

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**IECC Board of Trustees Meeting**

**Tuesday, April 25, 2023**



**Location:**

**Lincoln Trail College, Statesmen Grill  
11220 State Highway  
Robinson, IL 62454**

**Dinner – 5:30 p.m.  
Meeting – 6:15 p.m.**

*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**

**Tuesday, April 25, 2023**

**6:15 p.m.**

**Lincoln Trail College, Statesmen Grill**

**11220 State Highway**

**Robinson, IL 62454**

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|---|------------------|
| 1. Call to Order & Roll Call  | Chairman Carter  |
| 2. Welcome from the Chair   | Chairman Carter  |
| 3. Resolution of Results of<br>April 4, 2023 Election                                       | Chancellor Gower |
| 4. Adjournment of Board - Sine Die  | Chairman Carter  |
| 5. Organization of New Board  | Chancellor Gower |
| 5.A. Appointment of Temporary Secretary   |                  |
| 5.B. Oath of Office and Seating of Student<br>Trustee and Trustees Elected April 4,<br>2023 |                  |
| 5.C. Roll Call  |                  |
| 5.D. Election of Chairman   |                  |
| 5.E. Election of Vice-Chairman  |                  |
| 5.F. Election of Board Secretary  |                  |
| 5.G. Election of Secretary Pro Tempore  |                  |
| 5.H. Appointment of District Treasurer  |                  |
| 5.I. Appointment of Ethics Officer  |                  |
| 5.J. Resolution for Adoption of Rules,<br>Regulations, and Actions of Prior Boards          |                  |
| 5.K. Resolution for Time and Place of Board<br>Meetings                                     |                  |
| 6. Recognition of Visitors and Guests   | Chancellor Gower |
| 7. Public Comments  |                  |
| 8. Reports  |                  |
| 8.A. Trustees   |                  |

- 8.B. Chancellor
- 8.C. Presidents
- 8.D. Division Report: Phi Theta Kappa Student Presentation Professor Schucker
- 9. Approval of Consent Agenda Chancellor Gower
  - 9.A. Disposition of Minutes
  - 9.B. Policy 500.27 Student Athlete Drug Abuse
  - 9.C. Policy 500.5 Credit for Prior Learning
  - 9.D. Policy 100.1 Adopting or Changing Policies
  - 9.E. Procedure 100.1 Adoption, Amendment, and Repeal of Policies
  - 9.F. ROE #12 ASSIST Program Lease
  - 9.G. Identity Theft Prevention Plan
  - 9.H. Affiliation Agreements
    - 9.H.i. Kid's Kingdom Preschool Inc. Day Care Center
    - 9.H.ii. Rehabilitation and Performance Institute
    - 9.H.iii. Wabash Co. Health Department
    - 9.H.iv. Small World Child Development
    - 9.H.v. Select Specialty Hospital
- 10. Action on Items Removed from Consent Agenda Chancellor Gower
- 11. Policy First Reading (and Possible Approval) Chancellor Gower
- 12. Policy Second Reading Chancellor Gower
- 13. Staff Recommendations for Approval
  - 13.A. Activity Fee Allocations Chancellor Gower
  - 13.B. Municipal Advisory Services Recommendation Mr. Hawkins
  - 13.C. Solar Design Services Recommendation Chancellor Gower
  - 13.D. Removal of Remaining Student Handbook Fees Chancellor Gower
  - 13.E. C.E.F.S. Community Partnership Agreement Chancellor Gower

13.F. IECC Programs of Study	Chancellor Gower
14. Bid Committee Report	Chancellor Gower
14.A. LTC North Campus Roofs	
14.B. WVC Student Center Roof	
14.C. WVC Main Hall Roof	
15. District Finance	
15.A. Financial Report	Mr. Hawkins
15.B. Approval of Financial Obligations	Mr. Hawkins
16. Executive Session	Chancellor Gower
17. Approval of Executive Session Minutes	Chancellor Gower
18. Approval of Personnel Report	Ms. McDowell
19. Collective Bargaining	Chancellor Gower
20. Litigation	Chancellor Gower
21. Other Items	
22. Adjournment	



**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Welcome from the Chair**

**Agenda Item #3**

**Resolution of Results of April 4, 2023 Election**

**RESOLUTION DECLARING ELECTION RESULTS**

The Board of Trustees of Illinois Eastern Community College District #529 hereby states that:

WHEREAS on April 4, 2023, an election was held for the purpose of electing three members to the Board of Trustees in the counties or portions of counties within Illinois Eastern Community College District #529, namely the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, and;

WHEREAS Amanda Troyer, Richland County Clerk and Recorder, is the Election Authority for Illinois Eastern Community College District #529, and will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Illinois Eastern Community College District #529 at the election held on April 4, and;

WHEREAS Amanda Troyer, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Amanda Troyer will certify that the following votes were tabulated for a full six year term:

Brenda Culver	6,434
Gary Carter	6,574

and;

WHEREAS Amanda Troyer will certify that the following votes were tabulated for the remaining 2 years of a 6 year term:

Roger Browning	7,948
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WHEREAS Amanda Troyer will certify that Brenda Culver and Gary Carter were elected as trustees to serve a full term and;

WHEREAS Amanda Troyer will certify that Roger Browning was elected as trustee to serve the remaining 2 years of a six year term and;

WHEREAS the Board of Trustees of Community College District #529 takes notice that due to election laws, there can be no official certification of election results until 14 days following the election or April 18, 2023, and that, Amanda Troyer is unable to officially certify the results before April 18, 2023 and that the official certification of votes has not yet occurred, the Board finds that the unofficial results as provided indicate the actual individuals elected to the Board of Trustees and;

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the unofficial results of the April 4, 2023 election as provided by the County Clerks of District #529, and further declares that Brenda Culver and Gary Carter were duly elected to serve full terms as trustees and that Roger Browning was duly elected to serve the remaining 2 years of a full term as trustee.

ADOPTED THIS 25th Day of April, 2023.

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #4**

**Adjournment of Board- Sine Die**

## **Agenda Item #5**

### **Organization of New Board**

- A. Appointment of Temporary Secretary
- B. Oath of Office and Seating of Student Trustee and Trustees Elected April 4, 2023
- C. Roll Call
- D. Election of Chairman
- E. Election of Vice-Chairman
- F. Election of Board Secretary
- G. Election of Secretary Pro Tempore
- H. Appointment of District Treasurer
- I. Appointment of Ethics Officer
- J. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards
- K. Resolution for Time and Place of Board Meetings

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes is not allowed during the taking of a roll call vote. *Roberts Rules of Order* will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any trustee may ask for a roll call vote on that issue.

ADOPTED THIS 25th Day of April, 2023.

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees  
Illinois Eastern Community Colleges

## **RESOLUTION**

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2023:

Tuesday, May 16, 2023, 6:15 p.m., Olney Central College

Tuesday, June 20, 2023, 6:15 p.m., Wabash Valley College

Tuesday, July 18, 2023, 6:15 p.m., Frontier Community College

Tuesday, August 15, 2023, 6:15 p.m., Lincoln Trail College

Tuesday, September 19, 2023, 6:15 p.m., Olney Central College

Tuesday, October 17, 2023, 6:15 p.m., Wabash Valley College

Tuesday, November 21, 2023, 6:15 p.m., Frontier Community College

Tuesday, December 12, 2023, 6:15 p.m., Lincoln Trail College

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**Agenda Item #6**

**Recognition of Visitors and Guests**

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

**Agenda Item #7**

**Public Comment**

## **Agenda Item #8**

### **Reports**

- A. Trustees**
- B. Chancellor**
- C. Presidents**
- D. Division Report: Phi Theta Kappa Student Presentation**

## **Agenda Item #9**

### **Consent Agenda**

- A. Disposition of Minutes
- B. Policy 500.27 Student Athlete Drug Abuse
- C. Policy 500.5 Credit for Prior Learning
- D. Policy 100.1 Adopting or Changing Policies
- E. Procedure 100.1 Adopting or Changing Policies
- F. Deletion of Policy 200.5 Trustee Adoption, Amendment or Repeal of Policies
- G. ROE #12 ASSIST Program Lease
- H. Identity Theft Prevention Plan
- I. Affiliation Agreements

1. Call to Order & Roll Call – Vice Chair Brenda Culver called the meeting to order at 6:15 p.m. and directed the Board Secretary Sonja Music to call the roll.

Shimer Barbara: Present  
Susan Batchelor: Present  
Culver Brenda: Present  
John Brooks: Present  
Roger Browning: Present (via Zoom)  
Gary Carter: Present (via Zoom)  
Jan Ridgely: Present  
Raechel Hnetovsky: Present  
Present: 8.

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

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor  
Jay Edgren, President of Frontier Community College  
Matt Fowler, President of Wabash Valley College  
Roger Eddy, Interim President of Olney Central College  
Alex Cline, Director of Information & Communications Technology  
Ryan Hawkins, Chief Financial Officer/Treasurer  
Andrea McDowell, Director of Human Resources  
Sonja Music, Board Secretary

2. Welcome from the Chair- Vice Chair welcomed all who were present for the meeting.

### 3. Recognition of Visitors and Guests

3.A. Visitors and Guests – Chancellor Gower and Trustees thanked Raechel Hnetovsky, Student Trustee, expressing appreciation for her service to the Board of Trustees and the IECC district. Raechel is a nursing student at Frontier Community College and served as student trustee the past year.

3.B. IECEA Representative – None

4. Public Comments – None

### 5. Reports

5.A. Trustees - None

5.B. Chancellor – Chancellor Gower reviewed current issues and opportunities facing the District.

5.C. Presidents – Reports were presented from each of the colleges.

5.D. Division Report – On behalf of Dean Kakac, President Edgren gave a brief Business & Industry update.

6. Approval of Consent Agenda

6.B. Policy and Procedure 100.16 Address a Complaint – Chancellor Gower recommended the revision of the current policy based on the recommendation by the Higher Learning Commission (HLC).

6.C. Policy 500.9 Transfer Credit – Chancellor Gower recommended the revision of the current policy to include language pertaining to a student’s ability to complete an associate degree via the reverse transfer of credit process. The revision also includes the removal of transfer credit specifics that have been addressed procedurally.

6.D. Policy 500.25 Academic Integrity – Chancellor Gower recommended the reinstatement of the policy with revisions to allow for the inclusion of general policy statements and the removal of procedural language suitable for and found within the Student Code of Conduct.

6.E. Policy 500.28 Hazing – Chancellor Gower recommended the reinstatement of the policy with revisions to allow for the inclusion of general policy statements and the removal of procedural language suitable for and found within the Student Code of Conduct.

6.G. Affiliation Agreements – Chancellor Gower recommended the approval of affiliation agreements with the following:

6.G.i. Back & Body Works

6.G.ii. Rural Med EMS

6.G.iii. Richland County Circuit Clerk

6.G.iv. Memorial Hospital & Health Care Center - Jasper, IN (PTA only)

Motion to approve the consent agenda as presented with the removal of the minutes of the February regular meeting and the Clay County Hospital Apprenticeship Agreement. This motion, made by Gary Carter and seconded by Shimer Barbara, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

7. Action on Items Removed from Consent Agenda

6.A. Disposition of Minutes – Open meeting minutes as prepared for the regular meeting held Tuesday, February 21, 2023, were presented for disposition with the correction to add Susan Batchelor to the attendance list.

This motion, made by Jan Ridgely and seconded by Shimer Barbara, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

6.F. Clay County Hospital Apprenticeship – Chancellor Gower recommended approval of an agreement with Clay County Hospital to develop an apprenticeship program that will allow Certified Nursing Assistant (CAN) students to enroll in IECC’s Registered Nursing Program and have all associated tuition and fees paid by the hospital.

Motion to approve Clay County Apprenticeship as presented. This motion, made by Susan Batchelor and seconded by Raechel Hnetovsky, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

#### 8. Policy First Reading (and Possible Approval) - None

#### 9. Policy Second Reading - None

#### 10. Staff Recommendations for Approval

10.A. Nursing Program Fees – Chancellor Gower recommended approval of proposed changes to the Nursing Program Fees beginning in the Fall 2023 term for first year nursing students as presented by Associate Dean of Allied Health Alani Frederick.

Motion to approve the change to the Nursing Program Fees as presented. This motion, made by Susan Batchelor and seconded by Raechel Hnetovsky, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

10.B. Medical Laboratory Technician Fees – Chancellor Gower recommended approval of proposed changes to the Medical Laboratory Technician Fees beginning in the Fall 2023 term for first year nursing students as presented by Associate Dean of Allied Health Alani Frederick.

Motion to approve the fee adjustments for the Medical Laboratory Technician (MLT) Program as presented. This motion, made by Roger Browning and seconded by Shimer Barbara, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

10.C. 403(b) Annual Monitoring Report – Chancellor Gower recommended approval of the Calendar Year 2022 Report for the IECC 403(b) Plan as presented by Chief Financial Officer Ryan Hawkins.

Motion to accept the Calendar Year 2022 Report for the IECC 403(b) Plan as presented. This motion, made by Jan Ridgely and seconded by Susan Batchelor, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

#### 11. Bid Committee Report – Chancellor Gower reviewed the following Bid Committee Report:

11.A. TRIO Summer Trip – bid in the amount of \$74,400 with WorldStrides/Brightspark Travel, St. Charles, IL

11.B. OCC Welder – bid for four welders for a total amount of \$46,850.60 from ILMO Products Company, Mount Vernon, IL

11.C. IECC 15-Passenger Van – bid in the amount of \$49,975.00 from Eagleston Automotive Center, Olney, IL

Motion to approve the Bid Committee Report recommendation as presented. This motion, made by Gary Carter and seconded by Shimer Barbara, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

12. District Finance – District financial obligations (Listing of Board Bills) for March 2023, totaling \$981,207.59 were presented for approval.

Motion to approve payment of district financial obligations for March 2023, in the amounts listed. This motion, made by Raechel Hnetovsky and seconded by Jan Ridgely, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

13. Executive Session - None

14. Approval of Executive Session Minutes

Motion to approve written and audio executive session minutes of a closed meeting held during the regular meeting, Tuesday, February 21, 2023, as presented. This motion, made by Susan Batchelor and seconded by Shimer Barbara, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

15. Approval of Personnel Report – The Chancellor recommended approval of the following Personnel Report as presented by Human Resource Director Andrea McDowell.

**400.1. Employment of Personnel**

**A. Professional, Non-Faculty, Exempt**

1. Nancy Stremme, Program Director of Cosmetology, OCC, effective February 27, 2023
2. Javier Milla Munoz, Head Women’s and Men’s Soccer Coach, LTC, effective March 27, 2023

**B. Professional, Non-Faculty, Non-Exempt**

1. Amy Lemke, Payroll & Benefits Specialist, DO, effective April 10, 2023
2. Mark Blevins, Technology Systems Specialist, DO, effective March 27, 2023
3. Melanie Wiseman, Executive Administrative Assistant, WRC, effective March 13, 2023
4. Nickie Daniel, HR Coordinator, DO, effective March 27, 2023

**400.2. Change in Status**

1. Nick Knapp, Temporary Contractual to Professional, Non-Faculty, Exempt status



2. Jackson Hemrich, Temporary Full-time Welding Instructor, LTC to Temporary Full-time Welding Staff, LTC effective May 15, 2023

**400.3. Special Assignment**

**400.4. Resignation Ratification**

1. Alex Morais, Head Men's & Women's Soccer Coach, LTC, effective February 21, 2023
2. Hunter Meritt, TRIO Upward Bound Counselor, LTC, effective May 12, 2023

**400.5. Retirement Ratification**

1. Vicki Thompson, Retention Coordinator, OCC, effective June 30, 2023

Motion to approve the foregoing Personnel Report as recommended. This motion, made by Shimer Barbara and seconded by John Brooks, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

16. Collective Bargaining - None

17. Litigation - None

18. Other Items - None

19. Adjournment

Motion to adjourn at 7:27 pm. This motion, made by Raechel Hnetovsky and seconded by Jan Ridgely, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Raechel Hnetovsky: Yea, Jan Ridgely: Yea  
Yea: 7, Nay: 0

1. Call to Order & Roll Call – Chairman Carter called the special meeting to order at 6:15 p.m. and directed the Board Secretary to call the roll.

Shimer Barbara: Present  
Susan Batchelor: Present  
Culver Brenda: Present (via Zoom)  
John Brooks: Present  
Roger Browning: Present  
Gary Carter: Present  
Ridgely Jan: Present (via Zoom)  
Present: 7.

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor  
Alex Cline, Director of Information & Communications Technology (via Zoom)  
Ryan Hawkins, Chief Financial Officer/Treasurer (via Zoom)  
Sonja Music, Board Secretary (via Zoom)

2. Welcome from the Chair – Chairman Carter welcomed all who were present for the meeting and asked for a moment of silence for the lost lives and those impacted by the tornado in Crawford County.

3. Recognition of Visitors and Guests - None

4. Public Comments - None

5. Approval of Emergency Expenditures - LTC Crisp Building

Motion to authorize Chancellor Gower to secure the LTC Crisp Building site and take emergency actions necessary to demolish the building and bring the site into a safe and aesthetically pleasing condition. This motion, made by Susan Batchelor and seconded by Culver Brenda, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Ridgely Jan: Yea  
Yea: 7, Nay: 0

6. Adjournment

Motion to adjourn at 6:43 p.m. This motion, made by Roger Browning and seconded by Shimer Barbara, Carried.

Shimer Barbara: Yea, Susan Batchelor: Yea, Culver Brenda: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Ridgely Jan: Yea  
Yea: 7, Nay: 0

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: April 25, 2023  
RE: Policy for Substance Abuse Testing for Athletes (500.27)

This policy has been revised to relocate the procedural portion related to drug testing to the corresponding procedure 500.27, Drug Testing of Student-athletes. The title was changed to Student-athlete Drug Abuse Policy to better reflect the scope of the policy, which includes drug prevention initiatives as well.

The proposed policy revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 500.27 as presented.

RG/tb

Attachment

**Policy for Substance Abuse Testing for Athletes Student-athlete Drug Abuse Policy (500.27)**

Date Adopted: July 16, 2014  
Revised: March 21, 2017  
Revised: June 20, 2017  
Revised: May 15, 2018  
Revised: February 16, 2021  
Revised: April 25, 2023 (Pending Board Approval)

**Purpose**

This policy further reinforces Illinois Eastern Community College's stance on maintaining a drug-free environment by expanding prevention initiatives within its athletic programs. ~~is concerned with the health, safety and welfare of student-athletes who participate in its athletic programs and represent the institutions in athletics. The district believes that drug screening is appropriate and necessary to insure the health and safety of our student-athletes. IECC understands the added pressures that can arise for participants of competitive sports and Further, the athletics department recognizes its responsibility to ensure provide educational programming which educates student-athletes are educated on the physiological, physical, and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes of local, state, and federal laws concerning the use and possession of alcohol and drugs.~~

This comprehensive program, which includes educational, screening, and rehabilitative components, will facilitate informed; and intelligent decision-making among student-athletes by:

**Goals**

1. Educating individuals on the dangers of substance abuse and use.
2. Preventing and deterring of illegal drug use and substance abuse and use.
3. Developing consistent sanctions should a student-athlete test positive.
4. Promoting the positive role student-athletes have in our communities.
5. ~~Encourage student-athletes to make informed, intelligent decisions on the use of substances.~~  
Identifying problems with drug abuse at its earliest stages.

Further, IECC believes drug testing of student-athletes is an appropriate measure to take to prevent drug use and abuse and has enacted a student-athlete drug testing program; Procedure 500.27 outlines this program.

**Types of Testing**

1. ~~Random — minimum of 20% of each athletic team will be subjected to random drug testing at some point during the calendar athletic year. No less than 2 and no more than 7 student-athletes from any team will be subject to testing, as it is understood that each team possesses a different number of student-athletes.~~
  - ~~Each Athletic Director will submit a roster for each sport on their respective campus to the Compliance Coordinator at the conclusion of the 10-day enrollment period of every fall semester. The Compliance Coordinator will then determine how many student-athletes will be tested from each sport on each campus.~~
  - ~~Any roster changes throughout the year shall be reported to the Compliance Coordinator.~~
  - ~~There will be several random test dates throughout the calendar athletic year, spread between the beginning of September and the end of April. The dates will be determined by the Compliance Coordinator. The Athletic Directors will be notified approximately 2-3 days in advance on the testing date, number of student-athletes to be tested, and from which sports the names should be pulled from. Athletic Directors will be in charge of coordinating the name drawing and test administration by an approved testing site.~~
  - ~~Names of the student-athletes and test results shall be submitted to the Compliance Coordinator upon test completion.~~
  - ~~Each name on the roster must be a part of the random drawing every time there is a drawing. Conceivably, the same name could be picked from an athletic team on every testing date.~~

- Testing will be done at Wabash General Hospital (WGH), Wabash Valley Occupational Health and Acute Care—Robinson, IL, Carle Richland Memorial Hospital, and Fairfield Memorial Hospital (FMH). A Coach or Athletic Director will accompany the student athletes to the appropriate testing facility. Each facility will follow its established testing protocol for sample retrieval and maintain chain of custody according to its policy and procedures.
2. Reasonable Suspicion Testing—Reasonable suspicion testing is to protect the health of the student athlete, the health of others, and/or to protect the integrity of the sport and Illinois Eastern Community Colleges
 

“Reasonable suspicion” is defined as behavior, conduct, or performance by the student-athlete that leads a coach or athletic department staff member to believe that the student-athlete has been using a banned substance. Indicators which may be used to determine if reasonable suspicion exists include, but are not limited to, the following:

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

## Positive Test Results

### First Positive Test

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

### Second Positive Test

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

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

#### Third Positive Test

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

#### Self-Referral Program

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

#### Appeal Process

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

- ~~• Athletic Director~~
- ~~• Dean of Instruction~~
- ~~• Faculty member~~
- ~~• President or designee~~
- ~~• Head Coach~~

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

#### Medical Exception

~~IECC recognizes that some substances are used for legitimate medical purposes. IECC will allow for exemptions for those student-athletes with a documented medical history demonstrating a need for regular use of a substance. The student-athlete is required to **26** inform the Athletic Director and trainer of **all medications** he/she is taking prior to being tested. Additionally, a **note from the student-athlete's prescribing physician** will be kept in the student-athletes file. In the event a student-athlete tests positive,~~

~~the Athletic Director and trainer in consultation with the testing center will review that student-athlete's medical record to determine if a medical exception should be granted.~~

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: April 25, 2023  
RE: Policy 500.5 Credit for Prior Learning

A recent amendment initiated by the ICCB and effective February 1, 2023, impacted Policy 500.5 Credit for Prior Learning. Previously, credit accepted for the various methods of prior learning were not to be awarded until milestones (completion of specified credit hours at IECC) were attained by the student. Under the new ruling, the approved credit can be applied to the student's academic record immediately.

The proposed policy revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 500.5 as presented.

RG/am

Attachment



## STUDENT - 500

### **Credit for Prior Learning (500.5)**

Date Adopted: December 19, 1989

Revised: April 20, 2015

Revised: November 19, 2019

Revised: January 18, 2022 Effective Date: 7/1/2022

Revised: April 25, 2023 (Pending Board Approval)

Illinois Eastern Community Colleges understands college-level knowledge is obtained from learning experiences, as well as in a classroom. In recognition and support of this, students enrolled in a degree or certificate program at IECC may be eligible for academic credit for their prior learning experiences as determined by an evaluative process administered by the dean of instruction or designee. The dean of instruction or designee also monitors, evaluates, and makes recommendations for revisions to credit for prior learning activities, as appropriate.

#### Eligible Learning Experiences

When properly documented, the following learning experiences will be assessed for credit at IECC:

- Military Training/Experience
- Certifications and Licensures
- Standardized Tests/Proficiency Examinations
- State Seal of Biliteracy
- Portfolio Evaluation

#### Awarding Credit for Prior Learning (CPL)

IECC will validate credit on a course-by-course basis and award credit when the documented learning experience demonstrates achievement of all terminal objectives for a specific course or courses. The following will also be considerations:

- CPL will not be awarded twice for the same learning.
- CPL will not be awarded for work that does not meet or exceed a grade level of "C".
- CPL will not be used to award financial aid or veteran's benefits.
- CPL cannot be used to improve an existing grade or replace a grade of withdrawal or incomplete.
- CPL credit will be posted to the student's academic record as Transfer Credit., **but not before:**
  - ~~fifteen (15) credit hours toward a degree have been completed at IECC; or~~
  - ~~twenty-five (25) percent of the required credit hours for a certificate have been completed at IECC.~~
- No more than twenty-five (25) percent of the required credit hours for a certificate or degree can be awarded from CPL.
- IECC does not accept CPL that was awarded at other institutions and CPL awarded at IECC will typically not transfer to other colleges.
- CPL will not be applied to the graduation credit hour minimum that must be completed at IECC.
- CPL will not be computed in the student's GPA.
- Unless otherwise defined procedurally, CPL will be awarded for learning experiences that have occurred within the last 3 years, while also considering older documented learning experiences on a case-by-case basis with the supposition that the knowledge has been retained.

