

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**August 17, 2021**



**Location:**

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

<https://zoom.us/j/96348651017>

Dial in number: 312 626 6799

**Dinner – 6:15 p.m. – David L. Hart Building  
Meeting – 7:00 p.m. – David L. Hart Building**

*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**

**August 17, 2021**

**7:00 p.m.**

**Wabash Valley College**

**David L. Hart Building**

<https://zoom.us/j/96348651017>

Dial in number: 312 626 6799

1. Call to Order & Roll Call .....Chairman Carter
2. Disposition of Minutes ..... Chancellor Gower
3. Recognition of Visitors and Guests ..... Fowler
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Chancellor
  - C. Presidents
  - D. Cabinet
6. Policy First Reading (and Possible Approval) .....Gower
  - A. Policy 100.25 Threat Assessment and Violence Prevention
7. Policy Second Reading.....Gower
  - A. Policy 100.38 Board Policy on Giving
8. Staff Recommendations for Approval
  - A. Selection of Construction Project Manager- LTC Recreation Center .....Gower
  - B. Ordinance for Property Acquisition at FCC .....Gower
  - C. 2021 Program Review .....Gower
  - D. Emergency Response Plans .....Gower
  - E. Violence Prevention Plan.....Gower
  - F. OCC Easement/Trust Bank .....Gower
  - G. IECC Covid-19 Guidelines.....Gower

H. Affiliation Agreements .....Gower

- Christopher Rural Health- Clinical & Non-Clinical
- Wabash & Ohio Valley Special Education District- Clinical
- Daviess Community Hospital- Clinical
- Rehab Focus LLC dba Fyzical Therapy & Balance Centers- Clinical
- Ridgeview Care Center- Clinical
- Quest Diagnostics- Clinical

I. Naming Rights – Frontier Community College..... Gower

9. Bid Committee Report.....Gower

- A. FCC, LTC, OCC, WVC- 3D Anatomy Visualization Table & Virtual Dissection Table
- B. LTC, OCC, WVC- Synchronous Auditorium Project

10. District Finance

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

11. Executive Session.....Gower

12. Approval of Executive Session Minutes

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

13. Approval of Personnel Report .....Gower

14. Collective Bargaining.....Gower

Approval of Two-Year Contract with Bargaining Unit Faculty

15. Litigation .....Gower

16. Other Items

17. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, At Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, July 20, 2021.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, Alan Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student Trustee Sania Borom was present. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor.

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Zahi Atallah , President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Alex Cline, Director of Information & Communications Technology.

Ryan Hawkins, Chief Financial Officer/Treasurer.

Andrea McDowell, Director of Human Resources.

Renee Smith, Board Secretary.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, June 15, 2021 were presented for disposition.

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

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

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

**#3-B. IECEA Representative:** IECEA President Rob Mason provided brief remarks.

**AGENDA #4 – “Budget Hearing”** - The Chairman announced that the next agenda item for the Board of Trustees was a public hearing to receive comments on the fiscal year 2022 budget. The Chair asked for a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Trustee Brenda Culver made a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Trustee Al Henager seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken, and the Chair declared the “Ayes” have it and the motion carried.

**A. Motion to Convene Budget Hearing:** Trustee Brenda Culver made the following motion: “I move that Illinois Eastern Community College District 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a budget hearing on this 20th day of July, 2021. The purpose of the budget hearing is to receive public comments on the FY2022 Budget of the District.” Student Trustee Sania Borom seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken, and the Chair declared the “Ayes” have it and the motion carried.

**B. Hearing on FY2022 Budget:** The Chairman declared that the Board is now in a hearing on the FY2022 budget at 7:02 p.m. and directed the Secretary to call the roll for Board attendance. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Also present was Sania Borom, student trustee. Trustees absent: None. The Chair declared that a quorum was present and the budget hearing was open.

**C. Public Oral Testimony:** The Chairman asked if any member of the public wished to provide oral testimony on the FY2022 budget. There was no oral testimony presented.

**D. Public Written Testimony:** The Chairman asked if any member of the public wished to provide written testimony on the FY2022 budget. There was no written testimony presented.

