees Meeting

400.3. Memorandums of Agreement with IEA/NEA and Bargaining Unit Faculty

1. Personal Leave Carry Over
2. Title III Grant Quality Matters Stipend

400.4. Resignation Ratifications

A. Administration

1. Holly Martin, Chief Academic Officer, DO, effective July 29, 2020.

B. Faculty

1. Justin Gephart, Instructor, LTC, effective July 29, 2020.

C. Professional Non-Faculty, Non-Exempt

1. Julie Bryant, Coordinator of Public Information & Marketing, FCC, effective May 28, 2020.

Agenda Item #15

Collective Bargaining

Agenda Item #15A

**Memorandum of Agreement
FCC Title III Grant Quality Matters Training**

Agenda Item #15B

**Memorandum of Agreement
COVID-19 Response/Unused Personal Leave**

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400	██████████							
Temp Building Replacement - LTC	CDB	\$1,495,500	██████████							
Center for Technology - LTC	CDB	\$7,569,800	██████████							
Applied Arts Building Roof - WVC	CDB	\$295,000	██████████							
Power Hub - WVC	CDB	\$300,000	██████████							
OCC - WVC Roof Projects	PHS	\$750,000	██							
GRAND TOTAL		\$13,094,700	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

4/30/2020