Procedures will, at a minimum, outline the process for students to request CPL (including acceptable proof of the experience) and provide data on the specific or type of credit that may be granted by IECC.

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: April 25, 2023

RE: Policy and Procedure 100.1 Adopting or Changing Policies  
Policy 200.5 Adoption, Amendment, and Repeal of Policies

In our last accreditation visit, the Higher Learning Commission (HLC) indicated their expectation that IECC establish a regular schedule to monitor policies and procedures to reflect both current practice and best practice. As a result, IECC has developed a schedule to review our existing policies and procedures over a three-year window. Obviously, not every policy or procedure will need to be modified and brought to the Board.

After review, it was determined Policy 200.5 (Adoptions, Amendment, and Repeal of Policies) was more suitable as a procedure for the parent Policy 100.1 (Adopting or Changing Policies). The appropriate revisions are reflected in the modifications to Policy 100.1. Cabinet has reviewed the modifications and approved the changes and further recommends deletion of Policy 200.5.

I would ask the Board to waive the second reading and approve all documents as presented.

Attachment

RG/lb

## BOARD OF TRUSTEES - 100

### **Adopting or Changing Policies Policy and Procedure Development (100.1)**

Date Adopted: August 13, 1996

Revised: September 15, 2015

Revised: April 25, 2023 (Pending Board Approval)

The mission, values, and culture of Illinois Eastern Community Colleges (IECC) are represented and expressed by its policies. Policies protect the integrity of IECC's mission, reputation, and operations. They may promote compliance with laws, regulations, and accreditation standards; mandate actions or constraints; promote operational efficiencies; or mitigate institutional risk.

As set forth in Legal Basis Policy 100.2, the Board of Trustees serves as the policy-making body and the Chancellor has responsibility over the administration of the District. As such, recommendations for policy adoption, revision, or repeal may be initiated by the Board of Trustees or the Chancellor. Board Policy, upon completion of a thorough review by administration, may be adopted, ~~changed, altered, or amended~~, revised, or repealed at any duly convened public meeting of the Board of Trustees by a majority vote of the members of the Board.

Due to the broad nature of policy, supporting procedures may be developed to provide the detail necessary to ensure the policy is implemented in a manner that will achieve the desired outcomes. Procedures are adopted, revised, or repealed via an established process requiring administrative approval, at a minimum.

Policies and procedures are updated on an as-needed basis. Additionally, to ensure continued applicability and accuracy, a monitoring system ensures all policies and procedures are reviewed and/or revised within a defined period.

200.5—Adoption, Amendment, and Repeal of Policies- 100.1 Policy and Procedure Development

Adopted Date: 04/25/2023 (Pending Board Approval)

This procedure provides an overview of the policy and procedure adoption, revision, and repeal process and allows for a system to ensure these documents remain up-to-date via a monitoring system.

### **Policy and Procedure Requests by Board Members**

Requests by Board Members for the adoption, ~~amendment~~ revision, or repeal of ~~Distriet an IECC policies or procedure by any Board member shall be~~ are submitted in writing to the Board of Trustees Chairman, Board members should make such requests at least 10 business days prior to the first Wednesday of the month, the scheduled meeting time for the Cabinet.

The Chairman ~~shall~~ will make the proposal available to all Board Members and the Chancellor, ~~Chief Executive Officer, and the Cabinet.~~ with a deadline to receive input. Board members may submit their views, and comments, and any recommendations in writing to the Chairman and the Chancellor ~~CEO and may include a recommendation for action on the proposal.~~ The Chair will provide the Chancellor with the final document, which will be presented to The Cabinet ~~will consider the policy change for review, input, and approval~~ at its next regularly scheduled meeting.

~~Prior to Cabinet action, Board members may submit their views and comments in writing to the Chairman and the CEO and may include a recommendation for action on the proposal. The Cabinet shall consider the request for the adoption, amendment, or repeal of Distriet Policies.~~

~~Following After the Cabinet meeting action, the Chancellor Chief Executive Officer shall report action taken on any requests, with recommendation for action, to will follow-up with the Chairman and to the Board to advise of acceptance as presented or discuss changes reviewed and approved by Cabinet. As appropriate, policies will be placed on the Board agenda of the next regularly scheduled Board of Trustees meeting.~~

The original proposal ~~shall~~ will appear on the Board agenda of the next regularly scheduled meeting of the Board, under Policies (or Procedures, if 100-series) First Reading, along with any recommendations for change or action made by the Cabinet. When circumstances warrant, the Board may waive the second reading and adopt the proposed ~~policy~~ change, either in the original form, or in the form recommended by the Cabinet, at the Board meeting.

### **Policy and Procedure Requests by All Others**

- New Policies and Procedures. A number and template will be provided by the Information Specialist upon request.
- Revisions/Repeals. The current original policy or procedure will be provided by the Information Specialist upon request.

Once the requester has completed the document, including securing input from all involved departments/personnel, it should be returned to the Information Specialist for processing. Processing will include, at a minimum, an assessment to determine any impact on existing policies/procedures and any necessary follow-up before submission to the Chancellor for review. Based on the Chancellor's consideration, legal counsel may be sought, additional review/action by others recommended, or the document may be approved for inclusion in the Cabinet agenda.

Upon review, input, and approval by Cabinet, policies and 100 series (Board) procedures will be recommended by the Chancellor to the Board of Trustees and appear on the Board agenda of the next regularly scheduled meeting.

### **Approved Policies and Procedures**

Once policies (and 100 series procedures) are approved by Board, and procedures (other than 100 series) are approved by Cabinet, implementation ensues, considering effective dates when identified. The documents are added/replaced in the electronic policy and procedure manuals and Table of Contents updated accordingly.

### **Exceptions to Approval Requirement**

Insignificant changes such as formatting, typos/grammatical errors, and names or position title changes may be made to policy and procedure outside of the approval process and will not be reflected as a revision.

200.5 — Adoption, Amendment, and Repeal of Policies- 100.1 Policy and Procedure Development

Adopted Date: 04/25/2023 (Pending Board Approval)

**Policy and Procedure Monitoring**

All policies and procedures are monitored by the Information Specialist to ensure they have undergone a review (or revision) every five (5) years. When it has been determined a policy and/or corresponding procedure(s) is due for a comprehensive review, both will be submitted to the appropriate department/personnel (owner) with a deadline of **3 months??** for completion. The owner (or designee) will review and solicit for input from others as applicable. Once the comprehensive review is complete, any necessary changes will be submitted to the Information Specialist for processing (in the manner described above). If the review does not warrant changes to the policy or procedure(s), the review date will be recorded.

This table reflects ownership of policies and procedures; the owner is responsible for ensuring the documentation is accurate and up-to-date.

<b>Policy/Procedure Series</b>	<b>Owner</b>
100 – Board of Trustees	Chancellor
200 – Administration	Applicable Administrator(s) based on subject-matter
300 – Business	Chief Financial Officer
400 – Human Resources	Director of Human Resources
500 – Student	Applicable Administrator(s) based on subject-matter
600 – Community Relations	Chancellor
700 – Auxiliary Services	Chief Financial Officer
800 – Instruction	CAO Council

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: April 25, 2023  
RE: ROE #12 ASSIST Program

OCC is requesting approval to lease space to ROE #12 to house their ASSIST program. Specifically, the ROE will receive use of the three classrooms and two office spaces at Olney Central College on the second floor of Wattleworth Hall to be used exclusively for the facilitation of the ASSIST program. As the Board is aware, the ASSIST program allows local residents to have access to educational opportunities for children grades 6<sup>th</sup>-12<sup>th</sup>.

The lease runs from August 1, 2023, through May 31, 2024, for the sum of \$4,800 per month, or \$48,00 total. They have provided IECC with proof of insurance as requested. In addition, meals will be provided to ROE #12 at an additional cost of \$3.60 per meal, which represents around a \$1 profit per meal.

RG/sc

Attachment

## LEASE AGREEMENT

BETWEEN

ASSIST

(A Regional Office of Education Truant and Alternative Education Program)

AND

ILLINOIS EASTERN COMMUNITY COLLEGES

1. The Lease Agreement entered into this 1st day of August 2023 between the Illinois Eastern Community Colleges District #529 whose address is 233 East Chestnut, Olney, Illinois 62450 hereinafter called the LESSOR and ASSIST Program (A Regional Office of Education 12 Truant and Alternative Education Program), whose address is 103 W. Main St, Olney, IL 62450 hereinafter called the LESSEE, to use and occupy the property herein described under the terms and subject to the conditions set forth herein.
2. WITNESSETH: The LESSOR hereby leases to the LESSEE the following premises: use of three classrooms at Olney Central College on the second floor of Wattleworth Hall, and two office spaces on the second floor of Wattleworth hall to be used exclusively as classroom facilities and office facilitates for the facilitation of the ASSIST program to allow local residents to have access to educational opportunities for children grades 6<sup>th</sup>-12<sup>th</sup>.
3. To have and to hold the premises with the appurtenances under the following terms: commencing August 1, 2023, through May 31, 2024, and may be terminated by either party giving the other ninety (90) days' written notice. The lease could automatically renew May 31, 2024, at the end of the initial lease period if mutually agreed to in writing by both parties.
4. The LESSEE shall pay the LESSOR a total not to exceed Four Thousand Eight Hundred Dollars (\$4,800) monthly. The rent shall be due and paid by the 5<sup>th</sup> day of each month.
5. The LESSOR shall provide the following utilities on the lease premises during the term of this lease, to include heat and air conditioning, water, telephone, wireless internet, sewage service, trash removal, janitorial service, and electricity.
6. The LESSEE shall have the right to install and maintain such signs, as are necessary for the identification of its place of business, as approved by the LESSOR.
7. The LESSEE has inspected and knows the condition of the leased premises and agrees to accept same "as is". It is further understood that the premises are hereby leased to LESSEE without obligation on the part of the LESSOR to make any additions, alteration, or improvements thereto.
8. The LESSEE shall not make any additions, alterations, improvements, or repairs to the premises without written consent of the LESSOR in each and every instance.

9. The LESSEE shall, under the terms of this Lease Agreement, ensure that the area leased is kept clean and orderly for the premises and the appurtenances occupied. The LESSEE shall under the terms of this Lease Agreement repair or replace damage to any portion of the leased space identified above during the term of this lease at LESSEE expense.
  
10. The LESSEE shall procure and maintain in force during the term of this agreement, and any extension thereof, at LESSEE's expense, public liability insurance in an amount of at least Three Hundred Thousand Dollars (\$300,000.00) and agrees to furnish to the LESSOR a certificate of insurance naming the LESSOR an insured party, to protect against liability for damage claims through public use of or arising out of accidents occurring in and around the building when said building is being used.
  
11. This Lease Agreement may be terminated by either party giving the other ninety (90) days' written notice.

IN WITNESS THEREOF, the parties hereto have signed and sealed their presence on the date executed \_\_\_\_\_.

**LESSEE: Regional Office of Education #12**

By: \_\_\_\_\_  
Its: Cathy Croy, Regional Superintendent  
CORPORATE SEAL

WITNESS:

\_\_\_\_\_

**LESSOR: Illinois Eastern Community Colleges**

233 East Chestnut  
Olney, IL 62450

By: \_\_\_\_\_  
Its: Ryan Gower, Chancellor  
CORPORATE SEAL

WITNESS:

\_\_\_\_\_



## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: April 25, 2023

RE: Identity Theft Prevention Program

IECC is a participant in the Federal Direct Student Loan Program and offers institutional loans to students. We also administer a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. As a result, IECC is considered a "creditor" and student accounts are "covered accounts" subject to the Red Flags Rule. This rule, established in 2009, requires IECC to develop, implement, and maintain an identity theft prevention program to safeguard our students' personal information.

The Identity Theft Prevention Team at IECC is committed to reviewing and updating the program annually, at a minimum. The red flags were evaluated by the various departments at IECC and it was determined the established indicators continue to serve us well in the detection of identity theft. Therefore, no significant changes were made to the program this year.

Employee training is vital to the prevention of identity theft; IECC provides Vector Solutions/Safe Colleges FACTA: Identity Theft and Consumer Protection training. Monitoring and recording of training ensure pertinent personnel have completed required instruction.

The Identify Theft Prevention Program has been approved by Cabinet. I would ask the Board to approve the document as presented.

RG/lmv



# ILLINOIS EASTERN COMMUNITY COLLEGES

## Identity Theft Prevention Program



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

Approved by Cabinet: April 4, 2023

Approved by Board of Trustees: April 25, 2023 (pending)

## **Background**

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

## **IECC Identity Theft Prevention Program Requirement**

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

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

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

## **Definitions**

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

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

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

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

- Participation as a school in the Federal Direct Student Loan Program;
- Offering institutional loans to students, faculty, or staff;

- Offering a plan of payment or fees throughout the semester, rather than requiring full payment at the beginning of the semester.

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

### **Red Flags**

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

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

### **Identification and Examples of Red Flags**

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

#### **Alerts, Notifications, or Warnings from Consumer Reporting Agency**

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

## **Suspicious Documents**

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

## **Suspicious Personal Identifying Information**

- If personal identifying information provided is inconsistent when compared against external information sources used by Illinois Eastern Community Colleges such as inconsistent birth dates or addresses.
- If personal identifying information provided by the student or employee is not consistent with other personal identifying information provided by the student or employee. For example, there is a lack of correlation between the SSN range and the date of birth.
- If personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example;
  - The address on the document is the same as the address provided on a fraudulent document, or
  - The phone number on the document is the same as the number provided on a fraudulent document.
- If personal identifying information provided is a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example:
  - The address on the document is fictitious, a mail drop or a prison; or
  - The phone number is invalid.
- If the SSN provided is the same as that submitted by other students or employees.
- If the address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other students or employees.
- If the student or employee fails to provide all required personal identifying information on a document or in response to notification that the information is incomplete.

- If personal identifying information provided is not consistent with personal identifying information that is on file with Illinois Eastern Community Colleges.
- If Illinois Eastern Community Colleges uses challenge questions, the student or employee cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

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

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

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

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

### **Detection and Response to Red Flags**

#### **Detection**

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

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

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

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

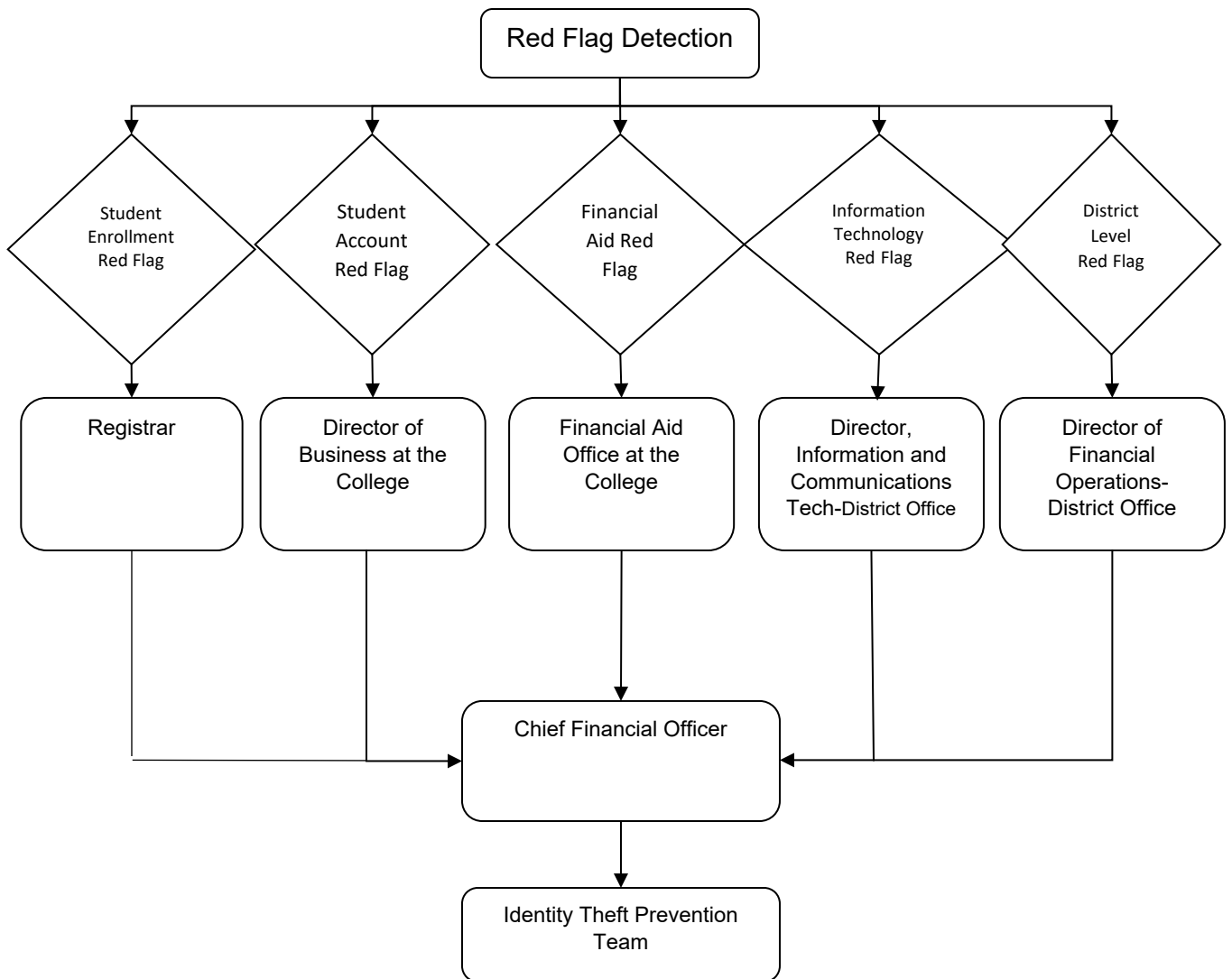
IECC staff will monitor any proposed changes to employee payroll accounts by requiring verbal verification in addition to any required forms from the employee making the proposed change.

### Response

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

- Monitoring a student account for evidence of identity theft;
- Contacting the student;
- Changing any passwords, security codes or other security devices that permit access to a student account;
- Reopening a student account with a new account number;
- Providing the student with a new identification number;
- Not opening a new student account;
- Closing an existing student account;
- Not attempting to collect on a student account or not selling a student account to a debt collector;
- Notifying law enforcement;
- Filing or assisting in filing a Suspicious Activities Report; or
- Determining that no response is warranted under the particular circumstances.

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



**Identity Theft Prevention Team**

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

**Prevention and Protection of Student and Employee Identifying Information**

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

- Ensure IECC website is secure or provide clear notice that the website is not secure;



- Ensure complete and secure destruction of paper documents and computer files containing student account information or employee payroll information when a decision has been made to no longer maintain such information;
- Ensure office computers with access to student account information or employee payroll information are password protected;
- Limit use of social security numbers;
- Ensure computer virus protection is up to date;
- Implement and maintain cyber security managed detection and response(MDR) and managed risk(MR) systems to improve overall cyber security posture.
- Require and keep only student or employee information that is necessary for college purposes; and
- Provide identity theft information on IECC's webpage in the Consumer Information/Student Right to Know section.
- Provide Release of Student Information Guidelines to new and current staff who work with student accounts, student records, financial aid or other personal identifiable information.

## **Program Administration**

### **Program Oversight and Reports**

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

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

### **Training**

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

### **Service Provider Arrangements**

In the event IECC engages a service provider to perform an activity in connection with one or more student accounts, IECC will take the following steps to make every reasonable effort that

the service provider performs its activity in accordance with policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

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

#### Program Updates

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

#### **Program Status and Report as of March 2023**

In February 2023, the Identity Theft Prevention Team reviewed and updated the prevention program, as necessary. The Team will continue to annually review the program, and training will be provided to appropriate administration, staff, and/or faculty. The training provided is Vector Solutions/Safe Colleges FACTA: Identity Theft and Consumer Protection training. Documentation of completed training documents are kept with the Program Director of Grants and Compliance.

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: April 25, 2023  
RE: Affiliation Agreements

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

IECC wishes to enter into a standard clinical affiliation agreement with the following organizations:

- Rehabilitation and Performance Institute-RPI
- Small World Child Development Center
- Wabash County Health Department

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

- Kid's Kingdom Preschool Inc. Day Care Center

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

- Select Specialty Hospital (Nursing only)
- Select Specialty Hospital (PTA only)

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

RG/sc

**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**  
Frontier Community College | Lincoln Trail College | Olney Central College | Wabash Valley College  
**CLINICAL AFFILIATION AGREEMENT**

THIS AGREEMENT is made and entered into as of the date of last signature by and between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its degree and certificate programs (hereinafter referred to as DISTRICT #529) and \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred to as AGENCY): of \_\_\_\_\_  
\_\_\_\_\_ (city) (state)  
\_\_\_\_\_.

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and IECC Faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care which are appropriate for educational experiences for observation and participation by the students and IECC Faculty and/or staff of the DISTRICT #529, subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing Service or Department Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical laboratory experience and will be available to the students.

The specific assignment of learning experiences to specific students will be made and arranged by the IECC Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Department Supervisor, or Coordinator on behalf of the AGENCY. IECC Faculty assumes full responsibility and supervision of the students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the IECC Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of patient care and safeguard of patients assigned to students. The AGENCY professional personnel will retain full and final decisions for patient care assigned to students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529 and will comply with the policies of the health AGENCY.

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

This agreement forbids discrimination against any student on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The IECC Faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new IECC Faculty member of DISTRICT #529 participating in the program will arrange with the appropriate department director or supervisor, on behalf of the AGENCY, for an orientation prior to the assignment of the new IECC Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the department director, supervisor, or Director of Nursing Service on behalf of the AGENCY, and by the IECC Faculty, Department Head, and/or Associate Dean, on behalf of DISTRICT #529.

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

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program.

11. IECC Faculty and students shall be covered by occurrence type professional liability insurance in the amount of one million (\$1,000,000) per occurrence and five million (\$5,000,000) annual aggregate prior to any assignment for practice at the AGENCY.

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

13. This agreement will remain in effect until July 1, 2025 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ILLINOIS EASTERN COMMUNITY  
COLLEGES DISTRICT #529

Signature: \_\_\_\_\_

\_\_\_\_\_  
Chair, IECC Board of Trustees

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon requests.

**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**  
Frontier Community College | Lincoln Trail College | Olney Central College | Wabash Valley College  
**NON-CLINICAL AFFILIATION AGREEMENT**

THIS AGREEMENT is made and entered into as of the date of last signature by and between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its degree and certificate programs (hereinafter referred to as DISTRICT #529) and \_\_\_\_\_ (hereinafter referred to as AGENCY): of \_\_\_\_\_ (city) (state) \_\_\_\_\_.

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for Internships by students of the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of DISTRICT #529 for the desired purpose,

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

1. The AGENCY agrees to make its facilities available for internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.



3. DISTRICT #529 Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the DISTRICT #529 Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The DISTRICT #529 Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the DISTRICT #529 Program Coordinator who will remove the student(s) from the internship.

This agreement forbids discrimination against any student on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, DISTRICT #529 Program Coordinator and

student(s). Compensation is not a requirement. Neither DISTRICT #529 or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through DISTRICT #529 prior to any assignment at the AGENCY.

8. This agreement will remain in effect until July 1, 2025 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 degree and certificate programs, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
Chair, IECC Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

## NURSING STUDENT AFFILIATION AGREEMENT

This Agreement, entered into this 1st day of May, 2023 between Select Specialty Hospital – Evansville, Inc., (hereinafter referred to as the "Hospital"), and Illinois Eastern Community College District #529, Frontier Community College, Lincoln Trail College, Olney Central College and Wabash Valley College (hereinafter referred to as the "School").

WHEREAS, the School has established an approved clinical program of special training in the Associate Degree in Nursing program covered by this Agreement (hereinafter referred to as the "Program"); and

WHEREAS, the Program requires facilities where students can obtain the clinical learning experience required in the curriculum; and

WHEREAS, the Hospital, located at 400 SE 4<sup>th</sup> Street, Evansville, IN 47713 has the clinical setting needed by Program trainees as part of their practical learning experience;

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises set forth herein, the School and the Hospital agree as follows:

### 1. RESPONSIBILITIES OF THE HOSPITAL

1.1 The Hospital will provide clinical experience situations as described in the Program curriculum and in accordance with the objectives to be provided by the School and agreed to in writing by the Hospital.