**E. Public Hearing Adjourned:** The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral or written testimony with respect to the FY2022 community college district budget and asked for a motion to adjourn the hearing. Trustee Brenda Culver made a motion that the public hearing be adjourned. Trustee Al Henager seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and that the budget hearing was adjourned at 7:07 p.m., and the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

**AGENDA #5 – “Public Comment”** – None.

**AGENDA #6 – “Reports” –**

**#6-A. Report from Trustees:** None.

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

**#6-C. Report from Cabinet:** None.

**AGENDA #7 – “Policy First Readings (and Possible Approval)” –**

**#7-A. Human Subject Research Policy 200.7:** Dr. Gower presented the following new policy which follows the Federal Code 45 CFR 46 to ensure the protection of participants in human subjects research. The Chancellor recommended that second reading be waived and that the revised policy be approved.

**ADMINISTRATION – 200**

**Human Subjects Research Policy 200.7**

Date adopted: July 20, 2021 pending board approval

Illinois Eastern Community Colleges (IECC) is committed to ensuring the safety, rights, and welfare of all participants involved in human subjects research. All research involving human subjects must be conducted in compliance with all applicable federal, state, and local regulations, including the HHS regulations for the protection of human subjects in research (Code 45CFR 46). All prospective research projects will be reviewed by the HSR Coordinator, who will make a decision or convene the Institutional Review Board (IRB) for further review and determination. IECC prohibits any research involving participants under the age of 18.

The purpose of the HSR review process is to ensure:

1. equitable selection of subjects
2. the risk to subjects is minimized
3. any deception is justified
4. data collection is confidential and subject privacy is protected
5. informed consent is obtained prior to the involvement of subjects
6. subjects can withdraw from the study at any time

**Board Action:** Trustee Brenda Culver made a motion that second reading be waived and that the foregoing Human Subject Research Policy 200.7 be revised and approved as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #8 – “Policy Second Readings” –** None.

**AGENDA #9 – “Staff Recommendations for Approval”** – The following staff recommendations were presented for approval.

**#9-A. Affiliation Agreements:** Chancellor Gower recommended approval of affiliation agreements between Illinois Eastern Community Colleges and SSM Health Care Corporation and with Crawford Memorial Hospital.

**Board Action:** Trustee Brady Waldrop made a motion to approve the Affiliation Agreements between IECC and SSM Health Care Corporation and Crawford Memorial Hospital as presented. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. 2021-2022 IECC Catalog:** Dr. Gower reviewed the 2021-2022 IECC Catalog. The catalog lists all courses, programs, degrees and certificates, along with the district policy that applies to operation of the district and its students. Throughout the year, the Board of Trustees is asked to approve changes to the catalog. These changes are added to the electronic version on the IECC website and this amended electronic version becomes the binding document for the district’s relationship with students, faculty, and staff. Because high school counselors continue to use the catalog when advising students, the District will print 897 catalogs for a price of approximately \$4,865.00. Dr. Gower recommended approval for Creasy Printing Services to print the 2021-2022 Catalog.

**Board Action:** Trustee Brenda Culver made a motion to approve printing of the 2021-2022 IECC Catalog by Creasy Printing Services as presented and recommended. Student Trustee Sania Borom seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. Memorandum of Understanding CAISA (Counseling & Information for Sexual Assault/Abuse and SAFE (Sexual Assault and Family Emergencies):** Dr. Gower recommended approval of the agreements with CAISA and SAFE as listed in full in the board agenda.

**Board Action:** Trustee Barbara Shimer made a motion to amend the agreements WITH CAISA and SAFE as presented. The motion was seconded by Student Trustee Sania Borom and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-D. Appointment of Board Audit Committee:** Board members John Brooks and Jan Ridgely were appointed as members of the Board Audit Committee. The Committee annually meets with the

District’s independent auditors to review the completed audit. Committee members then report to the Board and the Board takes action on the audit.