1.2 The Hospital will designate appropriate personnel to coordinate the student's clinical learning experience in the Program who will work with the School to ensure that all students and faculty members have been fully oriented to the Hospital's Rules and Regulations, Policies and Procedures, Medical Staff Bylaws, and Code of Conduct.

1.3 The Hospital shall retain the right to remove from and deny access to its facility to (a) any student whose achievement, progress or adjustment does not warrant continuation of study at the Hospital, (b) any student or faculty member who fails to conform to the applicable rule, regulations or code of conduct of the Hospital, or (c) any student or faculty member whose professional or social conduct is, in the opinion of Hospital personnel, disruptive or otherwise destructive to the established practices or philosophy of the Hospital or its standing in the community. Such action shall be reported to the School's program coordinator. The Hospital shall retain the right to immediately remove any student or faculty member if the Hospital, in its sole discretion, determines that the actions of any student or faculty member are harmful and/or dangerous to the safety and welfare of the patients and staff.

1.4 The Hospital shall be responsible for and retain absolute control over the organization, administration, operation and financing of its services, including responsibility for all patient care. However, the School shall be responsible for any incident or event where a student or faculty member

disregards or deviates from the standard of care, the Hospital's Policies and Procedures, Rules and Regulations, Medical Staff Bylaws, or Code of Conduct.

1.5 All students and faculty members are subject to the Hospital's authority and are responsible for reporting to the Director of Nursing or his or her designee.

1.6 The Hospital shall not be responsible for the direct supervision of students where no faculty member is on-site. Regular site visits by the Clinical Director are coordinated with Hospital.

1.7 The Hospital assumes no financial responsibility for the medical care and treatment of students or faculty members.

## 2. RESPONSIBILITIES OF THE SCHOOL

2.1 The School shall provide the Hospital with the clinical learning experience and objectives for the Program and will plan the schedules and assignments in coordination with the Hospital coordinator. This shall include the number of students assigned to a clinical area and the nature and extent of the clinical work experiences.

2.2 The School shall provide a sufficient number of qualified faculty members for teaching and supervision of students in the Program.

2.3 The School shall be responsible for the direct supervision of students at all times. The School is responsible to determine whether a faculty member is competent to supervise students. If a supervising faculty member intends to leave and/or leaves the Hospital, that faculty member must notify the Director of Nursing prior to leaving and students may provide no clinical care until such time as a new supervising faculty member is assigned to the student(s).

2.4 The School will require all students and faculty members to abide by the rules, regulations, policies and procedures, standards of conduct and competency requirements of the Hospital, including but not limited to "The Role of the Student Nurse Related to Medication Administration and Monitoring." The School will require all students and faculty members to conduct themselves in a professional manner. All students and faculty shall wear the appropriate uniform or attire and display proper identification at all times while on Hospital premises.

2.5 The School will ensure that students understand Hospital's Policies and Procedures and follow these while on Hospital's premises. No student or faculty member shall be allowed into a clinical area until this requirement has been explained to the student and faculty member and they acknowledge, in writing, that they have reviewed and understand the Hospital's Policies and Procedures and have no questions regarding the standards set forth in the Policies and Procedures.

2.6 The School agrees that all students will be requested to undergo training on the Health Insurance Portability and Accountability Act (HIPAA), prior to their first clinical assignment.

2.7 The School will require students and faculty to maintain the confidentiality of patient information obtained while at the Hospital. All information obtained from patients, their records or

computerized data is to be held in confidence and no copies of patient records shall be made. Students and faculty shall abide by all Hospital policies concerning medical records and computer systems.

2.8 The School assures that all students and faculty are covered by health and malpractice insurance as set forth in paragraph 3.1 below.

2.9 The School will ensure that, prior to clinical placement, it has conducted background checks and drug screens on each student prior to the date the student will begin their assignment at the Hospital. No student will be allowed into a clinical area until a background check and drug screen have been completed.

2.10 The School will assign to the Hospital only those students who have satisfactorily completed all prerequisites in the Program curriculum.

2.11 The School will ensure that, prior to clinical placement, each student and faculty member has had instruction in occupational exposure to bloodborne pathogens, protective practices to avoid contamination, and procedures for decontamination in case of exposure, or potential exposure, to infectious materials or potentially infectious materials in accordance with the federal guidelines "Occupational Exposure to Bloodborne Pathogens". No student or faculty member will be allowed into a clinical area until the training program has been completed.

2.12 The School will ensure that, prior to clinical placement, each student and faculty member has had instruction in exposure to tuberculosis, protective practices to avoid contamination, and procedures in case of exposure or potential exposure in accordance with the federal guidelines "Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities". No student or faculty member will be allowed into a clinical area until the training program has been completed.

2.13 The School will ensure that under no circumstances will any student provide clinical care to the Hospital's patients, without instruction from and supervision by a faculty member, except as provided for under Section 1.6.

2.14 The School shall recommend that its students and faculty members receive immunization against Hepatitis B. Students and faculty members who elect not to receive the Hepatitis B vaccine must sign a Hepatitis B declination form which will remain on file at the School. The School shall warrant that each student has either elected to receive the vaccine or has signed a declination form.

2.15 The School shall warrant that each student and faculty member has had the following:

2.15.1 A complete physical examination showing on record good health.

2.15.2 A PPD within the last year and showing on record freedom from tuberculosis.

2.16 The School acknowledges that all students and faculty shall be responsible for their own transportation to and from the Hospital and shall abide by all parking rules and regulations while on Hospital property.

2.17 The School must be accredited by the national accrediting body for the program(s) being offered by the School. Proof of the School's accreditation, along with a copy of the School's malpractice insurance, are required to be submitted with the Agreement before Hospital's representative will sign the Agreement.

### 3. INSURANCE AND INDEMNIFICATION

3.1 The School agrees, at its own expense, provide coverage for its activities in connection with this Agreement by maintaining in force during the term of this Agreement comprehensive general liability insurance with minimum coverage limits of an annual aggregate of Three Million Dollars (\$3,000,000) and professional liability insurance with minimum coverage limits of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. The duty to maintain such coverage for the period the student or faculty member is participating in the program shall survive the termination of this Agreement.

3.2 The coverage shall be written as primary coverage and not contributing with or in excess of any coverage that the Hospital may have. Neither the issuance of any insurance policy required under this Agreement, nor the minimum limits specified herein with respect to insurance coverage shall be deemed to limit or restrict in anyway the School's liability arising out of or under this Agreement. The insurance policies shall be issued by insurance companies reasonably acceptable to the Hospital. The School warrants and represents that it will purchase appropriate "tail coverage" for claims, demands, actions or judgments reported in future years for acts of omissions during the term of this agreement.

3.3 The School, upon the execution of this Agreement, shall furnish Hospital with certificates evidencing compliance with these insurance requirements. No student or faculty member will be allowed into the clinical area until proof of insurance coverage has been provided. Certificates shall further provide for thirty (30) days advance written notice to Hospital of any cancellation of the above coverage.

3.4 School shall indemnify, pay, defend, and hold harmless Hospital from and against any and all damages, liabilities, losses, costs, judgments, expenses, claims, and causes of action of any kind or nature asserted against Hospital foreseen or unforeseen, accrued or not yet accrued, arising from or in connection with the services performed or provided by School and its students and faculty members or from any act or omission or from any activity, work or things done, permitted, or suffered by School and its students and faculty members. School shall further indemnify, pay, defend, and hold harmless Hospital from and against any and all damages, liabilities, losses, costs, judgments, expenses, claims, and causes or action arising from any breach or default in the performance of any obligation on School's part to be performed under the terms of this agreement, regardless of whether or not such claims, damage, loss or expense is caused in whole or in part by a party indemnified hereunder or arising from any intentional or negligent act or omission of School or any of School's students, faculty members, employees, agents, or invitees and from and against any action or proceeding brought thereon. In case of any such action or proceeding against Hospital, School upon written notice from Hospital, shall defend the same at School's sole cost and expense by counsel reasonably satisfactory to Hospital. All of School's obligations of indemnity hereunder shall survive the termination or expiration of the Term hereof.

3.5 The Hospital agrees to maintain with an insurance carrier of its choice and at its sole discretion, cost and expense, medical professional liability insurance for limits of liability not less than

\$20,000,000 per medical incident and commercial general liability insurance for limits of liability not less than \$20,000,000 per occurrence for bodily injury, property damage, and personal injury liability. These coverages can be provided under a single policy or combination of policies with total Aggregate Limits of Liability not less than \$20,000,000. These coverages will be maintained subject to a self-insured retention not to exceed \$2,000,000 per medical incident and \$2,000,000 per occurrence for commercial general liability claims. Hospital maintains adequate security for claims within the self-insured retention selected as determined by a reputable actuary.

3.6 It is hereby stipulated and agreed between the Hospital and the School that with respect to any claim or action arising out of the activities described in this contract, each party shall only be liable for payment of that portion of any and all liability, costs, expenses, demands, settlements, or judgments resulting from the negligence, actions, or omissions of its own agents, officers, and employees.

#### 4. PLACEMENT

The Hospital reserves the right to withhold placement of Program students depending upon the availability of facilities and personnel to adequately provide a satisfactory field experience.

#### 5. NONDISCRIMINATION

The Hospital and the School agree that neither will discriminate in the performance of this Agreement against any individual on the basis of age, sex, race, color, religious belief, national origin, sexual preference or disability.

#### 6. TERM

The term of this Agreement shall be one (1) year commencing on May 1, 2023. This Agreement shall automatically renew for additional terms of one year unless terminated by either party in accordance with this Agreement.

#### 7. TERMINATION

(a) Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party.

(b) Either party may terminate this Agreement immediately if there is an immediate threat to the safety and/or welfare of the Hospital's patients and/or staff related to the program.

#### 8. INDEPENDENT CONTRACTOR STATUS

The parties hereby acknowledge that they are independent contractors. In no event shall this agreement be construed as establishing a partnership, joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other. The Hospital and the School shall be liable for their own debts; obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No student shall look to Hospital for any salaries, insurance or other benefits.

9. CONFIDENTIALITY

The School will require students to maintain the confidentiality of patient information obtained during the clinical or instructional experience at the Hospital. All information obtained from patients, their records or computerized data is to be held in confidence and no copies of patient records shall be made. It shall be required of students and supervising faculty that they not identify patients in papers, reports or case studies without first obtaining permission of the Hospital and the patient, utilizing the patient confidentiality policies and procedures of the Hospital. The School shall ensure that each student or faculty member abides by the Hospital's policies regarding Confidentiality and the use of computer systems.

10. NOTICES

Notices required under this Agreement shall be mailed to the parties at the following addresses:

THE SCHOOL: Illinois Eastern Community College District #529  
233 E. Chestnut Street  
Olney, IL 62450  
Attn: Alyssa Maglone  
Assistant Dean of Academic Services

THE HOSPITAL: Select Specialty Hospital - Evansville, Inc.  
400 SE 4<sup>th</sup> Street  
Evansville, IN  
47713  
Attn: Melinda Bechtel

With a copy to: Select Medical Corporation  
4714 Gettysburg Road  
P.O. Box 2034  
Mechanicsburg, PA 17055  
Attn: Melinda C. Bechtel, Vice President  
& Senior Counsel, Hospital Operations

11. MISCELLANEOUS

11.1 Students and faculty shall not be reimbursed by the Hospital for rendering services during the course of the clinical work experience and shall not have a claim against the Hospital for worker's compensation benefits.

11.2 Those areas in which differences or conflicts exist between the Hospital and the School regarding rules, regulations, policies and procedures shall be resolved in favor of the Hospital and the rule, regulation, policy or procedure of the Hospital shall prevail. Such conflict shall be referred to the Hospital liaison and School program or course coordinator.



11.3 This agreement may not be assigned, in whole or in part, without the prior written consent of both parties.

11.4 This contract shall be construed and interpreted under the laws of the State or Commonwealth in which the Hospital is located.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of date first written above.

Select Specialty Hospital - Evansville, Inc.

By: Jeffrey Radford, RVP

Name: \_\_\_\_\_

Title: Regional Vice President

School:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chair, IECC Board of Trustees

**PHYSICAL, OCCUPATIONAL AND/OR SPEECH THERAPY STUDENT  
AFFILIATION AGREEMENT**

This Agreement, (the "Agreement") entered into this   1st   day of   May  , 2023 between Select Specialty Hospital - Evansville, Inc., (hereinafter referred to as the "Hospital"), and   Illinois Eastern Community College District #529   (hereinafter referred to as the "School").

WHEREAS, the School has established an approved clinical program of special training in physical, occupational and/or speech therapy program covered by this Agreement (hereinafter referred to as the "Program"); and

WHEREAS, the Program requires facilities where students can obtain the clinical learning experience required in the curriculum; and

WHEREAS, the Hospital, located at 400 SE 4<sup>th</sup> Street, Evansville, IN 47713, has the clinical setting needed by Program trainees as part of their practical learning experience;

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises set forth herein, the School and the Hospital agree as follows:

**1. RESPONSIBILITIES OF THE HOSPITAL**

1.1 The Hospital will provide clinical experience situations as described in the Program curriculum and in accordance with the objectives to be provided by the School and agreed to in writing by the Hospital.

1.2 The Hospital will designate appropriate personnel to coordinate the student's clinical learning experience in the Program who will work with the School to ensure that all students and faculty members (where applicable) have been fully oriented to the Hospital's Rules and Regulations, Policies and Procedures, Medical Staff Bylaws, and Code of Conduct.

1.3 The Hospital shall retain the right to remove from and deny access to its facility to (a) any student whose achievement, progress or adjustment does not warrant continuation of study at the Hospital, (b) any student or faculty member who fails to conform to the applicable rule, regulations or code of conduct of the Hospital, or (c) any student or faculty member whose professional or social conduct is, in the opinion of Hospital personnel, disruptive or otherwise destructive to the established practices or philosophy of the Hospital or its standing in the community. Such action shall be reported to the School's program coordinator. The Hospital shall retain the right to immediately remove any student or faculty member if the Hospital, in its sole discretion, determines that the actions of any student or faculty member are harmful and/or dangerous to the safety and welfare of the patients and staff.

1.4 The Hospital shall be responsible for and retain absolute control over the organization, administration, operation and financing of its services, including responsibility for all patient care. However, the School shall be responsible for any incident or event where a student or faculty member disregards or deviates from the standard of care, the Hospital's Policies and Procedures, Rules and Regulations, Medical Staff Bylaws, or Code of Conduct.

1.5 All students and faculty members are subject to the Hospital's authority and are responsible for reporting to the Lead Therapist or the Director of Clinical Services.

1.6 The Hospital may be responsible for the direct supervision of students where no faculty member is on-site.

1.7 The Hospital assumes no financial responsibility for the medical care and treatment of students or faculty members.

## 2. RESPONSIBILITIES OF THE SCHOOL

2.1 The School shall provide the Hospital with the clinical learning experience and objectives for the Program and will plan the schedules and assignments in coordination with the Hospital coordinator. This shall include the number of students assigned to a clinical area and the nature and extent of the clinical work experiences.

2.2 Where applicable, the School shall provide a sufficient number of qualified faculty members for teaching and supervision of students in the Program.

2.3 The School may provide a faculty supervisor who shall be responsible for the direct supervision of students at all times, except as provided for under Section 1.6. The School is responsible to determine whether a faculty member is competent to supervise students. If a supervising faculty member intends to leave and/or leaves the Hospital, that faculty member must notify the Lead Therapist or the Director of Clinical Services prior to leaving and students will then be under the direct supervision of the Lead Therapist or the Director of Clinical Services.

2.4 The School will require all students and faculty members to abide by the rules, regulations, policies and procedures, standards of conduct and competency requirements of the Hospital. The School will require all students and faculty members to conduct themselves in a professional manner. All students and faculty shall wear the appropriate uniform or attire and display proper identification at all times while on Hospital premises.

2.5 The School will ensure that students understand Hospital's Policies and Procedures and follow these while on Hospital's premises. No student or faculty member shall be allowed into a clinical area until this requirement has been explained to the student and faculty member and they acknowledge, in writing, that they have reviewed

and understand the Hospital's Policies and Procedures and have no questions regarding the standards set forth in the Policies and Procedures.

2.6 The School agrees that all students will be requested to undergo training on the Health Insurance Portability and Accountability Act (HIPAA), prior to their first clinical assignment.

2.7 The School will require students and faculty to maintain the confidentiality of patient information obtained while at the Hospital. All information obtained from patients, their records or computerized data is to be held in confidence and no copies of patient records shall be made. Students and faculty shall abide by all Hospital policies concerning medical records and computer systems.

2.8 The School assures that all students and faculty are covered by health and malpractice insurance as set forth in paragraph 3.1 below.

2.9 The School will ensure that, prior to clinical placement, it has conducted background checks and drug screens on each student prior to the date the student will begin their assignment at the Hospital. No student will be allowed into a clinical area until a background check and drug screen have been completed.

2.10 The School will assign to the Hospital only those students who have satisfactorily completed all prerequisites in the Program curriculum.

2.11 The School will ensure that, prior to clinical placement, each student and faculty member has had instruction in occupational exposure to bloodborne pathogens, protective practices to avoid contamination, and procedures for decontamination in case of exposure, or potential exposure, to infectious materials or potentially infectious materials in accordance with the federal guidelines "Occupational Exposure to Bloodborne Pathogens". No student or faculty member will be allowed into a clinical area until the training program has been completed.

2.12 The School will ensure that, prior to clinical placement, each student and faculty member has had instruction in exposure to tuberculosis, protective practices to avoid contamination, and procedures in case of exposure or potential exposure in accordance with the federal guidelines "Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities". No student or faculty member will be allowed into a clinical area until the training program has been completed.

2.13 The School will ensure that under no circumstances will any student provide clinical care to the Hospital's patients, without instruction from and supervision by a faculty member or designated personnel of Hospital.

2.14 The School shall recommend that its students and faculty members receive immunization against Hepatitis B. Students and faculty members who elect not to receive the Hepatitis B vaccine must sign a Hepatitis B declination form which will remain on

file at the School. The School shall warrant that each student has either elected to receive the vaccine or has signed a declination form.

2.15 The School shall warrant that each student and faculty member has had the following:

2.15.1 A complete physical examination showing on record good health.

2.15.2 A PPD within the last year and showing on record freedom from tuberculosis.

2.16 The School acknowledges that all students and faculty shall be responsible for their own transportation to and from the Hospital and shall abide by all parking rules and regulations while on Hospital property.

2.17 The School must be accredited by the national accrediting body for the program(s) being offered by the School. Proof of the School's accreditation, along with a copy of the School's malpractice insurance, are required to be submitted with the Agreement before Hospital's representative will sign the Agreement.

### 3. INSURANCE AND INDEMNIFICATION

3.1 The School agrees, at its own expense, provide coverage for its activities in connection with this Agreement by maintaining in force during the term of this Agreement comprehensive general liability insurance with minimum coverage limits of an annual aggregate of Three Million Dollars (\$3,000,000) and professional liability insurance with minimum coverage limits of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. The duty to maintain such coverage for the period the student or faculty member is participating in the program shall survive the termination of this Agreement.

3.2 The coverage shall be written as primary coverage and not contributing with or in excess of any coverage that the Hospital may have. Neither the issuance of any insurance policy required under this Agreement, nor the minimum limits specified herein with respect to insurance coverage shall be deemed to limit or restrict in anyway the School's liability arising out of or under this Agreement. The insurance policies shall be issued by insurance companies reasonably acceptable to the Hospital. The School warrants and represents that it will purchase appropriate "tail coverage" for claims, demands, actions or judgments reported in future years for acts of omissions during the term of this agreement.

3.3 The School, upon the execution of this Agreement, shall furnish Hospital with certificates evidencing compliance with these insurance requirements. No student or faculty member will be allowed into the clinical area until proof of insurance coverage

has been provided. Certificates shall further provide for thirty (30) days advance written notice to Hospital of any cancellation of the above coverage.

3.4 School shall indemnify, pay, defend, and hold harmless Hospital from and against any and all damages, liabilities, losses, costs, judgments, expenses, claims, and causes of action of any kind or nature asserted against Hospital foreseen or unforeseen, accrued or not yet accrued, arising from or in connection with the services performed or provided by School and its students and faculty members or from any act or omission or from any activity, work or things done, permitted, or suffered by School and its students and faculty members. School shall further indemnify, pay, defend, and hold harmless Hospital from and against any and all damages, liabilities, losses, costs, judgments, expenses, claims, and causes or action arising from any breach or default in the performance of any obligation on School's part to be performed under the terms of this agreement, regardless of whether or not such claims, damage, loss or expense is caused in whole or in part by a party indemnified hereunder or arising from any intentional or negligent act or omission of School or any of School's students, faculty members, employees, agents, or invitees and from and against any action or proceeding brought thereon. In case of any such action or proceeding against Hospital, School upon written notice from Hospital, shall defend the same at School's sole cost and expense by counsel reasonably satisfactory to Hospital. All of School's obligations of indemnity hereunder shall survive the termination or expiration of the Term hereof.

3.5 The Hospital agrees to maintain with an insurance carrier of its choice and at its sole discretion, cost and expense, medical professional liability insurance for limits of liability not less than \$20,000,000 per medical incident and commercial general liability insurance for limits of liability not less than \$20,000,000 per occurrence for bodily injury, property damage, and personal injury liability. These coverages can be provided under a single policy or combination of policies with total Aggregate Limits of Liability not less than \$20,000,000. These coverages will be maintained subject to a self insured retention not to exceed \$2,000,000 per medical incident and \$2,000,000 per occurrence for commercial general liability claims. Hospital maintains adequate security for claims within the self insured retention selected as determined by a reputable actuary.

3.6 It is hereby stipulated and agreed between the Hospital and the School that with respect to any claim or action arising out of the activities described in this contract, each party shall only be liable for payment of that portion of any and all liability, costs, expenses, demands, settlements, or judgments resulting from the negligence, actions, or omissions of its own agents, officers, and employees.

#### 4. PLACEMENT

The Hospital reserves the right to withhold placement of Program students depending upon the availability of facilities and personnel to adequately provide a satisfactory field experience.

#### 5. NONDISCRIMINATION

The Hospital and the School agree that neither will discriminate in the performance of this Agreement against any individual on the basis of age, sex, race, color, religious belief, national origin, sexual preference or disability.

6. TERM

The term of this Agreement shall be one (1) year commencing on May 1, 2023 and terminating on April 30, 2024. This Agreement shall automatically renew for additional terms of one year unless terminated by either party in accordance with this Agreement.

7. TERMINATION

(a) Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party.

(b) Either party may terminate this Agreement immediately if there is an immediate threat to the safety and/or welfare of the Hospital's patients and/or staff related to the program.

8. INDEPENDENT CONTRACTOR STATUS

The parties hereby acknowledge that they are independent contractors. In no event shall this agreement be construed as establishing a partnership, joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other. The Hospital and the School shall be liable for their own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No student shall look to Hospital for any salaries, insurance or other benefits.

9. CONFIDENTIALITY

The School will require students to maintain the confidentiality of patient information obtained during the clinical or instructional experience at the Hospital. All information obtained from patients, their records or computerized data is to be held in confidence and no copies of patient records shall be made. It shall be required of students and supervising faculty that they not identify patients in papers, reports or case studies without first obtaining permission of the Hospital and the patient, utilizing the patient confidentiality policies and procedures of the Hospital. The School shall ensure that each student or faculty member abides by the Hospital's policies regarding Confidentiality and the use of computer systems.

10. NOTICES

Notices required under this Agreement shall be mailed to the parties at the following addresses:

THE SCHOOL: Illinois Eastern Community College District 529  
233 E. Chestnut Street  
Olney, IL 62450  
Attn: Alyssa Maglone  
Assistant Dean of Academic Services

THE HOSPITAL: Select Specialty Hospital - Evansville Inc.  
400 SE 4<sup>th</sup> Street  
Evansville, IN  
47713  
Attn: Melinda Bechtel

With a copy to: Select Medical Corporation  
4714 Gettysburg Road  
P.O. Box 2034  
Mechanicsburg, PA 17055  
Attn: Melinda C. Bechtel, Vice President  
& Senior Counsel, Hospital Operations

11. MISCELLANEOUS

11.1 Students and faculty shall not be reimbursed by the Hospital for rendering services during the course of the clinical work experience and shall not have a claim against the Hospital for worker's compensation benefits.

11.2 Those areas in which differences or conflicts exist between the Hospital and the School regarding rules, regulations, policies and procedures shall be resolved in favor of the Hospital and the rule, regulation, policy or procedure of the Hospital shall prevail. Such conflict shall be referred to the Hospital liaison and School program or course coordinator.