**Board Action:** Trustee Barbara Shimer made a motion to appoint Board members John Brooks and Jan Ridgely to the audit committee. The motion was seconded by Trustee Al Henager and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-E. Fiscal Year 2022 Budget:** – The community college district budget for fiscal year 2022 was reviewed. The Chancellor recommended adoption of the following resolution approving the FY2022 budget.

For Fiscal Year 2022, the Operating expenditures of the budget compared to Fiscal Year 2021 are as follows:

	<u>FY22</u>	<u>FY21</u>
Education Fund	\$30,240,879	\$26,462,914
Operations & Maintenance Fund	\$ <u>4,065,771</u>	\$ <u>3,752,799</u>
Total Operating Funds	\$34,306,650	\$30,215,713

The District has complied with all the notice and budget hearing requirements for the Fiscal Year 2022 Budget.

**COMMUNITY COLLEGE DISTRICT BUDGET**  
**STATE OF ILLINOIS**  
**For Fiscal Year 2022**

Budget of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

WHEREAS the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, caused to be prepared in tentative form a budget, and



the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 20th day of July 2021, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with:

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

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2021 and ending June 30, 2022.

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

**FISCAL YEAR 2022 BUDGET**  
**SUMMARY STATEMENT OF OPERATING FUNDS**  
**REVENUES AND EXPENDITURES**

EDUCATION FUND

Revenue	\$31,093,817
Expense	(30,240,879)
Transfer – Out	(2,012,999)
Excess (Deficiency)	(1,160,061)
Transfer – In	135,000
Cash Balance – Beg. of Year	11,049,762
Cash Balance – End of Year	10,024,701

OPERATIONS & MAINTENANCE FUND

Revenue	\$3,224,875
Expense	(4,065,771)
Transfer – Out	0
Excess (Deficiency)	(840,896)
Transfer – In	0
Cash Balance – Beg. of Year	1,709,311
Cash Balance – End of Year	868,415

TOTAL OPERATING FUNDS

Revenue	\$34,318,692
Expense	(34,306,650)
Transfer – Out	(2,012,999)
Excess (Deficiency)	(2,000,957)
Transfer – In	135,000
Cash Balance – Beg. of Year	12,759,073
Cash Balance – End of Year	10,893,116

The official budget, which is accurately summarized in this document, was approved by the Board of Trustees on July 20, 2021.

**Board Action:** Trustee John Brooks made a motion to approve the Fiscal Year 2022 Budget. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: None. The motion having received 7 yea votes and 0 nay votes the Chair declared the motion carried.

**AGENDA #10 – “Bid Committee Report”** – CFO Ryan Hawkins reported that the Bid Committee recommends that all bids received for the FCC, LTC, OCC, WVC – 3D Anatomy Visualization Table & Virtual Dissection Table be rejected.

3D Anatomy Visualization Table & Virtual Dissection Table

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 rejecting all bids at this time due to bid specifications that need to be more specific to allow for a clearer comparison between bidders.

Company	Total Bid
Anatomage Santa Clara, CA	\$298,720
Touch of Life Technologies (Toltech) Aurora, CO	\$272,400

## LTC Natatorium Remodel

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 acceptance of the bid received from Grunloh Construction for a total of \$208,300.

	<b>Grunloh Construction Effingham, IL</b>	<b>L.J. Swingler &amp; Sons Teutopolis, IL</b>	<b>Wolfe Construction Vincennes, IN</b>	<b>Wohlman Construction Effingham, IL</b>
Base Bid	\$196,500	\$208,900	\$254,560	\$219,000
Alternate #1 – Base Angles	\$3,700	\$4,000	\$6,540	\$3,920
Alternate #2 – North & South Column Bases	\$1,600	\$5,600	\$3,204	\$1,680
Alternate #3 – Diving Board Panels	\$6,500	\$7,000	\$12,995	\$6,805
<b>Total</b>	<b>\$208,300</b>	<b>\$225,500</b>	<b>\$277,299</b>	<b>\$231,405</b>

**Board Action:** Trustee Brenda Culver made a motion to approve the recommendations of the Bid Committee. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: None. The motion having received 7 yea votes and 0 nay votes the Chair declared the motion carried.

**AGENDA #11 – “District Finance”** – The following district financial matters were presented:

**#11-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of June 30, 2021.

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for July 2011, totaling \$1,487,744.73, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Jan Ridgely made a motion to approve payment of district financial obligations for July 2021, in the amounts listed, and payments from the revolving fund for June 2021. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #12 – “Executive Session”** – The Board of Trustees went into executive session at 8:15 p.m. and the executive session was adjourned at 8:42 p.m. and returned to regular session. Separate minutes for the closed executive session meeting have been prepared for this meeting.

**AGENDA #13 – “Approval of Executive Session Minutes”** – Trustee Jan Ridgely made motion to approve executive session minutes of a closed session held during the regular meeting, Tuesday, July 20, 2021, as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #14 – “Approval of Personnel Report”** – Andrea McDowell presented the following and the Chancellor recommended approval.

#### **400.1. Employment of Personnel**

##### **A. Faculty**

1. Kimberly Wellen, English Instructor, FCC, effective August 10, 2021.
2. Clare Roosevelt, Nursing Instructor, OCC/WVC, effective August 10, 2021.

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

1. Julie Dehart, Health Sciences Specialist/MLT Program Director, FCC, effective July 22, 2021.
2. Cassandra Goldman, Program Director of the International Student Program, DO, effective July 26, 2021.

##### **C. Professional, Non-Faculty, Non-Exempt**

1. Cole Carter, Broadcast Services Specialist, WVC, effective July 26, 2021.

##### **D. Classified**

1. Nickie Daniel, Office Assistant, DO, effective August 2, 2021.
2. Collyn Jewell, Maintenance/Groundskeeper, LTC, effective July 22, 2021.
3. Brittany Longbons, Student Services Specialist, FCC/DO, effective August 2, 2021.

#### **400.2. Change in Status**

##### **A. Administrative**

1. Laurel Taylor, Director of Business & Finance, Workforce Education, to Associate Dean, Business & Industry, FCC, effective July 21, 2021.

**B. Faculty**

1. Tosha Baker, Coordinator, TRIO Upward Bound, DO, to Marketing Business Management Instructor, WVC, effective August 10, 2021.

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

1. Jonathan Leach, TRIO Upward Bound Counselor, DO, to Retention Coordinator, WVC, effective August 9, 2021.

**D. Classified**

1. Brandi Rich-Beard, Student Services Specialist, OCC, to Advisor/Recruiter, OCC, effective July 21, 2021.

**400.3. Special Assignments (Attachment)**

**400.4. Annual Review of FMLA leave taken during FY 2021**

**A. Birth of Child**

1. 6 weeks
2. 6 weeks
3. 12 weeks
4. 8 weeks

**B. Personal Illness**

1. 6 weeks
2. 12 weeks
3. 3 weeks
4. 3 weeks

**400.5. Academic Year 2021-2022 Educational Level Change**

**A. Faculty**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Lonnie Barnes	Below AAS	AAS	\$1,000
Tina Lindley	Below AAS	AAS	\$1,000
Cori Stringfellow	B+16	M	\$1,000

**400.6. Approval of Proposed Non-College Employment**

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Becky Coleman	Good Samaritan Hospital Olney, IL	36

**400.7. Approval to Hire Music Instructor at LTC Prior to August Board Meeting**

**400.8. Resignation Ratifications**

**A. Faculty**

1. Rebecca Carmack, Vocal/Instrumental Music Instructor, LTC, effective August 1, 2021.

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

1. Linda Shidler, Director of Academic Success Center, OCC, effective July 22, 2021.

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

1. Dana Hart, Coordinator of Employment & Benefits, DO, effective July 24, 2021.

**D. Classified**

1. Tracy Chastain, Maintenance/Custodian, OCC, effective July 13, 2021.

**Board Action to Approve Personnel Report:** Trustee Jan Ridgely made a motion to approve the Personnel Report as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

**AGENDA #17– “Other Items”** – None.

**AGENDA #18 – “Adjournment”** – Trustee Al Henager made a motion to adjourn. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say

“No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:55 p.m.