11.3 This agreement may not be assigned, in whole or in part, without the prior written consent of both parties.

11.4 This contract shall be construed and interpreted under the laws of the State or Commonwealth in which the Hospital is located.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**



IN WITNESS WHEREOF, the parties have duly executed this Agreement as of date first written above.

Select Specialty Hospital - Evansville, Inc.

By: Jeffrey Radford, RVP

Name: \_\_\_\_\_

Title: Regional Vice President

Illinois Eastern Community College District #529

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chair, IECC Board of Trustees

**Agenda Item #10**

**Action on Items Removed from Consent Agenda**

**Agenda Item #11**

**Policy First Reading (and Possible Approval)**

**Agenda Item #12**  
**Policy Second Reading**

## **Agenda Item #13**

### **Staff Recommendations for Approval**

- A. Activity Fee Allocations
- B. Municipal Advisory Services Recommendation
- C. Solar Design Services Recommendation
- D. Removal of Remaining Student Handbook Fees
- E. C.E.F.S. Community Partnership Agreement
- F. IECC Programs of Study

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: April 25, 2023  
RE: FY2024 Activity Fee Allocations

Annually, \$2 per credit hour for all collected tuition is returned to the colleges to support student activities. The Presidents recommend student activity fee allocations at the colleges.

Attached is an analysis of these allocations and the recommendation for FY2024. There are minimal changes from last year's recommendations. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

I request approval of the Activity Fee Allocations for FY2024.

RG/rh  
Attachment

	FCC			LTC			OCC			WVC		
	21-22	22-23	23-24	21-22	22-23	23-24	21-22	22-23	23-24	21-22	22-23	23-24
Alumni Association	-	-	-	-	-	-	-	-	-	-	-	-
Athletics	70%	70%	70%	40%	40%	40%	39%	39%	40%	30%	30%	30%
Cheerleaders	-	-	-	-	-	-	-	-	-	5%	5%	5%
College Union	15%	-	-	-	-	-	-	-	-	20%	20%	20%
Student Testing	-	-	-	-	-	-	-	-	-	-	-	-
Intramurals	-	-	-	-	-	-	-	-	-	-	-	20%
Parking Maintenance	-	-	-	25%	25%	25%	-	-	-	-	-	-
Publications	-	-	-	-	-	-	-	-	-	-	-	-
Soc Cul Act Team	-	-	-	-	-	-	3%	3%	10%	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	3%	3%	10%
Student Senate	-	5%	5%	15%	15%	15%	10%	10%	15%	12%	12%	0%
Special Projects	15%	-	-	20%	20%	20%	9%	9%	15%	16%	16%	0%
Natatorium	-	-	-	-	-	-	-	-	-	-	-	-
Student Handbook	-	-	-	-	-	-	-	-	-	-	-	-
Model United Nation	-	-	-	-	-	-	-	-	-	-	-	-
Child Care	-	-	-	-	-	-	20%	20%	-	-	-	-
Food Services	-	-	-	-	-	-	19%	19%	20%	14%	14%	15%
Sports Facility	-	25%	25%	-	-	-	-	-	-	-	-	-
	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## MEMORANDUM

TO: Board of Trustees

DATE: April 25, 2023

FROM: Ryan Gower

RE: RFQ for Municipal Advisor

To encourage competition and opportunity to do business with the District, a Request for Qualifications (RFQ) was issued to nine (9) municipal and financial advisory firms seeking statements of qualifications from firms interested in performing professional services for the District. The list of solicited firms was accumulated from recommendations within the Illinois Community College System and review of registered municipal advisory firms through the Municipal Securities Rulemaking Board (MSRB). The qualifications requested were:

- completeness and comprehensiveness of the proposal,
- demonstrated capacity to satisfy the requirements,
- proposed fee structure,
- quality and experience with references, and
- demonstrated commitment to diversity/Illinois Business Enterprise Program (BEP).

The district received three qualified proposals from quality firms offering municipal advisory services: Piper Sandler, PMA Securities, LLC, and Speer Financial, Inc. Each firm showed value in their service and the ability to satisfy all requirements of the scope of work. Upon review of the proposals received, the District would recommend **PMA Securities, LLC** for the following reasons:

- 1) Extensive experience working with Illinois Community Colleges – approximately 41% market share.
- 2) Commitment to Minority/Women Business Enterprise with 25% of work to be performed by a BEP vendor.

I ask the Board's approval to accept the proposal submitted by PMA Securities, LLC and to name the firm as the municipal advisor of record for the District for our anticipated and upcoming bond issuance.

RG/akb



## MEMORANDUM

TO: Board of Trustees

DATE: April 25, 2023

FROM: Ryan Gower

RE: RFQ for Solar Design

To encourage competition and opportunity to do business with the District, a Request for Qualifications (RFQ) was issued to seven (7) solar design and installation firms and to the Illinois Solar Education Association for sharing with their members seeking statements of qualifications from firms interested in performing professional services for the District. The list of solicited firms was accumulated from recommendations within the Illinois Community College System, past internal experience with the District, and the Illinois Green Economy Network. The qualifications requested were:

- completeness and comprehensiveness of the proposal,
- demonstrated capacity to satisfy the requirements,
- proposed fee structure,
- quality and experience with references, and
- demonstrated commitment to diversity/Illinois Business Enterprise Program (BEP).

The district received one qualified submission from IMEG. IMEG is a leading college and university engineering design firm and has significant experience in photovoltaic design and installation, including at other Illinois Community Colleges. As part of their services, IMEG will:

- 1) serve as the prime engineering firm for the project,
- 2) develop and recommend the optimum system design and placement,
- 3) prepare schematic designs and construction cost estimates,
- 4) coordinate all incentives available to the District for the installation of the systems,
- 5) provide for construction documents and oversee bidding,
- 6) review all submittals during construction phase and conduct regular progress meetings, and
- 7) oversee construction and conduct final walkthrough to ensure program designs have been met.

I ask the Board's approval to accept the proposal submitted by IMEG and to name the firm as the engineer of record for the scope of projects outlined in the RFQ dated March 2023.

RG/akb

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: April 25, 2023  
RE: Handbook Fee Removal

The assignment of a \$5 handbook fee for applicable programs at IECC is a dated practice that has not always been applied consistently across all programs requiring a handbook. The recent removal of the nursing handbook fee sparked conversation about removal of the fee from the few programs which still require a student to pay a fee.

Given our ability to use paperless approaches and giving the complications assessment (and unequal assessment) of this fee creates, I am recommending all student handbooks be made available via the website, making them accessible to prospective students and others, and the removal of the related fee. If requested, the program faculty may print and provide a copy of this handbook at no charge. This has been a \$5 flat fee and impacts the following programs:

Certified Medical Assistant

Medical Assistant

Massage Therapy

Pharmacy Technician

Phlebotomy

This recommendation has been approved by Cabinet. I would ask the Board to discontinue the practice of charging a fee for the handbooks and for the approval to remove this fee effective for the Fall 2023 term.

RG/lb

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: April 25, 2023  
RE: CEFS Partnership Agreement

For many years, the District has partnered with C.E.F.S. Economic Opportunity Corporation to provide for the planning, integration and provision of human services to citizens of several counties in the IECC District. CEFS has asked us to renew our partnership agreement.

Under this agreement, we will work with CEFS to assist clients, make appropriate referrals, share and publish information about available services, target those with the greatest economic and social needs and coordinate the planning and implementation of programs.

This agreement will remain in effect for three years but may be cancelled by 30 days written notice.

I ask the Board to continue our Community Partnership Agreement with CEFS.

RG/sc

Attachment



# COMMUNITY PARTNERHSIP AGREEMENT

Community Partnerships are recognized as a valuable tool for coordinated planning integration, mutual cooperation, and improved services for the people of Clay, Effingham, Fayette, Shelby, Moultrie, Christian and Montgomery counties served by C.E.F.S. Economic Opportunity Corporation.

It is mutually agreed that the undersigned Community Partners will work together in assuring the accessibility and availability of community services to provide opportunities for the people in our communities through education and support to achieve and maintain stability by:

- Assisting in providing necessary client information with the use of appropriate release information forms to protect client confidentiality;
- Making appropriate client referrals;
- Sharing and marketing information about available services;
- Avoiding duplication of services;
- Maintaining regular contact with changes in service elements provided;
- Targeting those with the greatest human, economic and social needs; and
- Coordinating the planning and implementation of human service programs to most effectively provide a wide range of high quality services.

This Community Partnership Agreement is not a legal, binding or financial contract and is prepared solely to effectively address the needs and services of the individuals and families it is designed to serve.

This Community Partnership Agreement shall remain in effect for three (3) years from the date signed unless cancelled by thirty (30) days written notice by either party to the Agreement.

The undersigned Community Partners certify that they have read and understand the terms of this Community Partnership Agreement and that each of the undersigned is authorized to sign on behalf of their respective agencies.

\_\_\_\_\_

Partner Agency Name

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Authorizing Signature and Title

*Kevin Bushur*

Kevin Bushur

Chief Executive Officer

\_\_\_\_\_

Date

March 27, 2023

\_\_\_\_\_

Date

Illinois Eastern Community Colleges  
 Dist. #529  
 233 E Chestnut St  
 Olney, IL 62450

C.E.F.S. Economic Opportunity Corporation  
 1805 South Banker  
 PO Box 928  
 Effingham IL, 62401  
 217/342-2193 ext. 117

## MEMORANDUM

To: IECC Board of Trustees  
From: Ryan Gower; Chancellor  
Date: April 25, 2023  
RE: IECC Programs of Study

In February of this year, the IECC Board of Trustees approved the recommendation for IECC to adopt the following five Meta-Majors and 18 Departments:

### **Meta-Majors:**

1. Business & Advanced Technologies
2. Arts & Social Sciences
3. STEM
4. Education & Public Service
5. Health Professions

### **Meta-Majors & Departments:**

1. Business & Advanced Technologies
  - a. Agriculture & Animal Sciences
  - b. Business Management & Administration
  - c. Skilled Trades
  - d. Manufacturing
  - e. Transportation, Distribution, & Logistics
2. Arts & Social Sciences
  - a. Visual & Performing Arts
  - b. Communications
  - c. Humanities
  - d. Social Sciences
3. STEM
  - a. Computing and Information Sciences
  - b. Life Sciences
  - c. Physical Sciences
  - d. Engineering
4. Education & Public Service
  - a. Education
  - b. Law, Corrections & Public Safety
5. Health Professions
  - a. Nursing
  - b. Allied Health
  - c. Healthcare Administration

At the time, I told the Board that more attention needed to be given to the viability of the transfer pathways that had been recommended. Brandon Weger and Alyssa Maglone conducted an exhaustive analysis of data – looking at 16 years’ worth of data from the National Student Clearinghouse for IECC students who had gone on to earn bachelor’s degrees. They also reviewed labor market wage and demand data from Lightcast and the Bureau of Labor

Management. local and regional data – as well as BLM data on wages and anticipated growth. Based on 16 years' worth of trend data, they found that the following ten degrees would be the most popular for IECC:

1. Education
2. Business
3. Agriculture
4. Psychology
5. Biology
6. Finance & Accounting
7. Engineering
8. Exercise Science
9. Media & Communications
10. Criminal Justice

The findings were shared with the SEP and subsequently returned to Dr. Edgren and Dr. Bruinsma to review with their committee for final recommendations. That list has been sent to the Board under separate cover.

According to Dr. Bruinsma, the committee was cognizant of the need to balance what students might want or expect to see when searching for a program of study versus making sure things are efficient and manageable for the institution. Ultimately, the committee elected to present a broader array of pathway options for students recognizing that many of the pathways would contain virtually identical foundational coursework.

I would ask the Board to approve this set of transfer pathways so our advising staff can begin development of curriculum over the summer months.

RG

**Agenda Item #14**  
**Bid Committee Report**

## BID COMMITTEE REPORT

April 25, 2023

### Lincoln Trail College

1. LTC North Campus Roof Replacements

### Wabash Valley College

1. WVC Student Center Roof Replacement
2. WVC Main Hall Roof



TO: Board of Trustees

FROM: Bid Committee

DATE: April 25, 2023

RE: LTC North Campus Roof Replacements

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

The Bid Committee recommends accepting the bid from Martinsville Roofing for a total of \$181,145.

<b>LTC North Campus Roof Replacements</b>	
D. E. Martin Roofing Mascoutah, Illinois	\$230,153
Homes by Schuetz Olney, Illinois	\$196,156
Martinsville Roofing Martinsville, Illinois	\$181,145

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Sonja Music

Department: Operations & Maintenance.

Source of Funds: Protection, Health & Safety.

Rationale for Purchase: Martinsville Roofing, was the lowest responsible bidder in conformity with the bid specifications.

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

## REQUEST FOR PROPOSAL

### ILLINOIS EASTERN COMMUNITY COLLEGES

#### **TIME AND PLACE OF BIDS**

Notice is hereby given that sealed bids for Lincoln Trail College North Campus Roof Replacements shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 2:00 p.m. local time, on Thursday, April 13, 2023, 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.

#### **PRE-BID MEETING / SITE VISIT**

A pre-bid meeting is scheduled for Thursday, March 30, 2023, at 1:00 p.m. at Lincoln Trail College, 11220 State Highway 1, Robinson, IL 62454, Maintenance Building just south of the Activity Annex. A walk around of the proposed project will take place as part of the pre-bid meeting. If desired, access to the roofs associated with this project will be provided and permitted to each perspective bidder's representative(s) at the representative's/affiliated company's risk.

Attendance of the scheduled pre-bid meeting or a separate/additional site visit is not a requirement of submitting a bid proposal, but it is the responsibility of the contractor to field verify measurements of the installation areas as well as to provide all labor, materials, equipment, and tools necessary for the complete project. If a site visit, other than the scheduled pre-bid meeting, is desired prior to submitting a bid, schedule a visit with Chris Ellington, LTC O&M Team Leader, to determine an acceptable date and time. Chris can be contacted at (217) 240-0211. Any questions concerning anything contained herein should be directed, in writing, to Nicholas Knapp, Construction Project Manager, at 233 E. Chestnut, Olney, IL 62450. Questions may also be submitted to [bids@iecc.edu](mailto:bids@iecc.edu). Please include LINCOLN TRAIL COLLEGE NORTH CAMPUS ROOF REPLACEMENTS in the subject line of any inquiry. The deadline for questions is 2:00 p.m., Thursday, April 6, 2023.

#### **ADDENDUM**

If it becomes necessary to revise any part of the RFP, an official written addendum will be issued by Illinois Eastern Community Colleges to all bidders of record.

Vendor must clearly understand that any verbal representation made or assumed to be made during any oral discussion held between vendor's representative and any Illinois Eastern Community Colleges personnel is not binding. Only the information issued in writing and added to the Request for Proposal specifications file by an official written addendum are binding.

**METHOD OF BIDDING**

Bids should include all items bid as one contract price. Bidders shall examine all documents contained herein. Failure to do so will not relieve a successful bidder of his obligation to provide all labor, materials, training, and support necessary to carry out the provision of his contract for the sum stated thereon. Each bidder, by submitting a bid represents that they have received, read, and understand the bidding documents.

**SCOPE OF WORK**

The scope of this bid is to provide all materials, labor, and equipment required to perform all operations required to remove and replace existing asphalt shingle system, ridge vent system, underlayment, flashing systems, metal drip edge, metal fascia and eave coverings, soffit systems, and gutters and downspouts on the roof of (4) four existing buildings (Industrial Annex, Professional Annex, Activity Annex, and Occupational Annex) on the North Campus of Lincoln Trail College as scheduled within this document.

See attached project location maps, scope narrative, existing pictures, drawings, and specifications associated with the scope of this project.

**PREPARATION OF BIDS**

All bids must be submitted on the bid form contained herein. Bids shall be delivered in a sealed opaque envelope showing the bidders’ name and address and the name of the project.

Bid submissions should detail all materials included as part of bid.

**METHOD OF BID EVALUATION**

The IECC Board of Trustees reserves the right to reject all bids or parts of bids, and to waive informalities therein. Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

**INSURANCE**

The successful bidder will be required to furnish a certificate of insurance, naming Illinois Eastern Community Colleges as an additional insured, in the following amounts:

1. Workers’ Compensation	Statutory Limits
2. Employer’s Liability	\$500,000
3. Comprehensive General Liability & Property Damage including: a. Personal Injury Liability b. Blanket Broad Form Contractual Liability c. Independent Contractors d. Products and Completed Operations	\$500,000 combined single limit
4. Automobile Liability	\$1,000,000 combined and single limit

5. Owner's and Contractor's Protective Liability Insurance to protect the Owner and Architect, their agents, consultants, and employees from contingent responsibility and liability arising from work performed under the contract.	\$1,000,000
--	-------------

**SALES TAX**

Retailers Occupational Sales Taxes **are not** applicable for this project.

**PREVAILING WAGE**

Illinois Eastern Community Colleges is a unit of local government, and as such, any contract for public works is subject to the Illinois Prevailing Wage Act. The Prevailing Wage Act regulates wages of laborers, mechanics, and other workers employed under contract for public work. It is the bidder's responsibility to bid all work pursuant to laws and regulations outlined in the Illinois Prevailing Wage Act.

With each Application for Payment the Contractor shall submit certified payrolls for the period covered by the present Application for Payment to the Owner to demonstrate prevailing wage payrolls for each worker that works on this project.

**SHIPPING & HANDLING**

All freight and delivery must be included in bid.

**SPECIAL PROVISIONS**

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.

Illinois Eastern Community Colleges has an aspirational goal that **20%** of this project's material and/or labor will involve small, minority-owned, veteran-owned, and/or women-owned businesses in the procurement process. Prime contractors that do not meet the eligibility criteria as a Business Enterprise Program, are encouraged to utilize sub-contractors who do qualify or to utilize material vendors that qualify. To qualify as a Business Enterprise Program entity, prime or subcontractors must be certified by the Department of Central Management Services of the State of Illinois as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification.

Bids submitted with small, minority-owned, veteran-owned, and/or women-owned (BEP) business participation; whether as primary contractor, sub-contractor, material vendor, etc.; should indicate the percentage of work associated with the BEP businesses.

**BID FORM**

Following Board approval, bids will be awarded on April 26, 2023.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO LINCOLN TRAIL COLLEGE, 11220 STATE HIGHWAY 1, ROBINSON, IL 62454. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

BASE BID MATERIALS \$ \_\_\_\_\_

BASE BID LABOR \$ \_\_\_\_\_

DETERIORATED ROOF DECKING ALLOWANCE \$ 10,000 (TEN THOUSAND DOLLARS)

TOTAL BASE BID \$ \_\_\_\_\_  
(MATERIALS, LABOR, AND ALLOWANCE)

ESTIMATED TIME TO COMPLETE IN DAYS \_\_\_\_\_

UNIT COST ITEM 1 (Deteriorated Roof Decking Replacement)  
TOTAL COST PER SQUARE FOOT (MATERIALS AND LABOR) \$ \_\_\_\_\_

ESTIMATED START DATE IF AWARDED ON OR ABOUT April 26, 2023 \_\_\_\_\_

SHINGLE SYSTEM SUBMITTED (MANUFACTURER/MODEL) \_\_\_\_\_

UNDERLAYMENT SYSTEM SUBMITTED (MANUF./MODEL) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

Any Certified Vendor (Primary Contractor, Sub-Contractors, or Procurement/Material Vendors) in accordance with the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities Act:

Yes     No    If yes, you must attach a copy of the current letter of certification.

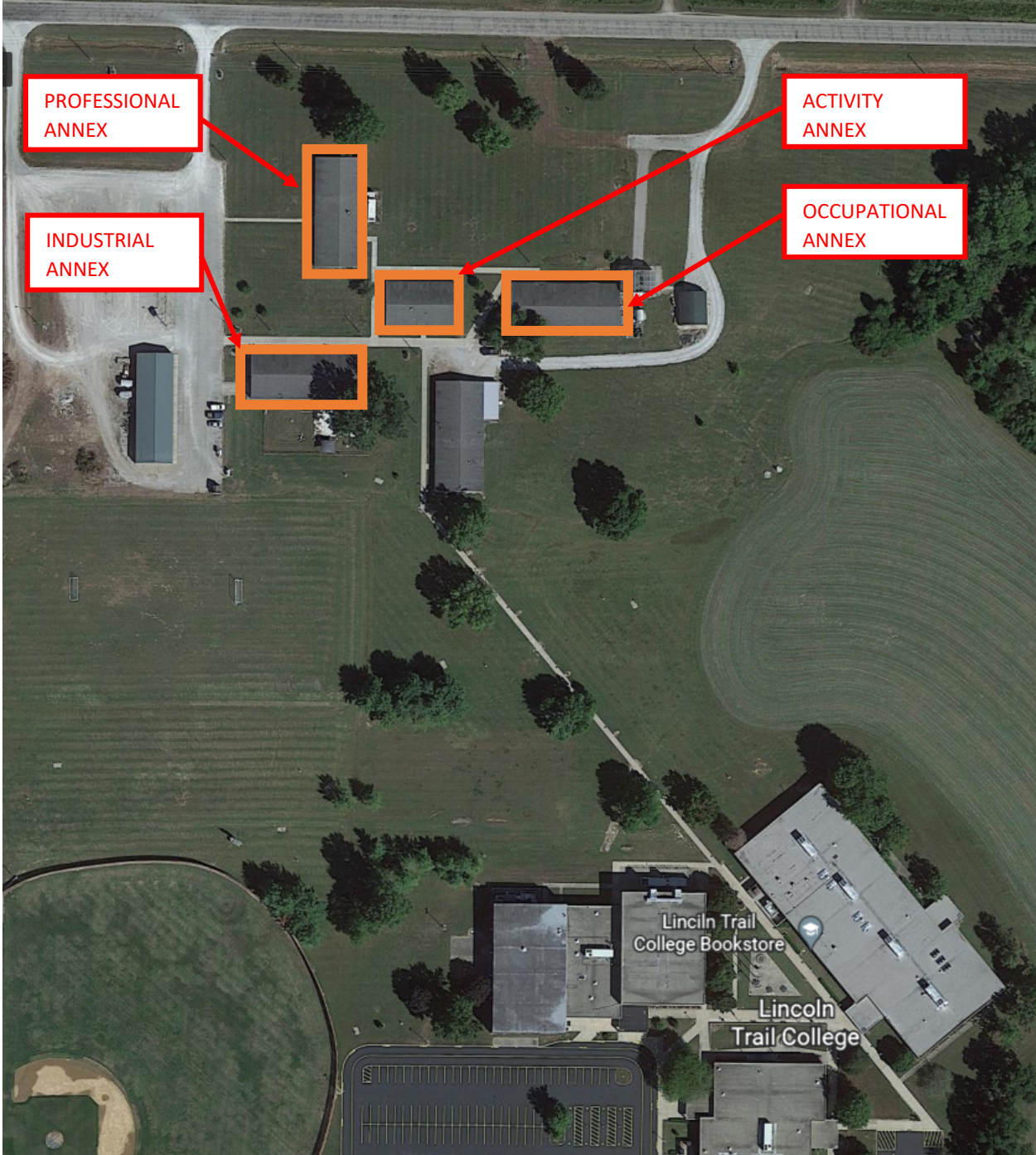
Percentage of overall work (material and/or labor) being provided by BEP Certified Vendor(s) % \_\_\_\_\_.





**Illinois Eastern Community Colleges  
Lincoln Trail College  
North Campus Roof Replacements**

**Campus Building Locations of Roof Replacements**





**Illinois Eastern Community Colleges  
Lincoln Trail College  
North Campus Roof Replacements**

**Roof Replacement Scope Narrative**

1. **Demolition Work:** Remove in their entirety existing shingles, ridge vent systems, underlayment, flashing around penetrations, drip edges around the perimeter of the building, metal fascia and eave coverings around the perimeter of the building, and any existing gutter and downspout systems. Resecure any substrate nails that have backed out prior to installation of new underlayment. Replace any deteriorated wood decking encountered with like material on an as needed and approved basis.
2. **Execution of Work:** The contractor shall coordinate the performance of all work 5 working days in advance. The contractor shall be responsible for protection of adjacent surfaces and areas not to receive work. All work under this project shall be complete within 60 calendar days after the notice to proceed. The contractor will be responsible for providing and furnishing all lifts, scaffolding, elevated platforms, ladders, etc., needed to perform the work and access all areas of the project. New exposed felt shall be covered with new shingles the same day and shall in no case be allowed to be re-nailed or be exposed for more than two days. The contractor shall thoroughly sweep and/or clean the wood substrate of any dust and debris prior to installation of new felt and roofing. The roofs of the buildings within this project are approximately 3:12 roof pitches. Buildings within this project scope are currently utilized and will continue with normal operations throughout the work associated with this project. The contractor shall provide a safety monitor on the ground when working around building entrances and exits. The safety monitor shall be present for work activities at entrances and exits to each building, to ensure work above these entrances and exits ceases when people enter or leave the building. At no time will the contractor remove any portions of the existing shingles when rain or inclement weather is imminent. The contractor shall be responsible for the protection of the building contents from water damage (due to rainfall) during the performance of this work. Any damage to Illinois Eastern Community Colleges (IECC) property, as a result of this project, shall be repaired or items replaced by the contractor at no cost to IECC.
3. **Disposal of Materials:** The contractor shall be responsible for disposal of all materials (shingles, underlayment, metal, etc. waste and/or trash) and removal from the property. Contractor shall sweep the ground area around the building several times a day and again at the conclusion of the work with a magnetic roller to remove any nails.
4. **Coordination of On-Site Work:** The contractor will coordinate the replacement of the shingles with the IECC representative at least five days in advance of any work being accomplished on the buildings. The contractor shall provide to the IECC representative a progress schedule for approval. The progress schedule shall show the various work trades (demo, installation of felt, and installation of shingles, etc.) for each building and shall reflect the start and completion of each building in this project.
5. **Clean-up:** The contractor shall keep worksite clear of debris and/or material during the work and shall accomplish clean-up of the worksite at the end of each day. Materials removed or demolished shall not be allowed to accumulate on the jobsite. As required, the contractor shall keep a worker on the ground to

pick up any debris and keep it from blowing to other areas of the grounds. Any items damaged (by the contractor) during performance of the work shall be restored to original condition by the contractor and at no cost to IECC.

6. **Standard of Workmanship:** The contractor shall perform all work in accordance with roofing industry standards and manufacturers recommendations. Workmanship shall be of the highest grade throughout this project. All wires, signs, lights, radio antenna and other such antennas attached to the roof at the time of reroofing shall be removed by the contractor. These items shall be re-attached by the contractor in a manner satisfactory to the IECC Construction Project Manager on completion of the re-roofing work. Edges of shingles at vertical projections shall be set in plastic cement in addition to placing a heavy bead of plastic cement at the intersection after all shingles are in place. Shingles shall never be stacked in contact with ground. The contractor will exercise care in the placement of shingles on the roof and shall not overload any structural members of the buildings by stacking bundles on shingles excessively on a structural member. The contractor shall take precaution to protect the interior of the buildings being work on from damage during periods of inclement weather. Any buildings contents that are damaged from weather, due to the contractor's operations and failure to adequately protect the building, shall be corrected to original condition by the contractor at no cost to IECC. All noted construction deficiencies shall be corrected within 1 day and before proceeding to the next building.
7. **Safety:** All work shall comply with all applicable Federal, State, and local codes. All work shall be accomplished in strict compliance with OSHA Safety Standards. The contractor shall provide all safeguards, safety devices, protective equipment, and shall take any other actions reasonably necessary to protect the life and health of persons working at the site of the project, the safety of the public, and to protect property in connection with the performance of the work covered by the contract. Please note that code compliant emergency egress shall be maintained throughout the project.
8. **Point of Contact:** Nicholas Knapp, Illinois Eastern Community Colleges, Construction Project Manager.
9. **Deteriorated Roof Decking Replacement:** The contractor shall replace any deteriorated roof decking materials and/or associated structural members with like materials. The contractor shall notify the IECC representative upon encountering any deteriorated materials at which time the representative and contractor shall coordinate to field verify and agree upon the quantity of materials to be replaced. The contractor shall incorporate a deteriorated decking replacement sheet weekly, along with the weekly progress report and shall reflect what building received what quantity of deteriorated decking materials. Subject sheet shall also include a "running total" of deteriorated materials replaced. The contractor shall likewise protect the substrate area until the deteriorated area can be replaced (should materials not be readily available and on-site). A separate unit cost item and associated allowance is established within the Bid Form for any deteriorated roof decking materials encountered on this project. The contractor shall bid a per square foot cost (including material and labor) for replacement of deteriorated roof decking materials encountered. An allowance will be included as part of the total contract package. The square footage of deteriorated decking approved to be replaced multiplied times the square foot unit cost will be applied toward the specified allowance. If the contractor does not replace a quantity resulting in a cost equal to the deteriorated decking materials allowance indicated on the Bid Form during the duration of the project, the remainder of the allowance shall be turned over and accepted by IECC from the contractor at the conclusion of the project. The contractor shall receive no payment for deteriorated

materials that have not been confirmed and verified by IECC. The final payment shall incorporate the square footage of materials actually replaced times the square foot unit cost. The contractor shall not exceed the estimated quantity without approval of the Construction Project Manager and a change order for any increase.

10. **Measurements:** It shall be the responsibility of the contractor to field-verify measurements prior to bid of this project. The following is the approximate roof dimensions for each associated building under this project:
- Activity Annex: 78' x 54'
  - Industrial Annex: 122' x 54'
  - Occupational Annex: 122' x 54'
  - Professional Annex: 122' x 54'

**Activity Annex - Existing Roof Assembly**





**Industrial Annex - Existing Roof Assembly**





**Occupational Annex - Existing Roof Assembly**





**Professional Annex - Existing Roof Assembly**



NEW ALUMINUM EAVE AND FASCIA COVERINGS, TYPICAL  
ENTIRE PERIMETER OF BUILDING

7" "K" STYLE SEAMLESS ALUMINUM  
GUTTER SYSTEM EACH SIDE OF BUILDING.  
FINAL LOCATION OF (2) DOWNSPOUTS ,  
EACH SIDE OF BUILDING, SHALL BE  
COORDINATED WITH IECC.

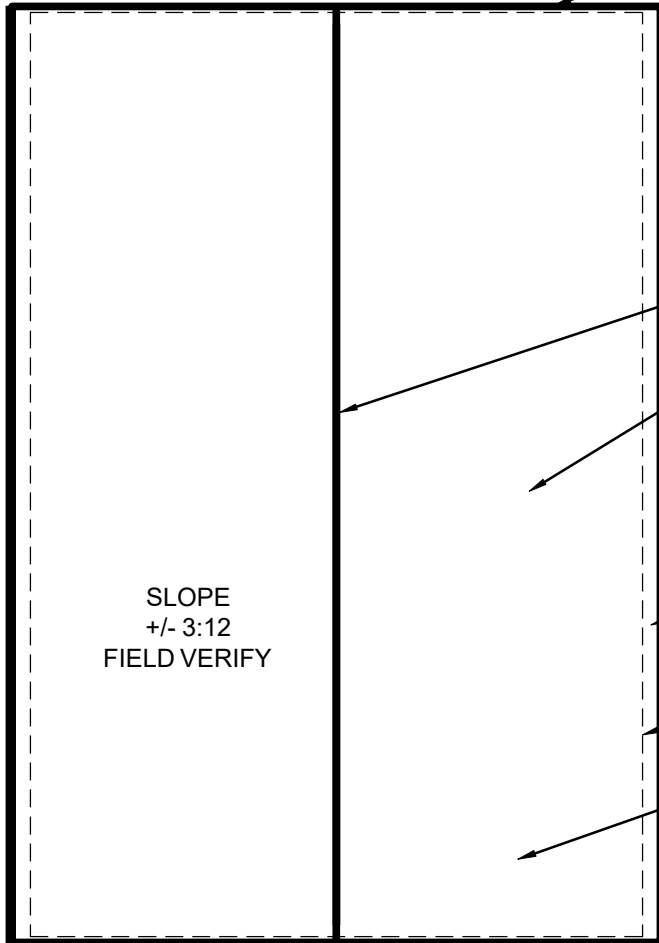
CONTINUOUS RIDGE VENT

ARCHITECTURAL ASPHALT SHINGLE  
SYSTEM. (SHINGLES, RIDGE VENT  
SYSTEMS, UNDERLAYMENT, ICE DAM  
PROTECTION, FLASHING/BOOTS  
AROUND EXISTING ROOF  
PENETRATIONS, DRIP EDGES)

PERFORATED ALUMINUM SOFFIT  
SYSTEM EACH SIDE OF BUILDING.

EXISTING WALL BELOW

FIELD VERIFY ALL EXISTING  
ROOF PENETRATIONS AND  
PROVIDE AND INSTALL  
APPROPRIATE MANUFACTURER  
RECOMMENDED FLASHING  
AND/OR BOOT FOR EACH  
PENETRATION, TYPICAL



SLOPE  
+/- 3:12  
FIELD VERIFY

ROOF PLAN

# LINCOLN TRAIL COLLEGE

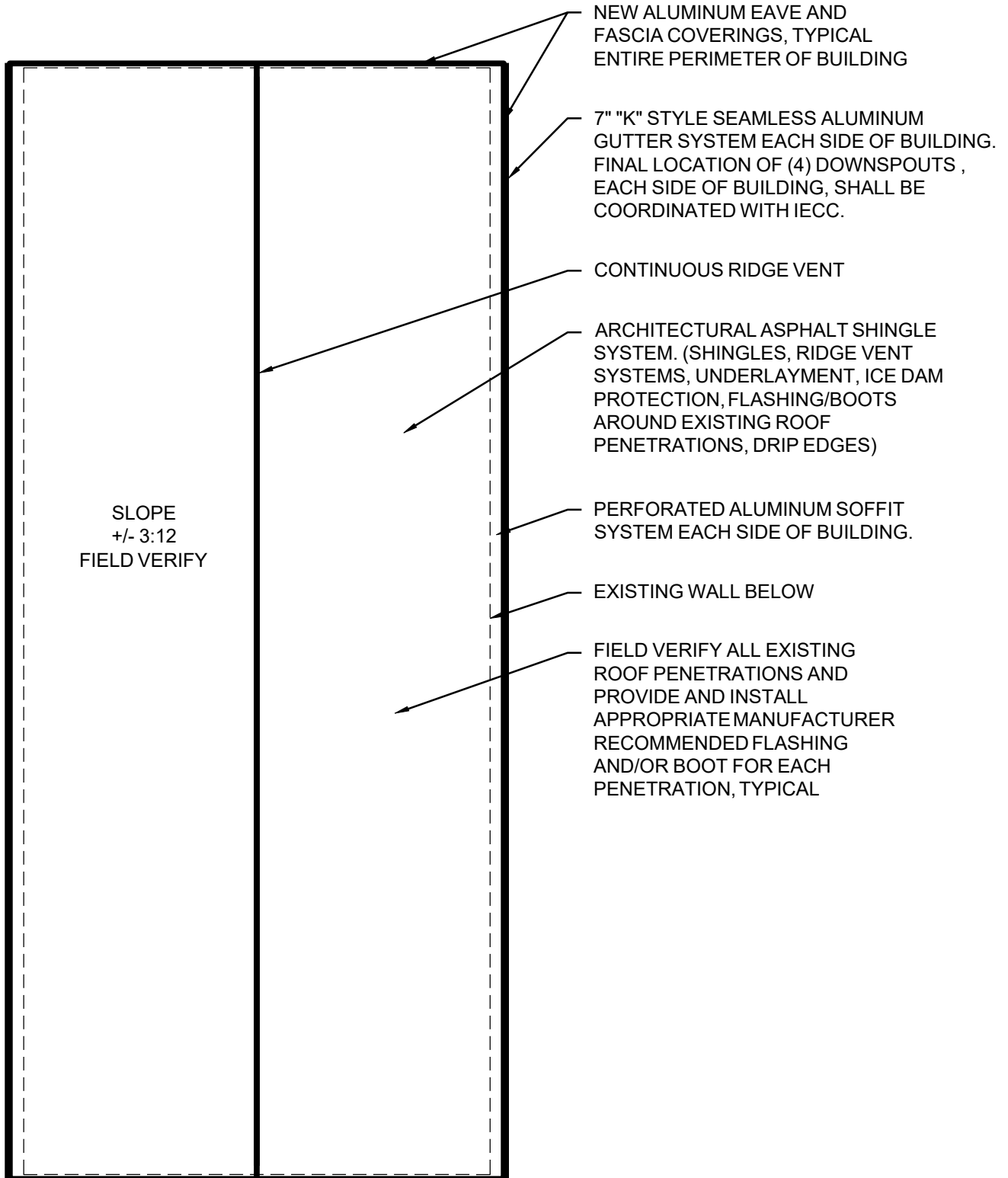
NORTH CAMPUS ROOF REPLACEMENTS  
ACTIVITY ANNEX



SCALE: NTS

MARCH 17, 2023





SLOPE  
 +/- 3:12  
 FIELD VERIFY

NEW ALUMINUM EAVE AND FASCIA COVERINGS, TYPICAL ENTIRE PERIMETER OF BUILDING

7" "K" STYLE SEAMLESS ALUMINUM GUTTER SYSTEM EACH SIDE OF BUILDING. FINAL LOCATION OF (4) DOWNSPOUTS, EACH SIDE OF BUILDING, SHALL BE COORDINATED WITH IECC.

CONTINUOUS RIDGE VENT

ARCHITECTURAL ASPHALT SHINGLE SYSTEM. (SHINGLES, RIDGE VENT SYSTEMS, UNDERLAYMENT, ICE DAM PROTECTION, FLASHING/BOOTS AROUND EXISTING ROOF PENETRATIONS, DRIP EDGES)

PERFORATED ALUMINUM SOFFIT SYSTEM EACH SIDE OF BUILDING.

EXISTING WALL BELOW

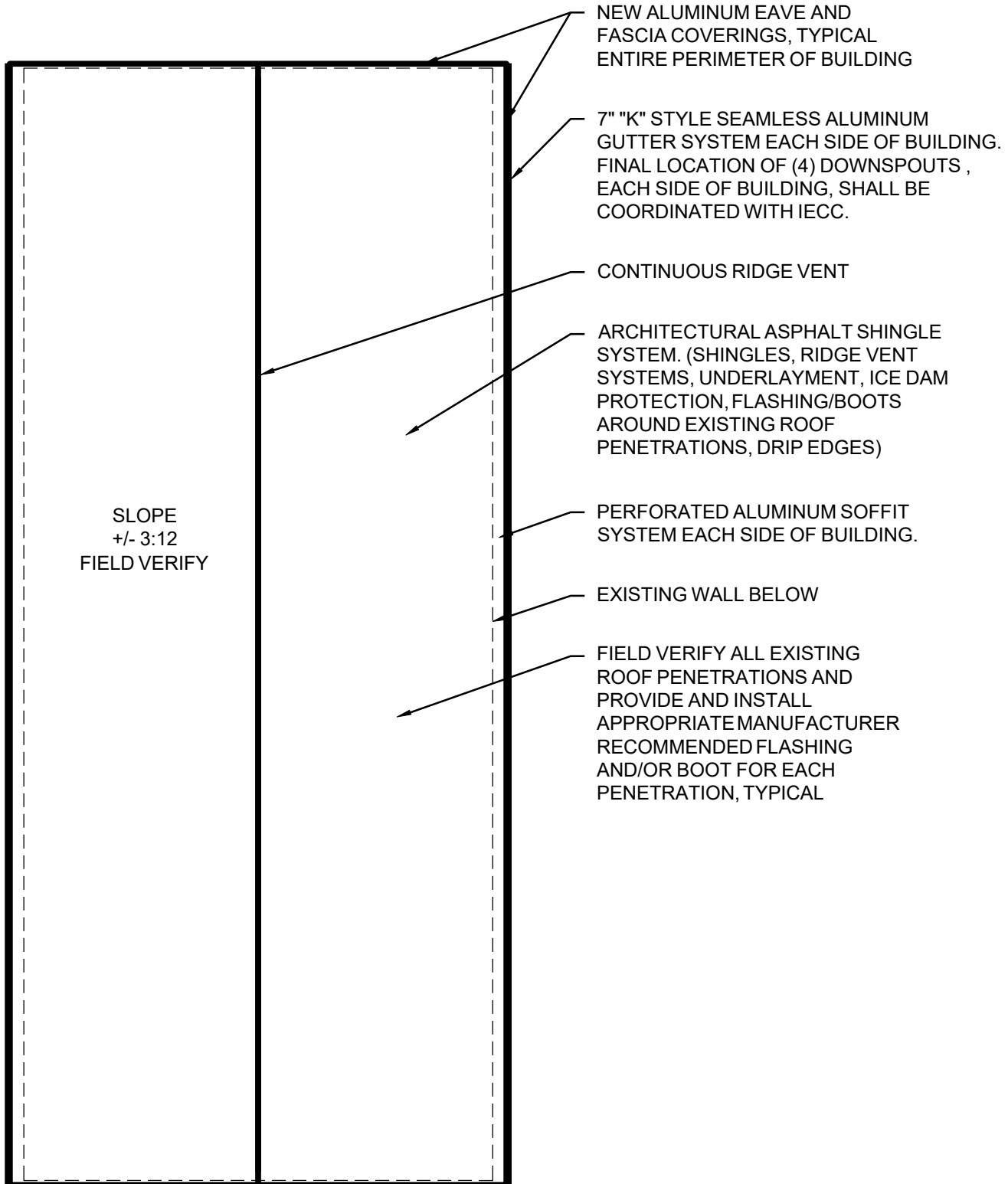
FIELD VERIFY ALL EXISTING ROOF PENETRATIONS AND PROVIDE AND INSTALL APPROPRIATE MANUFACTURER RECOMMENDED FLASHING AND/OR BOOT FOR EACH PENETRATION, TYPICAL

ROOF PLAN

LINCOLN TRAIL COLLEGE

NORTH CAMPUS ROOF REPLACEMENTS  
 INDUSTRIAL ANNEX  
 SCALE: NTS

NORTH



ROOF PLAN

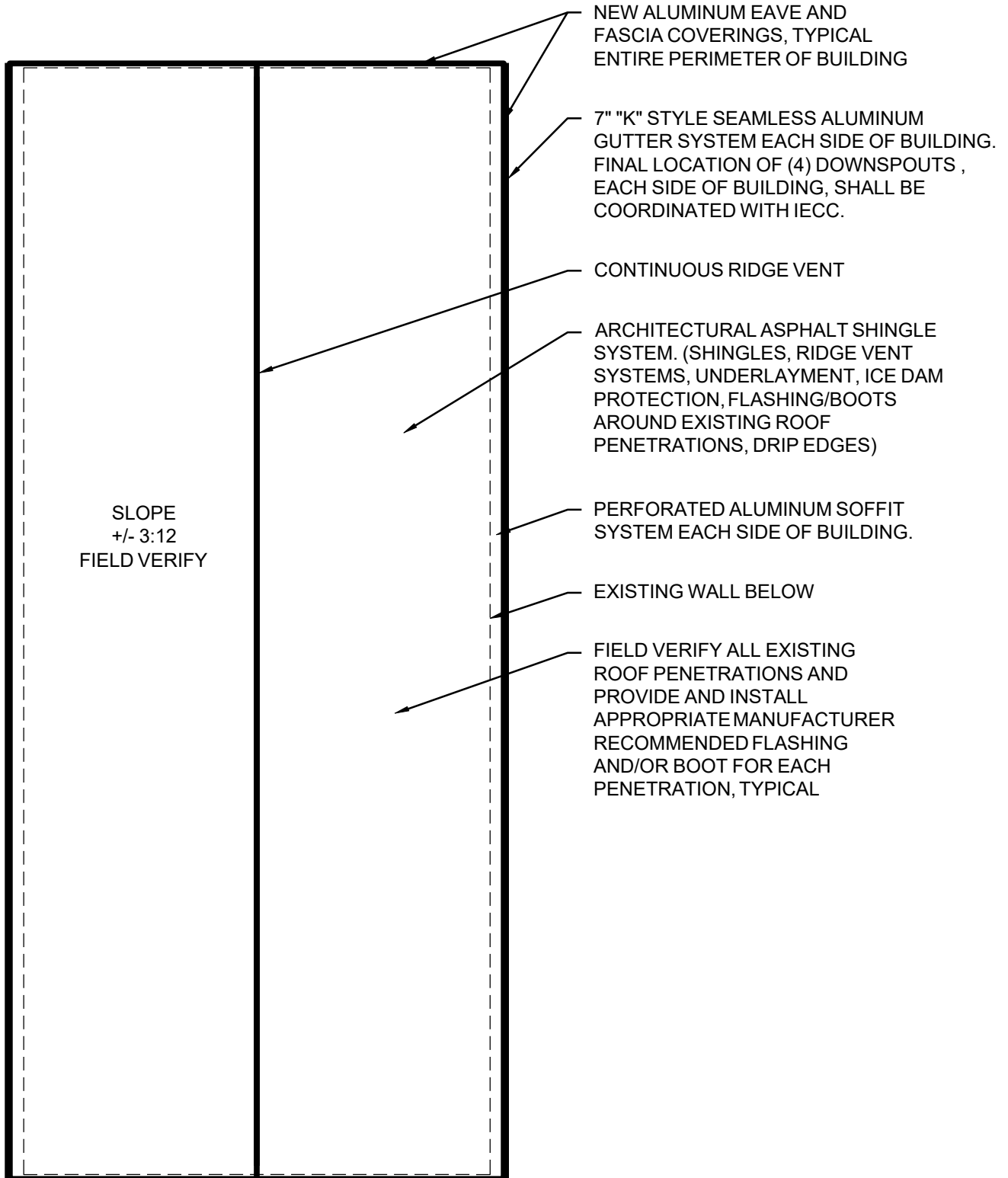
# LINCOLN TRAIL COLLEGE

NORTH CAMPUS ROOF REPLACEMENTS  
OCCUPATIONAL ANNEX

SCALE: NTS



MARCH 17, 2023



SLOPE  
 +/- 3:12  
 FIELD VERIFY

NEW ALUMINUM EAVE AND FASCIA COVERINGS, TYPICAL ENTIRE PERIMETER OF BUILDING

7" "K" STYLE SEAMLESS ALUMINUM GUTTER SYSTEM EACH SIDE OF BUILDING. FINAL LOCATION OF (4) DOWNSPOUTS, EACH SIDE OF BUILDING, SHALL BE COORDINATED WITH IECC.

CONTINUOUS RIDGE VENT

ARCHITECTURAL ASPHALT SHINGLE SYSTEM. (SHINGLES, RIDGE VENT SYSTEMS, UNDERLAYMENT, ICE DAM PROTECTION, FLASHING/BOOTS AROUND EXISTING ROOF PENETRATIONS, DRIP EDGES)

PERFORATED ALUMINUM SOFFIT SYSTEM EACH SIDE OF BUILDING.

EXISTING WALL BELOW

FIELD VERIFY ALL EXISTING ROOF PENETRATIONS AND PROVIDE AND INSTALL APPROPRIATE MANUFACTURER RECOMMENDED FLASHING AND/OR BOOT FOR EACH PENETRATION, TYPICAL

ROOF PLAN

LINCOLN TRAIL COLLEGE

NORTH CAMPUS ROOF REPLACEMENTS  
 PROFESSIONAL ANNEX  
 SCALE: NTS

NORTH

## Section 06 10 00 – Rough Carpentry

### PART 1 - General

- 1.1 Summary
  - A. Section specifies wood blocking, framing, sheathing.
- 1.2 Delivery, Storage, and Handling
  - A. Protect lumber and other products from dampness both during and after delivery at site.
  - B. Pile lumber in stacks in such manner as to provide air circulation around surfaces of each piece.
  - C. Stack plywood and other board products to prevent warping.

### PART 2 - Products

- 2.1 Lumber Materials
  - A. Unless otherwise specified, each piece of lumber shall bear a grade mark, stamp, or other identifying marks indicating grades of materials, and rules or standards under which produced.
  - B. Moisture Content: At time of delivery and maintained at the site.
    - 1. Boards and lumber 2 inches and less in thickness: 19 percent or less.
    - 2. Lumber over 2 inches thick: 25 percent or less.
  - C. Species and Grade:
    - 1. Provide the following:
      - a. Studs: SPF(S), stud grade.
      - b. General Framing: SPF(S) #2 or better.
- 2.2 Plywood
  - A. Comply with APA PS 1.
  - B. Plywood shall bear the mark of a recognized association or independent inspection agency that maintains continuing control over quality of plywood which identifies compliance by veneer grade, group number, span rating where applicable, and glue type.
  - C. Sheathing shall be APA rated Exposure 1 or Exterior, panel grade CD or better.
- 2.3 Accessories
  - A. Fasteners: Hot dipped galvanized steel or stainless steel for high humidity and treated wood locations, unfinished steel elsewhere.

### PART 3 - Execution

- 3.1 Framing
  - A. Set structural members level and plumb, in correct position.
  - B. Make provisions for erection loads, and for sufficient temporary bracing to maintain structure safe, plumb, and in alignment until completion of erection and installation of permanent bracing.
  - C. Place horizontal members, crown side up.
  - D. Construct load bearing framing and curb members full length without splices.
- 3.2 Sheathing
  - A. Secure roof sheathing with longer edge (strength axis) perpendicular to framing members and with ends staggered and sheet ends overbearing.
  - B. Use sheathing clips between sheets between roof framing members.