Approved: Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Minutes of a special meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in person in the Training Center at the IECC West Richland Center, 320 East North Avenue, Noble, Illinois, Tuesday, July 27, 2021.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman Gary Carter called the meeting to order at 6:00 p.m. and directed the Board Secretary, Renee Smith, to call the roll.

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

John D. Brooks, Gary Carter, Brenda K. Culver, Alan Henager, Jan Ridgely, Barbara Shimer, Brady Waldrop. Trustees absent: None. Student Trustee Sania Borom was not present. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor.  
Renee Smith, Board Secretary.

**AGENDA #2 – “Recognition of Visitors & Guests”** –

**#2-A. Visitors & Guests:** There were no visitors and guests present.

**#2-B. IECEA Representative:** There was no IECEA Representative present.

**AGENDA #3 – “Public Comment”** – None.

**AGENDA #4 – “Strategic Planning”** – Dr. Gower led the Trustees in a discussion on issues facing the District and planning for the future of Illinois Eastern Community Colleges.

**AGENDA #5 – “Adjournment”** – Trustee Al Henager made a motion to adjourn. Trustee Jan Ridgely seconded the motion and The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:55 p.m.



Approved: Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports  
Trustees  
Chancellor  
Presidents  
Cabinet**

**Agenda Item #6**

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

**A. Policy 100.25 Threat Assessment and Violence Prevention**

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 17, 2021  
RE: Threat Assessment and Violence Prevention Program (100.25)

The Violence Prevention Plan provides guidelines which specifically address IECC's position on the prevention, reduction, and management of violence and addresses institutional responsibilities in the areas of educational awareness programs, reporting, and investigative guidelines. Changes to the policy include removing the statement on student misconduct, as it is now housed in the Student Code of Conduct.

I recommend the Board waive the second reading and approve Policy 100.25 effective immediately.

Attachment



**Threat Assessment and Violence Prevention Program (100.25)**

Date Adopted: July 19, 2011

Revised: August 17, 2021 (pending board approval)

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to using its best efforts to provide faculty, staff, and students with an environment that is safe, secure and free from threats, intimidation and violence. In order to maintain a safe campus environment, it is important to promote an atmosphere that encourages learning and productive employment. The Board will maintain a written Violence Prevention Plan that:

- encourages prevention, intervention, response, and post-incident activity;
- establishes a Threat Assessment and Behavioral Intervention Team;
- outlines the reporting process for concerning behavior;
- establishes an assessment process;
- recommends intervention strategies.; and
- ~~• establishes guidelines for faculty and staff on responding to student misconduct.~~

**Agenda Item #7**

**Policy Second Reading**

**A. Policy 100.38 Board Policy on Giving**

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 17, 2021  
RE: Policy 100.38; Board Policy on Giving

The next decade promises to bring new fiscal challenges to colleges and universities across the nation. Declining enrollments, questionable levels of support from the state, minimum wage changes and inflation are real concerns. While most community colleges are well behind their four-year counterparts in institutional advancement and fundraising, aging infrastructure and chronically austere budgets highlight the importance of engaging planned giving activities to support and enhance college activities.

Policy 100.38, a new Board policy, highlights:

- The role of our Foundations as the primary fundraising arms of our colleges.
- Baseline standards for named gifts.
- The willingness of the Board to engage in partnerships with our local communities.

This policy was first presented in May 2020 and is now returning to the Board for a second reading. I would ask the board to approve the establishment of this new policy to serve as a baseline for institutional advancement activities.

RG/sc

Attachments

**General Gift Policy.**

This policy establishes general expectations of the Board of Trustees related to gifts. The Board retains full discretion to accept gifts and recognize donors on a case-by-case basis.

The Board recognizes the Foundations as the primary fundraiser and philanthropic arm of each Illinois Eastern Community Colleges campus. Gifts not directed to the Foundation, but instead provided to one of the IECC campuses, are the property of Illinois Eastern Community Colleges, subject to control and management by the Board. Unless otherwise directed by the donor, gifts and associated income and revenue from gifts, will be used on behalf of the campus to which the gift was directed or where the donor relationship was cultivated.

**Named Gift Standards.**

The Board of Trustees has established minimum standards for named gifts, but the Chancellor or their designee may authorize higher minimums as deemed appropriate by situations unique to the gift or project.

**Named Facilities.**

The Board reserves the right to consider a request to name a facility (or any part thereof) for a donor or someone a donor wishes to memorialize. In general, the value of this gift will typically represent no less than 33% of the cost of construction or replacement value of the facility. The Chancellor will make a recommendation to the Board taking into consideration factors like existing strategic or facility plans, the structure of gift payments, and the prominence or purpose of the facility.

**Named Programs.**

The decision to name departments, units, or programs of study will be made by the Board upon the recommendation of the Chancellor. In all such cases, an endowment should be created with an investment revenue stream significant enough to meaningfully support the department, unit, or program of study. The principal gift is not to be spent without prior Board approval and residual funds are to be reinvested back into the endowment. Minimum gift levels follow, but the Chancellor will recommend an amount based upon the term of the agreement, the structure or timing of gift payments, or other program or student characteristics.

- Centers, Departments or Units \$1,000,000
- Program of Study \$500,000

Each situation is different, but in general the Board is not favorable to naming buildings, spaces, or programs for profit-seeking entities. Unless otherwise approved, consideration for previous gifts will not be considered unless such gifts were specifically linked to the naming opportunity.

**Public/Private Partnerships.**

The Board recognizes the pivotal role its campuses play in the local community and welcomes the opportunity to partner, financially or otherwise, with public, profit, or not-for-profit organizations on

endeavors of mutual benefit. Such projects should always connect to the IECC mission and will typically be ones already identified in the strategic plan or tied to one of the goals or objectives in the plan. After consideration at the college level, the Chancellor may bring opportunities for community partnerships, particularly those that would require financial partnership or long-term use of district resources, to the Board for consideration at its monthly meeting.

Such projects will be approved by the Board through a formal voting process, and a resolution of support indicating the breadth and scope of the partnership will be provided. In general, the local share (non-IECC) of such projects is expected to be between 100% and 65% of the total cost of the project, but the Chancellor may recommend different amounts based on unique circumstances surrounding the project.

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Selection of Construction Project Manager- LTC Recreation Center**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 17, 2021  
RE: Selection of Construction Project Manager- LTC Recreation Center

Illinois Eastern Community Colleges issued a Request for Proposals (RFP) for a project and construction manager for the addition of a recreation center at Lincoln Trail College. A copy of the RFP was sent to the Board under separate cover on 8/11/2021.

Four responses were received:

1. CDI (Terre Haute, IN)
2. Wolfe Construction (Vincennes, IN)
3. Hanning Construction (Terre Haute, IN)
4. Grunloh Construction (Effingham, IL)

All four firms submitted strong proposals, and after comprehensive review, I recommend the Board retain the services of CDI to serve as the project manager for the following reasons:

- 1) They are a dedicated design-build firm. Other companies cite good examples of design build work they have done, but design-build is CDI's primary business model.
- 2) Solid affirmation of the ability to complete the project within budget and on schedule.
- 3) Competitive administrative rate (9% of total project) which leaves roughly \$3,000,000 for construction.
- 4) Their submission detailed their "phased bidding" approach to ensure timely completion of construction – especially important in the COVID era as some items need to be bid and secured non-sequentially.
- 5) They are a VBE vendor in Indiana and have expressed willingness to enroll in the State of Illinois program.
- 6) Their work history, while light in recreation spaces, illustrates their ability to manage and complete large and complex construction projects.

Wolfe, Hanning, and Grunloh Construction also submitted strong proposals and would be good partners for IECC. With a recommendation to move forward with CDI Construction, I ask the Board to select one of the four construction managers so design work on the recreation center at LTC can begin.