## Section 07 31 13 – Asphalt Shingles

### PART 1 - General

#### 1.1 Summary

- A. Section includes granular surfaced architectural (dimensional/laminated) asphalt shingle roofing, moisture shedding underlayment, eave and valley protection, associated metal flashings, ridge venting, vented soffits, fascia and eave coverings, and gutters and downspouts.
- B. Related Sections:
  - Section 06 10 00 – Rough Carpentry: Roof sheathing and framing.

#### 1.2 Performance Requirements

- A. Conform to applicable code requirements for UL790 or ASTM E108 fire resistance of class A.
- B. Conform to ASTM D7158 classification G or H for wind resistance.

#### 1.3 Submittals

- A. Product Data: Submit data including material characteristics, performance criteria, and limitations.
- B. Shingle Samples: Submit samples indicating each shingle color range and finish texture/pattern for color and texture selection.
- C. Samples: Submit samples indicating color range of other products noted in this specification as to be selected from standard colors.
- D. Warranty: Submit manufacturer's warranty for shingles specified.

#### 1.4 Quality Assurance

- A. Perform work in accordance with manufacturer's recommendations and warranty requirements.
- B. Install all roofing products in accordance with all federal, state and local building codes.
- C. All work shall be performed in a manner consistent with current OSHA guidelines.

#### 1.5 Delivery, Storage, And Handling

- A. Deliver materials to site in manufacturer's unopened bundles with labels intact and legible.
- B. Store all products in manufacturer's unopened, labeled packaging until they are ready for installation.
- C. Store all products in accordance with manufacturer's recommendations.
- D. Do not install underlayment or shingles on wet surfaces.
- E. Store and dispose of solvent-based materials in accordance with all federal, state, and local regulations.
- F. For rooftop loading, lay shingle bundles flat. Do not bend over the ridge.

#### 1.6 Environmental Requirements

- A. Do not apply roofing materials during inclement weather without proper weather protection.

#### 1.7 Warranty

- A. Furnish Manufacturer's standard warranty period for systems installed but roofing system shall not be less than 25 years after date of Substantial Completion.

- B. Contractor shall furnish a written warranty that unconditionally warrants all materials and workmanship for a period of five years. Any defects in the materials or workmanship will be repaired or replaced. Failures include, but are not limited to, deformation or deterioration of asphalt shingles beyond normal weathering.

#### 1.8 Extra Materials

- A. Supply four bundles of extra shingles to owner.

### **PART 2 - Products**

#### 2.1 Asphalt Shingles

##### A. Manufacturers

1. Atlas Roofing Corporation: [www.atlasroofing.com](http://www.atlasroofing.com).
2. CertainTeed: [www.certainteed.com](http://www.certainteed.com).
3. GAF: [www.gaf.com](http://www.gaf.com).
4. Owens Corning Corp: [www.owenscorning.com](http://www.owenscorning.com).
5. Substitutions: Bidders may submit requests for substitutions in writing no later than seven (7) days prior to bid date. With each substitution request provide enough information for Owner to determine acceptability of proposed products. Requests without sufficient information will be rejected without review. Approved substitutions will be identified by addenda.

- B. Product Description: Shingles conforming to ASTM D3018, Class A; UL rating of A and Wind Resistance Label; glass fiber mat base, mineral granule surface; self-sealing type; laminated overlay type; color as selected from manufacturer's standard colors.

#### 2.2 Components

- A. Underlayment: ASTM D226, synthetic non-asphaltic sheet designed for use on roof decks as a water-resistant layer beneath asphalt shingles and intended by manufacturer for mechanically fastened roofing underlayment without sealed seams.
  1. Self Sealability: Passing nail sealability test specified in ASTM D1970/D1970M.
  2. Low Temperature Flexibility: Passing test specified in ASTM D1970/D1970M.
  3. Fasteners: As recommended by manufacturer.
- B. Eave and Valley (Ice Dam) Protection: Sheet barrier of polymer-modified asphalt ASTM D1970/D1970M, 40 mil film thickness, granular face, self-adhesive with strippable treated release paper.

#### 2.3 Accessories

- A. Shingle Nails: Standard round wire shingle type, hot dipped zinc coated steel, of sufficient length to penetrate 3/4 inch into roof decking.
- B. Plastic Cement: ASTM D4586, Asphalt type with mineral fiber components, capable of setting within 24 hours at 75° F and 50 percent RH.
- C. Plastic Ridge Vents: Class A fire rated formed plastic with vent openings that do not permit direct water or weather entry; flanged to receive shingles.

#### 2.4 Flashing Materials:

- A. Metal Flashings: Provide sheet metal eave edge, gable edge, ridge, ridge vents, open valley flashing, and other flashing indicated.

1. Form sections square and accurate to profile, in maximum possible lengths, free from distortion or defects detrimental to appearance or performance.
  2. Hem exposed edges of flashings minimum 1/4 inch on underside.
  3. Coat concealed surfaces of flashings with bituminous paint.
- B. Sheet Flashings: ASTM A653/A653M, G90 (Z275); 26 gauge thick steel pre-coated with fluoropolymer finish; color as selected from manufacturer's standard colors.
- C. Fabrication
1. Form flashings to profiles to protect roofing materials from physical damage and shed water.
  2. Form flashing sections square and accurate to profile, in maximum possible lengths, and free from distortion or defects.
  3. Hem exposed edges of flashings to minimum 1/4 inch on underside.
  4. Apply bituminous paint to concealed surfaces of flashings in contact with other metals.

## 2.5 Soffit System

- A. Grooved soffit panels shall be fabricated of minimum 0.019 inch thick aluminum and system shall include adequate perforated panels as required for attic ventilation in conjunction with continuous ridge vent system.
- B. Provide all panel support accessories and exposed fasteners are not acceptable.
- C. Color as selected from standard colors.

## 2.6 Fascia & Eave Covers

- A. Fascia and eave covers shall be fabricated of minimum 0.024 inch thick aluminum.
- B. Hem exposed edges of flashings to minimum 1/4 inch on underside.
- C. Exposed fasteners are not acceptable.
- D. Color as selected from standard colors.

## 2.7 Gutters & Downspouts

- A. Seamless gutters shall be fabricated of minimum 0.032 inch thick aluminum roll. Secure aluminum gutter to the fascia with aluminum brackets.
- B. Downspouts shall be fabricated of minimum 0.027 inch thick aluminum roll. Wall anchors shall be formed from two inch wide minimum 0.027 inch thick aluminum.
- C. All gutters and downspouts shall be designed to accommodate a 100-year rain event in accordance with SMACNA Table 1-2.
- D. Gutters – Hung: Expansion joints for hung gutters shall be butt type joints with cover plate.
- E. Outlets shall be placed as near to the corner of the building as possible so that water will not be required to flow far beyond a sharp turn.
- F. Aluminum gutter and downspouts shall be baked enamel; color as selected from standard colors.

## PART 3 - Execution

### 3.1 Examination

- A. Verify roof penetrations and plumbing stacks are in place and flashed to deck surface.
- B. Verify roof openings are correctly framed.

- C. Verify deck surfaces are dry and free of ridges, warps, and voids.

### 3.2 Preparation

- A. Fill knot holes and voids at bonded eave and valley protection with latex filler or cover with sheet metal.
- B. Broom clean deck surface.

### 3.3 Installation

#### A. Eave and Valley (Ice Dam) Protection Installation

1. Assure roof deck is clean, dry, and smooth.
2. Apply eave protection over drip edge at eaves and under drip edge at rake.
3. Overlap ends and sides per manufacturer's directions.
4. Stagger end laps, per manufacturer's directions, by at least two feet from course to course.
5. Extend eave protection membrane, per manufacturer's directions, minimum 4 feet up slope beyond interior face of wall.

#### B. Underlayment Installation

1. Where eave protection is not installed, apply underlayment per manufacturer's directions per actual roof slope. Lap sides and ends, per manufacturer's directions, 4" minimum. Install rake drip edge over underlayment.
2. Offset joints from course to course, per manufacturer's directions, six feet minimum.

#### C. Metal Flashing and Accessories Installation

1. Weather lap joints 2 inch minimum and seal weather tight with butyl or polyisobutylene sealant.
2. Secure in place with concealed fastenings.

#### D. Asphalt Shingles Installation

1. Place shingles in straight coursing pattern, with five-inch weather exposure.
2. Project first course of shingle  $\frac{3}{4}$ " past face of fascia.
3. Extend shingles on both slopes across valley in weave pattern and fasten. Extend shingles minimum of 12 inches beyond valley centerline to achieve woven valley, concealing valley protection.
4. Cap ridges with individual ridge shingles, matching shingle weather exposure. Place to avoid exposed nails.
5. Coordinate installation of roof mounted components or work projecting through roof with weather tight placement of counter flashings.
6. Complete work to provide weather tight installation.

#### E. Gutter and Downspouts Installation

1. Hang gutters with high points equidistant from downspouts. Slope at not less than 1/16 inch per foot.
2. Support gutters in brackets spaced not more than 24 inches on centers, brackets attached to facial or wood nailer by at least two screws or nails.
3. Use aluminum or stainless steel brackets.
4. Use stainless steel screws.



5. Secure brackets to gutters in such a manner as to allow free movement of gutter due to expansion and contraction.
6. Gutter Expansion Joint:
  - a. Provide expansion joint as required for overall length of gutter.
  - b. Locate expansion joints midway between outlet tubes.
  - c. Install a cover plate over the space at expansion joint.
  - d. Fasten cover plates to gutter section on one side of expansion joint only.
  - e. Secure loose end of cover plate to gutter section on other side of expansion joint by a loose-locked slip joint.
7. Outlet Tubes: Set bracket strainers loosely into gutter outlet tubes.
8. Set downspouts plumb and clear of wall, and anchor to wall with two anchor straps, located near top and bottom of each section of conductor. Strap at top shall be fixed to downspout, intermediate straps and strap at bottom shall be slotted to allow not less than 1/2 inch movement for each 10 feet of downspout.
9. Install elbows, offsets, and shoes as required. Slope not less than 45 degrees.

#### 3.4 Protection of Installed Construction

- A. Do not permit traffic over finished roof surface.

TO: Board of Trustees

FROM: Bid Committee

DATE: April 25, 2023

RE: WVC Student Center Roof Replacement

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

The Bid Committee recommends accepting the bid from Homes by Schuetz for a total of \$65,900.

<b>WVC Student Center Roof Replacement</b>	
Homes by Schuetz Olney, Illinois	\$65,900
Martin Roofing Mascoutah, Illinois	\$138,705

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Sonja Music

Department: Operations & Maintenance.

Source of Funds: Protection, Health & Safety.

Rationale for Purchase: Homes by Schuetz, was the lowest responsible bidder in conformity with the bid specifications.

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

## **REQUEST FOR PROPOSAL**

### **ILLINOIS EASTERN COMMUNITY COLLEGES**

#### **TIME AND PLACE OF BIDS**

Notice is hereby given that sealed bids for Wabash Valley College Student Center Roof Replacement shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 3:00 p.m. local time, on Thursday, April 13, 2023, 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.

#### **PRE-BID MEETING / SITE VISIT**

A pre-bid meeting is scheduled for Thursday, March 30, 2023, at 10:00 a.m. at Wabash Valley College, 2200 College Drive, Mount Carmel, IL 62863, Student Center. A walk around of the proposed project will take place as part of the pre-bid meeting. If desired, access to the roofs associated with this project will be provided and permitted to each perspective bidder's representative(s) at the representative's/affiliated company's risk.

Attendance of the scheduled pre-bid meeting or a separate/additional site visit is not a requirement of submitting a bid proposal, but it is the responsibility of the contractor to field verify measurements of the installation areas as well as to provide all labor, materials, equipment, and tools necessary for the complete project. If a site visit, other than the scheduled pre-bid meeting, is desired prior to submitting a bid, schedule a visit with Ernie Majors, WVC O&M Team Leader, to determine an acceptable date and time. Ernie can be contacted at (618) 240-3525. Any questions concerning anything contained herein should be directed, in writing, to Nicholas Knapp, Construction Project Manager, at 233 E. Chestnut, Olney, IL 62450. Questions may also be submitted to [bids@iecc.edu](mailto:bids@iecc.edu). Please include WABASH VALLEY COLLEGE STUDENT CENTER ROOF REPLACEMENT in the subject line of any inquiry. The deadline for questions is 2:00 p.m., Thursday, April 6, 2023.

#### **ADDENDUM**

If it becomes necessary to revise any part of the RFP, an official written addendum will be issued by Illinois Eastern Community Colleges to all bidders of record.

Vendor must clearly understand that any verbal representation made or assumed to be made during any oral discussion held between vendor's representative and any Illinois Eastern Community Colleges personnel is not binding. Only the information issued in writing and added to the Request for Proposal specifications file by an official written addendum are binding.

#### **METHOD OF BIDDING**

Bids should include all items bid as one contract price. Bidders shall examine all documents contained herein. Failure to do so will not relieve a successful bidder of his obligation to provide

all labor, materials, training, and support necessary to carry out the provision of his contract for the sum stated thereon. Each bidder, by submitting a bid represents that they have received, read, and understand the bidding documents.

**SCOPE OF WORK**

The scope of this bid is to provide all materials, labor, and equipment required to perform all operations required to remove and replace existing asphalt shingle system, attic venting systems, underlayment, flashing systems, and metal drip edge on the roof of the existing Student Center on the campus of Wabash Valley College as scheduled within this document.

See attached project location maps, scope narrative, existing pictures, drawings, and specifications associated with the scope of this project.

**PREPARATION OF BIDS**

All bids must be submitted on the bid form contained herein. Bids shall be delivered in a sealed opaque envelope showing the bidders’ name and address and the name of the project.

Bid submissions should detail all materials included as part of bid.

**METHOD OF BID EVALUATION**

The IECC Board of Trustees reserves the right to reject all bids or parts of bids, and to waive informalities therein. Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

**INSURANCE**

The successful bidder will be required to furnish a certificate of insurance, naming Illinois Eastern Community Colleges as an additional insured, in the following amounts:

1. Workers’ Compensation	Statutory Limits
2. Employer’s Liability	\$500,000
3. Comprehensive General Liability & Property Damage including: a. Personal Injury Liability b. Blanket Broad Form Contractual Liability c. Independent Contractors d. Products and Completed Operations	\$500,000 combined single limit
4. Automobile Liability	\$1,000,000 combined and single limit
5. Owner’s and Contractor’s Protective Liability Insurance to protect the Owner and Architect, their agents, consultants, and employees from contingent responsibility and liability arising from work performed under the contract.	\$1,000,000

## **SALES TAX**

Retailers Occupational Sales Taxes **are not** applicable for this project.

## **PREVAILING WAGE**

Illinois Eastern Community Colleges is a unit of local government, and as such, any contract for public works is subject to the Illinois Prevailing Wage Act. The Prevailing Wage Act regulates wages of laborers, mechanics, and other workers employed under contract for public work. It is the bidder's responsibility to bid all work pursuant to laws and regulations outlined in the Illinois Prevailing Wage Act.

With each Application for Payment the Contractor shall submit certified payrolls for the period covered by the present Application for Payment to the Owner to demonstrate prevailing wage payrolls for each worker that works on this project.

## **SHIPPING & HANDLING**

All freight and delivery must be included in bid.

## **SPECIAL PROVISIONS**

**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.

Illinois Eastern Community Colleges has an aspirational goal that **20%** of this project's material and/or labor will involve small, minority-owned, veteran-owned, and/or women-owned businesses in the procurement process. Prime contractors that do not meet the eligibility criteria as a Business Enterprise Program, are encouraged to utilize sub-contractors who do qualify or to utilize material vendors that qualify. To qualify as a Business Enterprise Program entity, prime or subcontractors must be certified by the Department of Central Management Services of the State of Illinois as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification.

Bids submitted with small, minority-owned, veteran-owned, and/or women-owned (BEP) business participation; whether as primary contractor, sub-contractor, material vendor, etc.; should indicate the percentage of work associated with the BEP businesses.

**BID FORM**

Following Board approval, bids will be awarded on April 26, 2023.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO WABASH VALLEY COLLEGE, 2200 COLLEGE DRIVE, MOUNT CARMEL, IL 62863. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

BASE BID MATERIALS \$ \_\_\_\_\_

BASE BID LABOR \$ \_\_\_\_\_

DETERIORATED ROOF DECKING ALLOWANCE \$ 10,000 (TEN THOUSAND DOLLARS)

TOTAL BASE BID \$ \_\_\_\_\_  
(MATERIALS, LABOR, AND ALLOWANCE)

ESTIMATED TIME TO COMPLETE IN DAYS \_\_\_\_\_

UNIT COST ITEM 1 (Deteriorated Roof Decking Replacement)  
TOTAL COST PER SQUARE FOOT (MATERIALS AND LABOR) \$ \_\_\_\_\_

ESTIMATED START DATE IF AWARDED ON OR ABOUT April 26, 2023 \_\_\_\_\_

SHINGLE SYSTEM SUBMITTED (MANUFACTURER/MODEL) \_\_\_\_\_

UNDERLAYMENT SYSTEM SUBMITTED (MANUF./MODEL) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

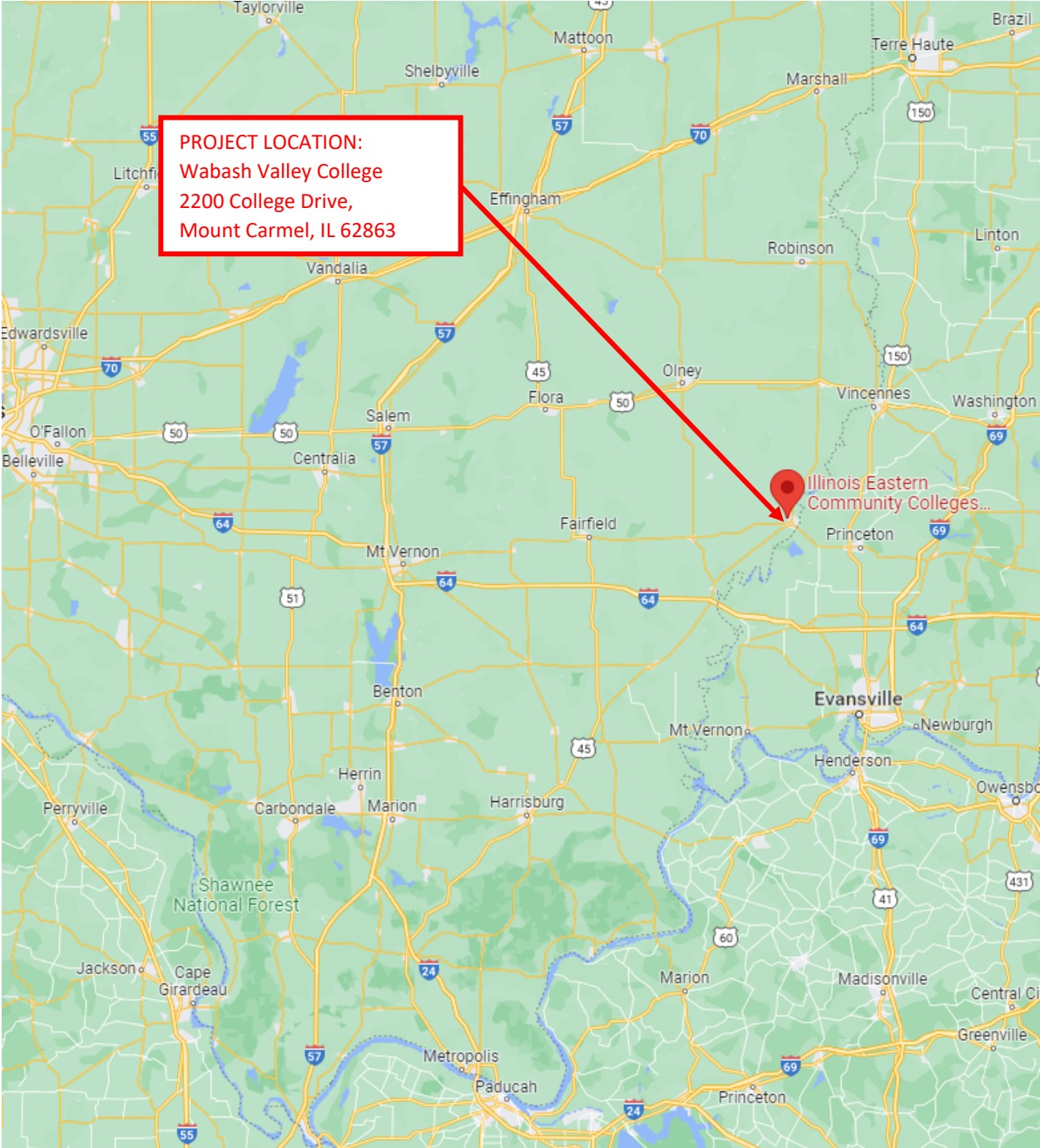
Any Certified Vendor (Primary Contractor, Sub-Contractors, or Procurement/Material Vendors) in accordance with the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities Act:

Yes     No    If yes, you must attach a copy of the current letter of certification.

Percentage of overall work (material and/or labor) being provided by BEP Certified Vendor(s) % \_\_\_\_\_.

**Illinois Eastern Community Colleges  
Wabash Valley College  
Student Center Roof Replacement**

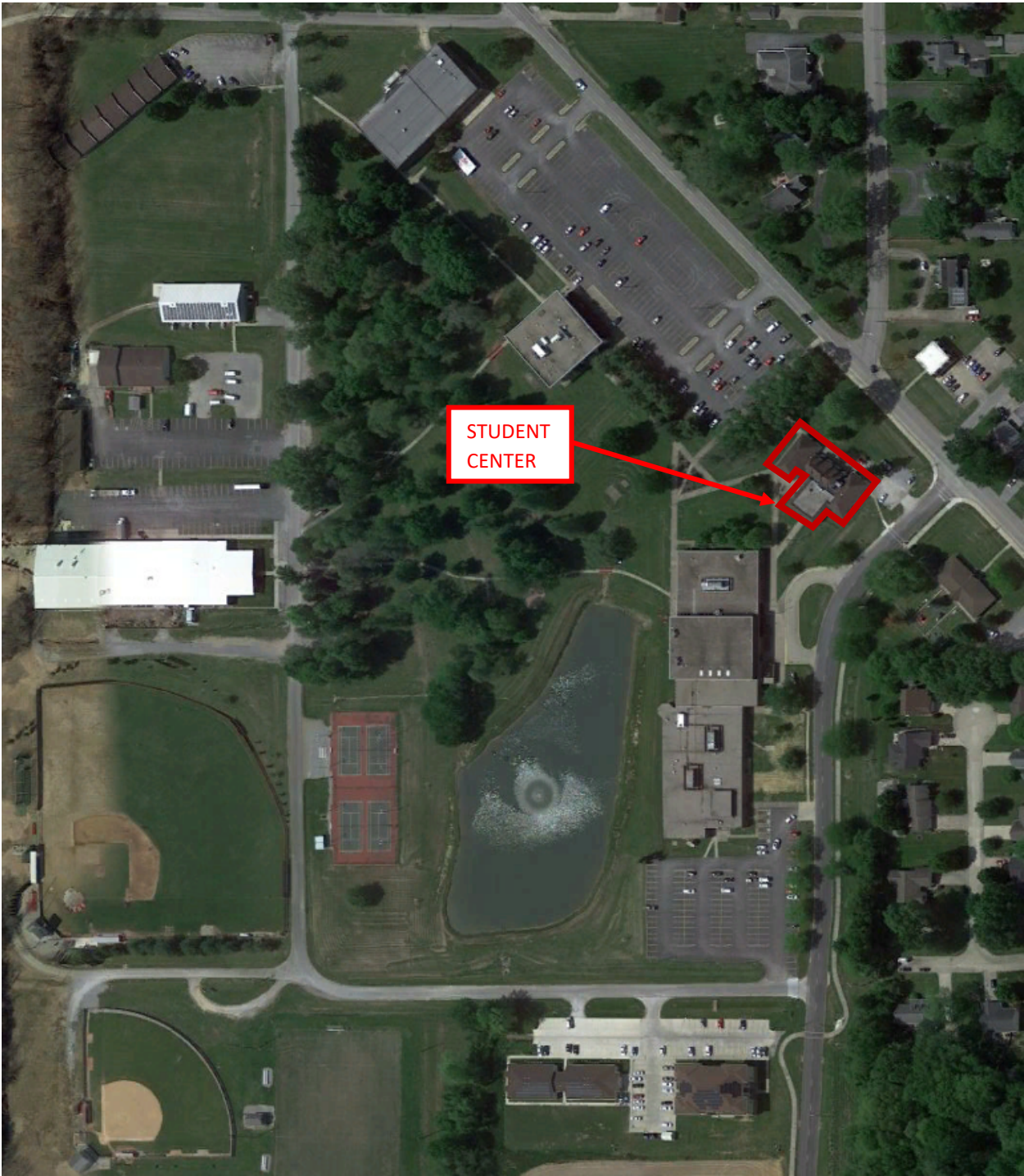
**Project Location Map**





**Wabash Valley College  
Student Center Roof Replacement**

**Campus Building Location of Student Center Roof Replacement**



## **Wabash Valley College Student Center Roof Replacement**

### **Roof Replacement Scope Narrative**

- 1. Demolition Work:** Remove in their entirety existing shingles, ridge vent systems, underlayment, flashing around penetrations, and drip edges around the perimeter of the building. Resecure any substrate nails that have backed out prior to installation of new underlayment. Replace any deteriorated wood decking encountered with like material on an as needed and approved basis.
- 2. Execution of Work:** The contractor shall coordinate the performance of all work 5 working days in advance. The contractor shall be responsible for protection of adjacent surfaces and areas not to receive work. All work under this project shall be complete within 60 calendar days after the notice to proceed. The contractor will be responsible for providing and furnishing all lifts, scaffolding, elevated platforms, ladders, etc., needed to perform the work and access all areas of the project. New exposed underlayment shall be covered with new shingles the same day and shall in no case be allowed to be re-nailed or be exposed for more than two days. The contractor shall thoroughly sweep and/or clean the wood substrate of any dust and debris prior to installation of new underlayment and roofing. There are various pitches of the roofs on this building, Student Center. The building within this project scope is currently utilized and will continue with normal operations throughout the work associated with this project. The contractor shall provide a safety monitor on the ground when working around building entrances and exits. The safety monitor shall be present for work activities at entrances and exits to ensure work above these areas ceases when people enter or leave the building. At no time will the contractor remove any portions of the existing shingles when rain or inclement weather is imminent. The contractor shall be responsible for the protection of the building contents from water damage (due to rainfall) during the performance of this work. Any damage to Illinois Eastern Community Colleges (IECC) property, as a result of this project, shall be repaired or items replaced by the contractor at no cost to IECC.
- 3. Disposal of Materials:** The contractor shall be responsible for disposal of all materials (shingles, underlayment, metal, etc. waste and/or trash) and removal from the property. Contractor shall sweep the ground area around the building several times a day and again at the conclusion of the work with a magnetic roller to remove any nails.
- 4. Coordination of On-Site Work:** The contractor shall coordinate the replacement of the shingles with the IECC representative at least five days in advance of any work being accomplished on the buildings. The contractor shall provide to the IECC representative a progress schedule for approval. The progress schedule shall show the various work trades (demo, installation of underlayment, and installation of shingles, etc.) and shall reflect the start and completion of this project.
- 5. Clean-up:** The contractor shall keep worksite clear of debris and/or material during the work and shall accomplish clean-up of the worksite at the end of each day. Materials removed or demolished shall not be allowed to accumulate on the jobsite. As required, the contractor shall keep a worker on the ground to pick up any debris and keep it from blowing to other areas of the

grounds. Any items damaged (by the contractor) during performance of the work shall be restored to original condition by the contractor and at no cost to IECC.

**6. Standard of Workmanship:** The contractor shall perform all work in accordance with roofing industry standards and manufacturers recommendations. Contractor is responsible for permits required. Contact City of Mount Carmel for local license and permit requirements. Workmanship shall be of the highest grade throughout this project. All wires, signs, lights, radio antenna and other such antennas attached to the roof at the time of reroofing shall be removed by the contractor. These items shall be re-attached by the contractor in a manner satisfactory to the IECC Construction Project Manager on completion of the re-roofing work. Edges of shingles at vertical projections shall be set in plastic cement in addition to placing a heavy bead of plastic cement at the intersection after all shingles are in place. Shingles shall never be stacked in contact with ground. The contractor will exercise care in the placement of shingles on the roof and shall not overload any structural members of the buildings by stacking bundles on shingles excessively on a structural member. The contractor shall take precaution to protect the interior of the buildings being worked on from damage during periods of inclement weather. Any buildings contents that are damaged from weather, due to the contractor's operations and failure to adequately protect the building, shall be corrected to original condition by the contractor at no cost to IECC. All noted construction deficiencies shall be corrected within 1 day and before proceeding.

**7. Safety:** All work shall comply with all applicable Federal, State, and local codes. All work shall be accomplished in strict compliance with OSHA Safety Standards. Contractor is responsible for permits required. Contact City of Mount Carmel for local license and permit requirements. The contractor shall provide all safeguards, safety devices, protective equipment, and shall take any other actions reasonably necessary to protect the life and health of persons working at the site of the project, the safety of the public, and to protect property in connection with the performance of the work covered by the contract. Please note that code compliant emergency egress shall be maintained throughout the project.

**8. Point of Contact:** Nicholas Knapp, Illinois Eastern Community Colleges, Construction Project Manager.

**9. Deteriorated Roof Decking Replacement:** The contractor shall replace any deteriorated roof decking materials and/or associated structural members with like materials. The contractor shall notify the IECC representative upon encountering any deteriorated materials at which time the representative and contractor shall coordinate to field verify and agree upon the quantity of materials to be replaced. The contractor shall incorporate a deteriorated decking replacement sheet weekly, along with the weekly progress report and shall reflect what portion of overall roof received what quantity of deteriorated decking materials. Subject sheet shall also include a "running total" of deteriorated materials replaced. The contractor shall likewise protect the substrate area until the deteriorated area can be replaced (should materials not be readily available and on-site). A separate unit cost item and associated allowance is established within the Bid Form for any deteriorated roof decking materials encountered on this project. The contractor shall bid a per square foot cost (including material and labor) for replacement of deteriorated roof decking materials encountered. An allowance will be included as part of the total contract package. The square footage of deteriorated decking approved to be replaced multiplied times the square foot unit cost will be applied toward the specified allowance. If the

contractor does not replace a quantity resulting in a cost equal to the deteriorated decking materials allowance indicated on the Bid Form during the duration of the project, the remainder of the allowance shall be turned over and accepted by IECC from the contractor at the conclusion of the project. The contractor shall receive no payment for deteriorated materials that have not been confirmed and verified by IECC. The final payment shall incorporate the square footage of materials actually replaced times the square foot unit cost. The contractor shall not exceed the estimated quantity without approval of the Construction Project Manager and a change order for any increase.

10. **Measurements:** It shall be the responsibility of the contractor to field-verify measurements and necessary material quantities prior to bid of this project. See drawing for additional information. The primary portion of the building roof(s) under this project has an approximate overall dimension of 132'x64'.



**Student Center - Existing Roof Assembly**







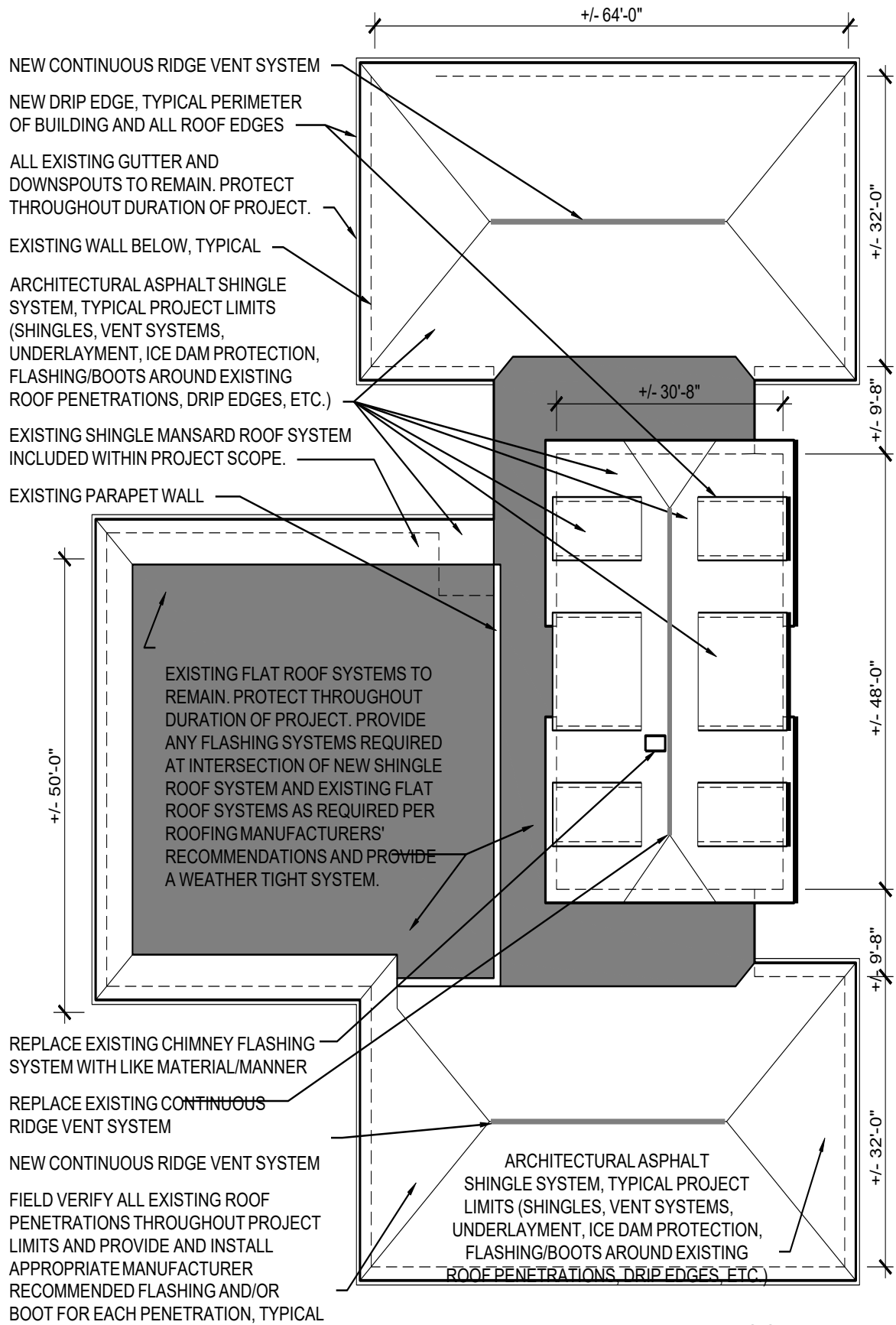












ROOF PLAN

## Section 06 10 00 – Rough Carpentry

### PART 1 - General

- 1.1 Summary
  - A. Section specifies wood blocking, framing, sheathing.
- 1.2 Delivery, Storage, and Handling
  - A. Protect lumber and other products from dampness both during and after delivery at site.
  - B. Pile lumber in stacks in such manner as to provide air circulation around surfaces of each piece.
  - C. Stack plywood and other board products to prevent warping.

### PART 2 – Products

- 2.1 Lumber Materials
  - A. Unless otherwise specified, each piece of lumber shall bear a grade mark, stamp, or other identifying marks indicating grades of materials, and rules or standards under which produced.
  - B. Moisture Content: At time of delivery and maintained at the site.
    - 1. Boards and lumber 2 inches and less in thickness: 19 percent or less.
    - 2. Lumber over 2 inches thick: 25 percent or less.
  - C. Species and Grade:
    - 1. Provide the following:
      - a. Studs: SPF(S), stud grade.
      - b. General Framing: SPF(S) #2 or better.
- 2.2 Plywood
  - A. Comply with APA PS 1.
  - B. Plywood shall bear the mark of a recognized association or independent inspection agency that maintains continuing control over quality of plywood which identifies compliance by veneer grade, group number, span rating where applicable, and glue type.
  - C. Sheathing shall be APA rated Exposure 1 or Exterior, panel grade CD or better.
- 2.3 Accessories
  - A. Fasteners: Hot dipped galvanized steel or stainless steel for high humidity and treated wood locations, unfinished steel elsewhere.

### PART 3 - Execution

- 3.1 Framing
  - A. Set structural members level and plumb, in correct position.
  - B. Make provisions for erection loads, and for sufficient temporary bracing to maintain structure safe, plumb, and in alignment until completion of erection and installation of permanent bracing.
  - C. Place horizontal members, crown side up.
  - D. Construct load bearing framing and curb members full length without splices.
- 3.2 Sheathing
  - A. Secure roof sheathing with longer edge (strength axis) perpendicular to framing members and with ends staggered and sheet ends over bearing.
  - B. Use sheathing clips between sheets between roof framing members.

## Section 07 31 13 – Asphalt Shingles

### PART 1 - General

#### 1.1 Summary

- A. Section includes granular surfaced architectural (dimensional/laminated) asphalt shingle roofing, moisture shedding underlayment, eave and valley protection, associated metal flashings, and venting systems.
- B. Related Sections:
  - 1. Section 06 10 00 – Rough Carpentry: Roof sheathing and framing.

#### 1.2 Performance Requirements

- A. Conform to applicable code requirements for UL790 or ASTM E108 fire resistance of class A.
- B. Conform to ASTM D7158 classification G or H for wind resistance.

#### 1.3 Submittals

- A. Product Data: Submit data including material characteristics, performance criteria, and limitations.
- B. Shingle Samples: Submit samples indicating each shingle color range and finish texture/ pattern for color and texture selection.
- C. Samples: Submit samples indicating color range of other products noted in this specification as to be selected from standard colors.
- D. Warranty: Submit manufacturer's warranty for shingles specified.

#### 1.4 Quality Assurance

- A. Perform work in accordance with manufacturer's recommendations and warranty requirements.
- B. Install all roofing products in accordance with all federal, state and local building codes.
- C. All work shall be performed in a manner consistent with current OSHA guidelines.

#### 1.5 Delivery, Storage, And Handling

- A. Deliver materials to site in manufacturer's unopened bundles with labels intact and legible.
- B. Store all products in manufacturer's unopened, labeled packaging until they are ready for installation.
- C. Store all products in accordance with manufacturer's recommendations.
- D. Do not install underlayment or shingles on wet surfaces.
- E. Store and dispose of solvent-based materials in accordance with all federal, state, and local regulations.
- F. For rooftop loading, lay shingle bundles flat. Do not bend over the ridge.

#### 1.6 Environmental Requirements

- A. Do not apply roofing materials during inclement weather without proper weather protection.

## 1.7 Warranty

- A. Furnish Manufacturer's standard warranty period for systems installed but roofing system shall not be less than 25 years after date of Substantial Completion.
- B. Contractor shall furnish a written warranty that unconditionally warrants all materials and workmanship for a period of five years. Any defects in the materials or workmanship will be repaired or replaced. Failures include, but are not limited to, deformation or deterioration of asphalt shingles beyond normal weathering.

## 1.8 Extra Materials

- A. Supply four bundles of extra shingles to owner.

## **PART 2 - Products**

### 2.1 Asphalt Shingles

- A. Manufacturers
  - 1. Atlas Roofing Corporation: [www.atlasroofing.com](http://www.atlasroofing.com).
  - 2. CertainTeed: [www.certainteed.com](http://www.certainteed.com).
  - 3. GAF: [www.gaf.com](http://www.gaf.com).
  - 4. Owens Corning Corp: [www.owenscorning.com](http://www.owenscorning.com).
  - 5. Substitutions: Bidders may submit requests for substitutions in writing no later than seven (7) days prior to bid date. With each substitution request provide enough information for Owner to determine acceptability of proposed products. Requests without sufficient information will be rejected without review. Approved substitutions will be identified by addenda.
- B. Product Description: Shingles conforming to ASTM D3018, Class A; UL rating of A and Wind Resistance Label; glass fiber mat base, mineral granule surface; self-sealing type; laminated overlay type; color as selected from manufacturer's standard colors.

### 2.2 Components

- A. Underlayment: ASTM D226, synthetic non-asphaltic sheet designed for use on roof decks as a water-resistant layer beneath asphalt shingles and intended by manufacturer for mechanically fastened roofing underlayment without sealed seams.
  - 1. Self Sealability: Passing nail sealability test specified in ASTM D1970/D1970M.
  - 2. Low Temperature Flexibility: Passing test specified in ASTM D1970/D1970M.
  - 3. Fasteners: As recommended by manufacturer.
- B. Eave and Valley (Ice Dam) Protection: Sheet barrier of polymer-modified asphalt ASTM D1970/D1970M, 40 mil film thickness, granular face, self-adhesive with strippable treated release paper.

### 2.3 Accessories

- A. Shingle Nails: Standard round wire shingle type, hot dipped zinc coated steel, of sufficient length to penetrate 3/4 inch into roof decking.

- B. Plastic Cement: ASTM D4586, Asphalt type with mineral fiber components, capable of setting within 24 hours at 75° F and 50 percent RH.
  - C. Plastic Ridge Vents: Class A fire rated formed plastic with vent openings that do not permit direct water or weather entry; flanged to receive shingles.
- 2.4 Flashing Materials:
- A. Metal Flashings: Provide sheet metal eave edge, gable edge, ridge, ridge vents, open valley flashing, and other flashing.
    - 1. Form sections square and accurate to profile, in maximum possible lengths, free from distortion or defects detrimental to appearance or performance.
    - 2. Hem exposed edges of flashings minimum 1/4 inch on underside.
    - 3. Coat concealed surfaces of flashings with bituminous paint.
  - B. Sheet Flashings: ASTM A653/A653M, G90 (Z275); 26 gauge thick steel pre-coated with fluoropolymer finish; color as selected from manufacturer's standard colors.
  - C. Fabrication
    - 1. Form flashings to profiles to protect roofing materials from physical damage and shed water.
    - 2. Form flashing sections square and accurate to profile, in maximum possible lengths, and free from distortion or defects.
    - 3. Hem exposed edges of flashings to minimum 1/4 inch on underside.
    - 4. Apply bituminous paint to concealed surfaces of flashings in contact with other metals.

### **PART 3 - Execution**

#### 3.1 Examination

- A. Verify roof penetrations and plumbing stacks are in place and flashed to deck surface.
- B. Verify roof openings are correctly framed.
- C. Verify deck surfaces are dry and free of ridges, warps, and voids.

#### 3.2 Preparation

- A. Fill knot holes and voids at bonded eave and valley protection with latex filler or cover with sheet metal.
- B. Broom clean deck surface.

#### 3.3 Installation

- A. Eave and Valley (Ice Dam) Protection Installation
  - 1. Assure roof deck is clean, dry, and smooth.
  - 2. Apply eave protection over drip edge at eaves and under drip edge at rake.
  - 3. Overlap hips, ends, and sides per manufacturer's directions.
  - 4. Stagger end laps, per manufacturer's directions, by at least two feet from course to course.
  - 5. Extend eave protection membrane, per manufacturer's directions, minimum 4 feet up slope beyond interior face of wall.
- B. Underlayment Installation

1. Where eave protection is not installed, apply underlayment per manufacturer's directions per actual roof slope. Lap sides and ends, per manufacturer's directions, 4" minimum. Install rake drip edge over underlayment.
  2. Offset joints from course to course, per manufacturer's directions, six feet minimum.
- C. Metal Flashing and Accessories Installation
1. Weather lap joints 2 inch minimum and seal weather tight with butyl or polyisobutylene sealant.
  2. Secure in place with concealed fastenings.
- D. Asphalt Shingles Installation
1. Place shingles in straight coursing pattern, with five-inch weather exposure.
  2. Project first course of shingle  $\frac{3}{4}$ " past face of fascia.
  3. Extend shingles on both slopes across valley in weave pattern and fasten. Extend shingles minimum of 12 inches beyond valley centerline to achieve woven valley, concealing valley protection.
  4. Cap ridges with individual ridge shingles, matching finish and texture and shingle weather exposure of shingle roof system.
  5. Cap hips with individual hip cap shingles, matching finish and texture and shingle weather exposure of shingle roof system.
  6. Place to avoid exposed nails.
  7. Coordinate installation of roof mounted components or work projecting through roof with weather tight placement of counter flashings.
  8. Complete work to provide weather tight installation.
- 3.4 Protection of Installed Construction
- A. Do not permit traffic over finished roof surface.

TO: Board of Trustees

FROM: Bid Committee

DATE: April 25, 2023

RE: WVC Main Hall Roof

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

The Bid Committee recommends not accepting the bid received from Martin Roofing.

<b>Roof Replacement for WVC Main Roof</b>	
Martin Roofing Mascoutah, Illinois	\$465,000

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Sonja Music

Department: Wabash Valley College.

Source of Funds: Protection, Health, and Safety Funds.

Rationale for Purchase: The proposal received was beyond budget capacity.

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

## PROCUREMENT AND CONTRACTING REQUIREMENTS

Section 00 11 13 - Notice to Bidders

### TIME AND PLACE OF BIDS

Notice is hereby given that sealed bids for the ROOF REPLACEMENT at the Wabash Valley College Main Hall shall be received at ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT 529, 233 EAST CHESTNUT, OLNEY, IL 62450 until 10:00 AM local time, on Thursday, April 13, 2023, and then publicly opened. The I.E.C.C. Board of Trustees reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to their interests, and to hold the bids for a period of fourteen (14) days from the bid date.

### PRE-BID CONFERENCE

A pre-bid conference for Prime Bidders will be held at 10:00 AM local time on Tuesday, April 4, 2023, beginning at the Wabash Valley College Main Hall Lobby, 2200 College Drive, Mount Carmel, IL 62863. A tour of the roof will follow.

### METHOD OF BIDDING

Lump Sum Bids will be received for the following: CONTRACT NO. 1: Complete Construction.

### PREPARATION OF BIDS

Bids shall be submitted on the Bid Proposal Form provided in the Bidding Documents, 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. Faxed or electronically submitted Bids will NOT be accepted.

### PERFORMANCE BOND

Contractors receiving award shall be required to furnish an approved Performance Bond, Labor and Material Payment Bond for one hundred percent (100%) of the Contract amount which shall be in full force and effect for twelve (12) months from date of acceptance of the work. Bonds shall be furnished within ten (10) days after written notice to proceed with the work.

### CONTRACT DOCUMENTS

Prime Bidders may obtain bidding documents from ADG/Architecture & Design Group, P.O. Box 335, 512 Market Street, Mt. Carmel, Illinois 62863, 618-263-3254. Electronic PDF copies of the bidding documents may be transmitted via email or a file sharing platform at no charge. Up to two hard copy sets may be purchased for \$125.00 per set, per bidder, non-refundable. Sets must be purchased in total; individual drawing sheets or specification sections will not be distributed.



Bidding documents are also available for review at the following locations:

IECC DISTRICT OFFICE

Illinois Eastern Community Colleges  
District 529  
233 East Chestnut  
Olney, IL 62450

CONSTRUCT CONNECT

30 Technology Parkway South, Suite 100  
Norcross, GA 30092

SOUTHERN ILLINOIS BUILDERS ASSOC

1519 E. DeYoung Street, Suite B  
Marion, IL 62959

SOUTHERN ILLINOIS BUILDERS ASSOC

1468 Green Mount Road  
O'Fallon, IL 62269

BID SECURITY

A certified check or bank draft, payable to Illinois Eastern Community Colleges District 529, or a satisfactory bid bond executed by the bidder and acceptable sureties in an amount equal to five percent (5%) of the bid shall be submitted with each bid. Should the bidder withdraw his bid within fourteen (14) days after bid date without written consent of the Owner, or fail to execute a satisfactory contract including performance bond within ten (10) days after the written notice to proceed, the Owner may declare the bid deposit forfeited as liquidated damages.

PREVAILING WAGE RATES

Contractors and subcontractors are notified that they are required to pay no less than the Illinois Department of Labor Prevailing Wage Standards set forth and approved by the Illinois Department of Labor and enclosed in the Project Manual. The Contractor of Award will be required to submit monthly Certified Payroll Reports for the entire project.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

SUSPENSION AND DEBARMENT

Illinois Eastern Community Colleges is a non-federal entity subject to 2 CFR 200.213. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

EQUAL OPPORTUNITY EMPLOYER

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

BUSINESS ENTERPRISE PROGRAM (BEP)

Illinois Eastern Community Colleges has an aspirational goal that 20% of this project's material and/or labor will involve small, minority-owned, veteran-owned, and/or women-owned businesses in the procurement process. Prime contractors that do not meet the eligibility criteria as a Business Enterprise Program are encouraged to utilize sub-contractors who do qualify or to utilize material vendors that qualify. To qualify as a Business Enterprise Program entity, prime or subcontractors must be certified by the Department of Central Management Services of the State of Illinois as BEP vendors prior to contract award.

Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification.

Bids submitted with small, minority-owned, veteran-owned, and/or women-owned (BEP) business participation; whether as primary contractor, sub-contractor, material vendor, etc.; should indicate the percentage of work associated with the BEP businesses.

## **PROCUREMENT AND CONTRACTING REQUIREMENTS**

Section 00 21 13 - Instructions to Bidders

INSTRUCTION TO BIDDERS: AIA Document A701, Instruction to Bidders, 2018 Edition, Articles 1 through 12 inclusive, is consecutively attached in this Project Manual and is a part of the contract.

## GENERAL REQUIREMENTS

01 11 00 - Project Summary

### 1. GENERAL

#### 1.01 DESCRIPTION

- A. ROOF REPLACEMENT for  
ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT 529  
233 EAST CHESTNUT  
OLNEY, IL 62450
- WABASH VALLEY COLLEGE  
MAIN HALL ROOF  
2200 COLLEGE DRIVE  
MOUNT CARMEL, IL 62863
- B. Scope of Work: The scope of this project includes, but is not necessarily limited to, the removal and replacement of the Wabash Valley College Main Hall roof ( $\pm 12,000$  SF horizontal). Roof areas are approximated and shall be field verified by the Bidder prior to submitting a bid proposal.
- C. Contracts shall be let for the following work:  
CONTRACT NO. 1. - GENERAL CONSTRUCTION
- D Existing Conditions: As the facilities will remain open for services and regular activities during this project, it will be the responsibility of the Contractor(s) to coordinate the work schedule with the Owner to provide the least amount of interference as possible. The Contractor(s) will be ultimately responsible for the protection of the public from injury due to construction and demolition work being performed on the site.
- E Work by Others: No other construction projects are anticipated during this project.
- F. Examination of Drawings, Specifications, and Premises: Prior to submitting their Bid, each Bidder will be held to have examined the premises and have fully acquainted themselves with the existing conditions under which they will be obliged to operate and conduct the work. They will further be held to have thoroughly examined all drawings and to have read the General Conditions, the Supplemental Conditions and all the Specifications which may in any manner affect the work under this contract. Failure to fully acquaint themselves with existing conditions or the amount of work involved will NOT be considered subsequently as a basis for extra compensation.

G. Duties:

1. The General Contractor, except as specifically noted, shall provide and pay for, as called for in order to perform the work of their Contract:
  - a. Labor, materials and equipment, tools, construction equipment and machines.
  - b. Other facilities and services necessary for proper execution and completion of work.
  - c. Comply with codes, ordinances, rules, regulations, orders, and other legal requirements of public authorities which bear on performance of work.

H. Permits: As required for the completion of the work of specific Contracts, secured and paid for by the Contractor.

I. Use of Premises: Do not unreasonably encumber site with materials or equipment, or load structure with weight that will endanger the structure. Assume full responsibility for protection and safekeeping of products.

J. Protection: The General Contractor shall protect existing construction and the site from damage or wear from new construction. Any existing construction or site work disturbed by new work shall be repaired or replaced to match the existing conditions.

K. Construction Period: Work may begin on site no earlier than May 15, 2023. Substantial Completion is required prior to August 4, 2023.

L. Background Screening: Contractor background screening will not be required.

1.02 COORDINATION

A. The General Contractor shall schedule, manage, and expedite all work under their contract, coordinating their work with all Sub-Contractors, trades, and Owner-provided work so that no conflicts of timing or location occur.

B. Progress:

1. Keep Architect/Engineer informed on the progress of work.
2. Close or cover no work until duly inspected and approved.
3. Uncover uninspected work and, after approval, repair and/or replace all work at no cost to the Owner.
4. Notify Architect/Engineer and Owner at least seven (7) days in advance of utility connections, utility shutoff, mechanical equipment and oil line cut overs, street, or alley closings to allow ample time to receive Owner's written approval or procedure to be followed.
5. Coordinate these operations with the Owner and complete same in the minimum amount of time.

C. Protection:

1. Do not close or obstruct streets, entrance drives, sidewalks, or other facilities without permission of the Owner and local authorities.
2. Furnish, erect, and maintain barricades, warning light, signs, and guards as may be required.

D. Personal Conduct Policy:

1. The use of tobacco, electronic vaping products, and cannabis is prohibited on site. Tobacco shall mean cigarette, cigar, pipe, or tobacco in any other form including smokeless tobacco and smokeless tobacco pouches.
2. All members of work crews must remain fully clothed and refrain from using obscene or profane language.

## GENERAL REQUIREMENTS

### Section 01 23 00 - Alternate Bids

#### 1. GENERAL

##### 1.01 PROJECT MANUAL

- A. All applicable requirements of the Project Manual apply to this Section.

##### 1.02 GENERAL REQUIREMENTS

- A. Alternate Bids: There are NO required Alternate Bids. Additions and Deductions shall include any modifications of work or additional work that the Contractor may be required to perform by reason of acceptance of the Alternate. During the life of the Contract, any Alternate Bid may be accepted or rejected by the Owner for the sum established.
  - 1. The Alternate Bids may be accepted in any order and combination, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.
  - 2. All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.
  - 3. Bidder shall identify ADD Alternate or DEDUCT Alternate by circling the applicable reference in the Bid Proposal Form.
- B. Voluntary Alternates will not be read or considered for the basis of award.

##### 1.03 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. All applicable requirements of the Project Manual, including the Bidding Requirements, General and Supplementary Conditions and General Requirements, apply to this section.
- B. This section describes the changes to be made under Alternate Bids, if applicable.
- C. Coordinate pertinent related work and modify the surrounding work as required to complete the project under each Alternative designated in the Owner-Contractor Agreement.

##### 1.04 DESCRIPTION OF ALTERNATE BIDS

- A. None.

**Agenda Item #15**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
March 31, 2023**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$ 8,876,681.63</b>
<b>Operations &amp; Maintenance</b>	<b>2,728,449.41</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>1,128,094.63</b>
<b>Bond &amp; Interest</b>	<b>267,380.93</b>
<b>Auxiliary</b>	<b>3,063,023.98</b>
<b>Restricted Purposes</b>	<b>(509,978.78)</b>
<b>Working Cash</b>	<b>96,281.54</b>
<b>Trust &amp; Agency</b>	<b>571,543.87</b>
<b>Audit</b>	<b>27,158.16</b>
<b>Liability, Protection &amp; Settlement</b>	<b>426,695.13</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 16,675,330.50</u></b>

Respectfully submitted,

Ryan Hawkins, Treasurer



Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
March 31, 2023

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>ASSETS</b>						
Cash	\$ 8,891,982	\$ 2,728,449	\$ 1,128,095	\$ 267,381	\$ 3,083,524	\$ (509,979)
Investments	8,001,002	1,500,001	-	-	3,400,182	-
Accounts Receivable	1,619,279	181,503	-	-	222,490	-
Other Receivables	588,645	-	224,959	-	-	51,196
Restricted Cash	-	-	3,909,022	-	-	-
Inventory	-	-	-	-	610,360	-
Other Assets	28,253	-	-	-	-	438,300
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 19,129,161</u>	<u>\$ 4,409,953</u>	<u>\$ 5,262,076</u>	<u>\$ 267,381</u>	<u>\$ 7,316,556</u>	<u>\$ (20,483)</u>
<b>LIABILITIES</b>						
Accounts Payable	\$ 12,534	\$ 13,734	\$ 60,199	\$ -	\$ (13,416)	\$ 48,607
Accrued Payroll Liabilities	(15,255)	-	-	-	-	-
Other Accrued Liabilities	1,648,122	129,293	32,998	-	48,777	1,078
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>1,645,401</u>	<u>143,027</u>	<u>93,197</u>	<u>-</u>	<u>35,361</u>	<u>49,685</u>
<b>FUND BALANCES</b>						
Non-Spendable	-	-	-	-	610,360	-
Restricted						
Board Designated	9,316,184	1,200,316	-	-	-	-
Other Purposes	-	2,545,584	1,600,356	267,381	-	-
Encumbered	4,751,703	521,026	3,568,523	-	767,400	1,024,488
Unassigned	3,415,873	-	-	-	5,903,435	(1,094,656)
Total Fund Balances	<u>17,483,760</u>	<u>4,266,926</u>	<u>5,168,879</u>	<u>267,381</u>	<u>7,281,195</u>	<u>(70,168)</u>
Total Liabilities and Fund Balances	<u>\$ 19,129,161</u>	<u>\$ 4,409,953</u>	<u>\$ 5,262,076</u>	<u>\$ 267,381</u>	<u>\$ 7,316,556</u>	<u>\$ (20,483)</u>

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
March 31, 2023

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>ASSETS</b>					
Cash	\$ 96,282	\$ 571,544	\$ 27,158	\$ 426,695	\$ 16,711,131
Investments	6,253,820	-	-	500,000	19,655,005
Accounts Receivable	-	-	-	-	2,023,272
Other Receivables	-	33,813	-	-	898,613
Restricted Cash	-	-	-	-	3,909,022
Inventory	-	-	-	-	610,360
Other Assets	-	-	-	-	466,553
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 6,350,102</u>	<u>\$ 605,357</u>	<u>\$ 27,158</u>	<u>\$ 926,695</u>	<u>\$ 44,273,956</u>
<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ 390	\$ -	\$ 9,655	\$ 131,703
Accrued Payroll Liabilities	-	-	-	-	(15,255)
Other Accrued Liabilities	-	-	-	-	1,860,268
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>390</u>	<u>-</u>	<u>9,655</u>	<u>1,976,716</u>
<b>FUND BALANCES</b>					
Non-Spendable	6,315,000	-	-	-	6,925,360
Restricted					
Board Designated	-	-	-	-	10,516,500
Other Purposes	35,102	572,930	27,158	900,797	5,949,308
Encumbered	-	32,037	-	16,243	10,681,420
Unassigned	-	-	-	-	8,224,652
Total Fund Balances	<u>6,350,102</u>	<u>604,967</u>	<u>27,158</u>	<u>917,040</u>	<u>42,297,240</u>
Total Liabilities and Fund Balances	<u>\$ 6,350,102</u>	<u>\$ 605,357</u>	<u>\$ 27,158</u>	<u>\$ 926,695</u>	<u>\$ 44,273,956</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended March 31, 2023

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>REVENUES</b>						
Property Taxes	\$ 3,071,331	\$ 1,403,664	\$ 252,453	\$ 1,881,057	\$ -	\$ -
Replacement Taxes	596,726	596,726	-	-	-	-
ICCB Grants	10,083,141	-	272,287	-	-	1,309,031
Federal Grants	-	-	-	-	-	9,260,610
Tuition & Fees	10,679,864	1,004,348	-	-	428,728	-
Charges for Services	36,649	31,918	-	-	2,071,481	-
Interest	197,242	44,050	40,235	6,459	76,745	5,444
Other Revenues	152,052	15,043	500,000	-	101,439	144,387
Total Revenues	<u>24,817,005</u>	<u>3,095,749</u>	<u>1,064,975</u>	<u>1,887,516</u>	<u>2,678,393</u>	<u>10,719,472</u>
<b>EXPENDITURES</b>						
Payroll	11,506,073	862,712	-	-	1,508,268	1,530,865
Benefits	1,876,656	201,778	-	-	150,211	365,241
Contractual Services	1,417,938	428,328	433,158	-	238,010	203,654
Supplies	1,410,432	225,094	36,539	-	1,610,327	375,823
Travel	168,639	175	-	-	345,057	59,062
Fixed	27,961	-	-	2,138,218	157,397	4
Utilities	38,788	982,363	-	-	390	-
Capital Outlay	552,103	131,349	1,693,338	-	128,871	906,521
Other	152,272	505	-	-	66,300	1,330,504
Scholarships, Student Grants, & Waivers	4,632,769	-	-	-	318,754	6,541,284
Total Expenditures	<u>21,783,631</u>	<u>2,832,304</u>	<u>2,163,035</u>	<u>2,138,218</u>	<u>4,523,585</u>	<u>11,312,958</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>3,033,374</u>	<u>263,445</u>	<u>(1,098,060)</u>	<u>(250,702)</u>	<u>(1,845,192)</u>	<u>(593,486)</u>
<b>TRANSFERS</b>						
Net Transfers	(3,733,516)	100,000	1,900,000	-	1,733,516	-
Total Transfers	<u>(3,733,516)</u>	<u>100,000</u>	<u>1,900,000</u>	<u>-</u>	<u>1,733,516</u>	<u>-</u>
Net Change in Fund Balance	<u>(700,142)</u>	<u>363,445</u>	<u>801,940</u>	<u>(250,702)</u>	<u>(111,676)</u>	<u>(593,486)</u>
Fund Balance - Beginning	18,183,902	3,903,481	4,366,939	518,083	7,392,871	523,318
Fund Balance - Ending	<u>\$ 17,483,760</u>	<u>\$ 4,266,926</u>	<u>\$ 5,168,879</u>	<u>\$ 267,381</u>	<u>\$ 7,281,195</u>	<u>\$ (70,168)</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended March 31, 2023

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>REVENUES</b>					
Property Taxes	\$ -	\$ -	\$ 69,003	\$ 1,011,658	\$ 7,689,166
Replacement Taxes	-	-	-	-	1,193,452
ICCB Grants	-	-	-	-	11,664,459
Federal Grants	-	-	-	-	9,260,610
Tuition & Fees	-	-	-	-	12,112,940
Charges for Services	-	17,296	-	-	2,157,344
Interest	35,474	6,855	235	8,141	420,880
Other Revenues	-	546,803	-	2,737	1,462,461
Total Revenues	<u>35,474</u>	<u>570,954</u>	<u>69,238</u>	<u>1,022,536</u>	<u>45,961,312</u>
<b>EXPENDITURES</b>					
Payroll	-	-	-	-	15,407,918
Benefits	-	-	-	108,211	2,702,097
Contractual Services	-	8,920	62,000	526,614	3,318,622
Supplies	-	23,722	-	-	3,681,937
Travel	-	9,831	-	-	582,764
Fixed	-	-	-	334,731	2,658,311
Utilities	-	-	-	-	1,021,541
Capital Outlay	-	-	-	-	3,412,182
Other	60	14,692	-	-	1,564,333
Scholarships, Student Grants, & Waivers	-	454,548	-	-	11,947,355
Total Expenditures	<u>60</u>	<u>511,713</u>	<u>62,000</u>	<u>969,556</u>	<u>46,297,060</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>35,414</u>	<u>59,241</u>	<u>7,238</u>	<u>52,980</u>	<u>(335,748)</u>
<b>TRANSFERS</b>					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>35,414</u>	<u>59,241</u>	<u>7,238</u>	<u>52,980</u>	<u>(335,748)</u>
Fund Balance - Beginning	6,314,688	545,726	19,920	864,060	42,632,988
Fund Balance - Ending	<u>\$ 6,350,102</u>	<u>\$ 604,967</u>	<u>\$ 27,158</u>	<u>\$ 917,040</u>	<u>\$ 42,297,240</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**March 31, 2023**

	<b>ALL FUNDS</b>	
	<b>Fiscal Year 2023</b>	<b>Fiscal Year 2022</b>
<b>ASSETS:</b>		
CASH	\$ 16,675,331	\$ 21,145,569
IMPREST FUND	21,300	21,300
CHECK CLEARING	14,500	14,500
CDB PROJECT TRUST	3,909,022	4,012,375
PREPAID EXPENSES	28,253	-
INVESTMENTS	19,655,005	17,242,714
RECEIVABLES	2,921,886	1,938,800
INVENTORY	610,360	749,825
OTHER ASSETS	438,300	469,559
FIXED ASSETS (Net of Depr)	20,623,949	17,695,990
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 64,897,906</b>	<b>\$ 63,290,632</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ -	\$ -
ACCOUNTS PAYABLE	347,724	193,792
DEFERRED REVENUE	1,628,992	561,580
L-T DEBT GROUP (FUND 9)	4,073,092	6,181,062
OPEB (Prior Year Restated for GASB 75 Implementation)	13,963,316	15,176,595
OTHER LIABILITIES	-	-
<b>TOTAL LIABILITIES:</b>	<b>20,013,124</b>	<b>22,113,029</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	31,615,821	37,165,519
INVESTMENT IN PLANT (Net of Depr)	20,623,949	17,695,990
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(18,036,408)	(21,357,657)
RESERVE FOR ENCUMBRANCES	10,681,420	7,673,751
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>44,884,782</b>	<b>41,177,603</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 64,897,906</b>	<b>\$ 63,290,632</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS ONLY  
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2021-2023**

College	Category	FISCAL YEAR 2021			FISCAL YEAR 2022			FISCAL YEAR 2023			% of Year
		Budget	Spent Thru March	% of Budget	Budget	Spent Thru March	% of Budget	Budget	Spent Thru March	% of Budget	
Frontier	Bills		\$ 507,501			\$ 465,360		\$ 609,247			
	Payroll		1,348,931			1,353,809		1,671,980			
	Waivers		672,317			641,561		637,591			
	Totals	\$ 3,899,789	2,528,749	57%	\$ 3,688,586	2,460,730	67%	\$ 3,873,183	2,918,818	75%	75%
Lincoln Trail	Bills		\$ 1,119,045			\$ 880,760		\$ 840,720			
	Payroll		1,637,065			1,671,261		1,770,363			
	Waivers		932,670			757,938		770,763			
	Totals	\$ 4,943,901	3,688,780	67%	\$ 4,977,953	3,309,959	66%	\$ 4,727,391	3,381,846	72%	75%
Olney Central	Bills		\$ 1,021,806			\$ 1,156,678		\$ 1,435,550			
	Payroll		3,048,683			3,031,296		3,468,217			
	Waivers		725,866			612,605		633,842			
	Totals	\$ 7,047,772	4,796,355	60%	\$ 7,367,058	4,800,579	65%	\$ 7,402,072	5,537,609	75%	75%
Wabash Valley	Bills		\$ 880,948			\$ 943,876		\$ 1,068,755			
	Payroll		2,116,591			2,193,504		2,390,167			
	Waivers		1,182,197			1,210,164		1,155,786			
	Totals	\$ 5,988,433	4,179,736	63%	\$ 5,775,220	4,347,544	75%	\$ 6,271,689	4,614,708	74%	75%
Workforce Educ.	Bills		\$ 137,222			\$ 99,252		\$ 151,566			
	Payroll		565,067			532,801		493,255			
	Waivers		1,109,373			-		1,370,918			
	Totals	\$ 3,349,386	1,811,662	41%	\$ 3,378,641	632,053	19%	\$ 2,761,446	2,015,739	73%	75%
District Office	Bills		\$ 210,190			\$ 414,946		\$ 545,996			
	Payroll		716,170			943,150		1,103,082			
	Waivers		-			-		-			
	Totals	\$ 1,410,117	926,360	58%	\$ 1,991,105	1,358,096	68%	\$ 2,334,026	1,649,078	71%	75%
District Wide	Bills		\$ 1,515,615			\$ 2,735,839		\$ 2,944,678			
	Payroll		570,931			914,237		1,471,721			
	Waivers		138,214			152,775		61,316			
	Totals	\$ 3,576,315	2,224,760	52%	\$ 7,148,722	3,802,851	53%	\$ 7,711,317	4,477,715	58%	75%
<b>GRAND TOTALS</b>		<b>\$ 30,215,713</b>	<b>\$ 20,156,402</b>	<b>67%</b>	<b>\$ 34,327,285</b>	<b>\$ 20,711,812</b>	<b>60%</b>	<b>\$ 35,081,124</b>	<b>\$ 24,595,513</b>	<b>70%</b>	<b>75%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Revenues & Expenditures Report**  
**March 31, 2023**

**REVENUES**

	FY 2023		FY 2022		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Property Taxes	\$ 4,474,995	16.03%	\$ 4,460,723	15.98%	\$ 14,272
Replacement Taxes	1,193,454	4.28%	951,718	3.41%	241,736	25.400%
ICCB Grants	10,083,141	36.12%	9,940,158	35.61%	142,983	1.438%
Federal Grants	-	0.00%	-	0.00%	-	#DIV/0!
Tuition & Fees	11,684,211	41.86%	11,882,323	42.57%	(198,112)	-1.667%
Charges for Services	68,567	0.25%	56,700	0.20%	11,867	20.929%
Interest	241,292	0.86%	88,969	0.32%	152,323	171.209%
Other Revenues	167,093	0.60%	223,434	0.80%	(56,341)	-25.216%
	<u>\$ 27,912,753</u>	<u>100.00%</u>	<u>\$ 27,604,025</u>	<u>98.89%</u>	<u>\$ 308,728</u>	<u>1.118%</u>

**EXPENDITURES**

	FY 2023		FY 2022		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Salaries	\$ 12,368,785	50.29%	\$ 10,640,058	51.37%	\$ 1,728,727
Employee Benefits	2,078,435	8.45%	1,872,731	9.04%	205,704	10.984%
Contractual Services	1,846,266	7.51%	1,386,255	6.69%	460,011	33.184%
Materials	1,635,502	6.65%	1,700,405	8.21%	(64,903)	-3.817%
Travel & Staff Development	168,814	0.69%	91,549	0.44%	77,265	84.397%
Fixed Charges	27,961	0.11%	37,248	0.18%	(9,287)	-24.933%
Utilities	1,021,151	4.15%	847,616	4.09%	173,535	20.473%
Capital Outlay	663,194	2.70%	662,804	3.20%	390	0.059%
Other	4,785,405	19.46%	3,473,146	16.77%	1,312,259	37.783%
	<u>\$ 24,595,513</u>	<u>100.00%</u>	<u>\$ 20,711,812</u>	<u>100.00%</u>	<u>\$ 3,883,701</u>	<u>18.751%</u>

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

	Funding Source	Estimated Budget									
Center for Technology - LTC	CDB	\$11,160,000									
Applied Technology Center - OCC	CDB	\$3,076,400									
Power Hub - WVC	CDB	\$300,000									
Parking Lot Resurfacing	CDB	\$918,392									
LTC - Crawford County Recreational Center	Local	\$4,700,000									
OCC - Wattlewroth Hall Door Repairs	DM/Local	\$110,175									
<b>GRAND TOTAL</b>		<b>\$20,264,967</b>	<b>Board Approval</b>	<b>Preliminary Design</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

3/31/2023



**Agenda Item #16**

**Executive Session**

**Agenda Item #17**

**Approval of Executive Session Minutes**

**A. Written Executive Session Minutes**

**B. Audio Executive Session Minutes**

**Agenda Item #18**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Ryan Gower  
**DATE:** April 25, 2023  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the April Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.4, and 400.5 have been sent under separate confidential cover.

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Special Assignment (Attachment)**
- 400.4. Resignation Ratification**
- 400.5. Retirement Ratification**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Faculty

1. Tina Staley, Early Childhood Instructor, IECC, effective August **15, 2023**

### B. Professional, Non-Faculty, Non-Exempt

1. Annie Matthews, Administrative Assistant to Dean of Instruction, OCC, effective May 1, 2023

### C. Classified

1. Arron Brown, Full-time Maintenance Worker, WRC, effective May 1, 2023
2. Cody Gifford, Full-time Groundskeeper/Custodian, FCC, effective May 1, 2023
3. Sarah Clodfelter, Administrative Assistant to Dean of Instruction, WVC, effective May 1, 2023

## 400.2. Change in Status

1. David Mullins, Part-time to Full-time Custodian, LTC, effective May 1, 2023
2. Karissa Anderson, Library Technician to Director of Instructional Support Services, WVC, effective May 1, 2023
3. Karissa Miller, Part-time to Full-time Business & Industry Specialist, FCC, effective May 1, 2023

## 400.3. Special Assignments (Attachment)

### 400.4. Resignation Ratification

1. Autumn Hoalt, Full-time Custodian, LTC, effective May 1, 2023
2. Allison Stephens, TRIO Upward Bound Counselor, OCC, effective April 17, 2023
3. Bobbi Hart-Walka, Student Services Specialist, OCC, effective April 18, 2023
4. Tonda Brayfield, Allied Health Program Facilitator, OCC, effective April 4, 2023
5. Brad Logsdon, Physical Sciences Instructor, LTC, effective May 12, 2023

### 400.5. Retirement Ratification

1. Debbie Hosselton, Student Services Specialist, OCC, effective June 30, 2023
2. Tayna Smith, TRIO Academic Counselor, WVC, effective June 1, 2023
3. Lona Peavler, Payroll Coordinator, DO, effective November 1, 2023

**Agenda Item #19**  
**Collective Bargaining**

**Agenda Item #20**

**Litigation**



**Agenda Item #21**

**Other Items**

**Agenda Item #22**

**Adjournment**