RG/sc



**Agenda Item #8B**

**Ordinance for Property Acquisition at FCC**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 17, 2021  
RE: Ordinance for Property Acquisition at FCC

The City of Fairfield has expressed an interest in transferring 4 acres of undeveloped land that is contiguous to the main campus of Frontier Community Colleges. The property is on the north-west side of campus and in close proximity to the student housing and the Electrical Distribution System (EDS) facility. Attached is an ariel map of the property.

In order to expedite the intergovernmental transfer of property between local government entities, IECC must pass an ordinance specifying the purpose of the transfer and our willingness to remunerate the city for said property. I ask the Board's approval of that attached Ordinance to allow the city of Fairfield to transfer ownership of to IECC.

RG/sc

Attachments

**ORDINANCE FOR THE TRANSFER OF REAL PROPERTY**  
**ILLINOIS EASTERN COMMUNITY COLLEGES (DIST. 529) AND THE CITY OF**  
**FAIRFIELD, IL**

**WHEREAS**, Illinois Eastern Community College District #529 (IECC) is committed to providing access to high-quality education and services to residents of our district, including the City of Fairfield; and

**WHEREAS**, the city of Fairfield receives economic and civic benefit from the presence of Frontier Community College; and

**WHEREAS**, the acquisition of said real estate, with a legal description of:

Lot No. 13 in the Fairfield Industrial Park Plat filed of record in Plat Book B at page 112, Wayne County, Illinois, subject to utility easements reserved in said Plat, containing 3.94 acres, more or less.

would be convenient for IECC to occupy, use or develop in furtherance of our educational mission;

**NOW THEREFORE** on a motion made by Trustee Brenda Culver and duly seconded and approved by the majority of Board members present, be it enacted that:

1. This ordinance shall be known as “An Ordinance Facilitating the Intergovernmental Transfer of Real Estate Between Illinois Eastern Community Colleges (Dist. 529 and The City of Fairfield.”
2. Illinois Eastern Community Colleges agrees to reimburse the City of Fairfield a sum not to exceed Thirty Thousand dollars (\$30,000) excluding any costs of transfer or closing costs and any subsequent 2020 or 2021 real estate taxes, which IECC further agrees to pay in full.
3. That this ordinance is in full force and effect from and after its adoption.

Dated this 17<sup>th</sup> day of August 2021.

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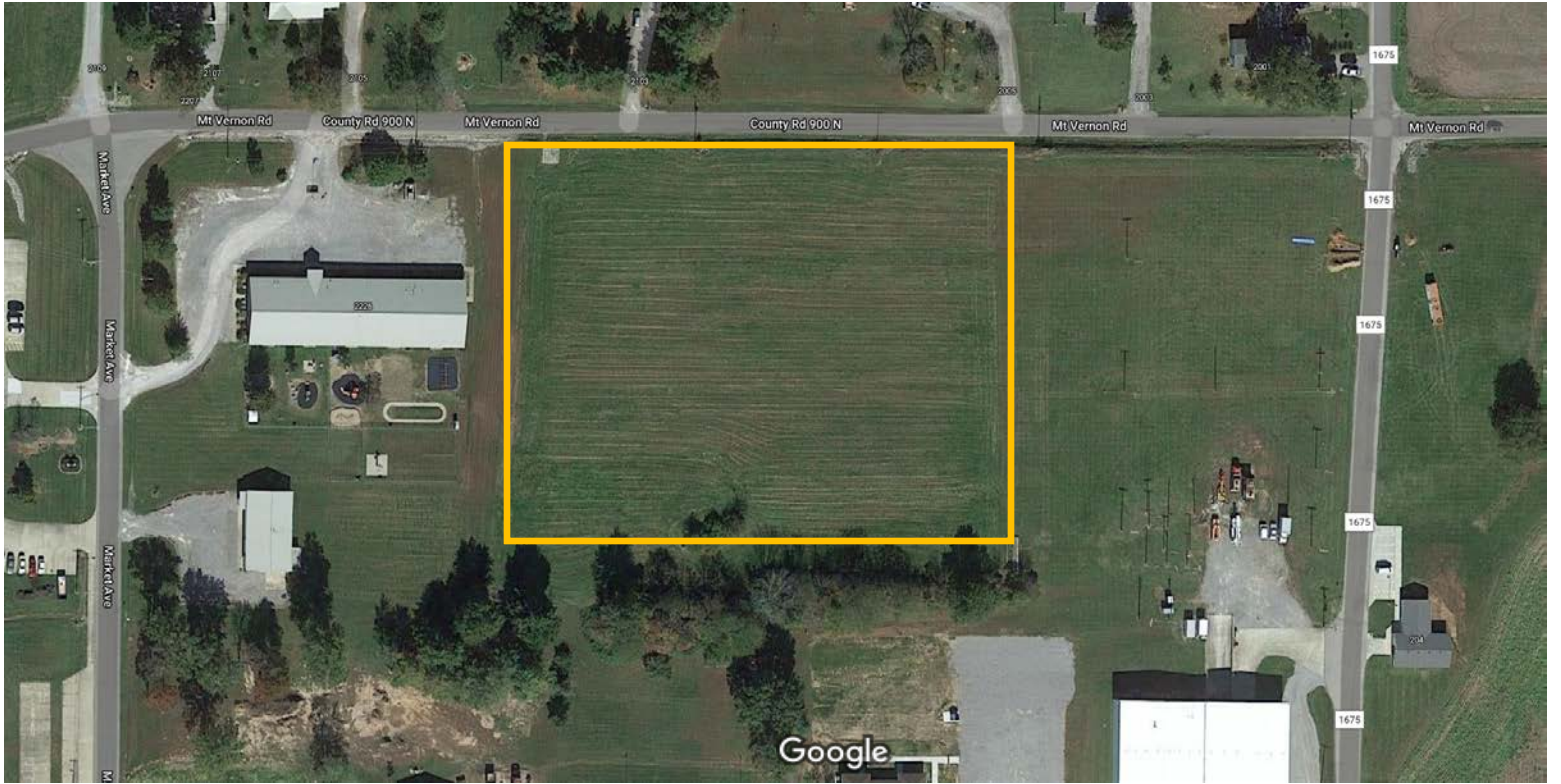
Chairman, Board of Trustees

Illinois Eastern Community Colleges #529

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Secretary, Board of Trustees

Illinois Eastern Community College #529



**Agenda Item #8C**  
**2021 Program Review**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 17, 2021  
RE: 2021 Program Review Report

The IECC Program Review Report contains a detailed review of specific career and technical education programs and academic transfer disciplines based on quality, cost, and need.

During this year's review of programs and services, the District and the colleges reviewed forty-eight career and technical education degrees and certificates as well as the academic discipline of social and behavior sciences. Academic support services review consisted of athletics, student activities, and business services. The cross-disciplinary curriculum review included vocational skills.

As a result of the District's program review, programs and services are continually reviewed with a focus on quality, cost, and need. Program review provides an opportunity to up-date curricula to accommodate changes in the field and identify resource needs as well as assess support services that contribute to academic programs and the achievement of IECC's mission.

Previously, a link to the IECC 2021 Program Review Report was sent to the Board. Printed copies of the 2021 Program Review will be available at the Board meeting.

The report was approved by the Cabinet on August 4, 2021 and is due to the Illinois Community College Board by September 1, 2021.

I ask the Board's approval for submission of this report to the Illinois Community College Board.

RG/am

**Agenda Item #8D**  
**Emergency Response Plans**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Ryan Gower  
DATE August 17, 2021  
RE: Emergency Response Plans 2021

Pursuant to the Campus Security Enhancement Act of 2008 and Illinois Community College Board (ICCB) Administrative Rules, IECC developed and maintains a National Incident Management System (NIMS) compliant, all-hazards emergency response plan for each of the IECC colleges. The plans outline each of the college's procedures for managing major emergencies and incidents that may threaten the health, safety, and welfare of the campus community or disrupt its programs and activities. Each of the four colleges review and update these plans annually. The colleges must test their emergency response procedures annually and make record of the trainings within the response plans. The approved plans are sent to the Illinois Emergency Management Agency (IEMA) Region 9 Coordinator and the ICCB.

I recommend the Board's acceptance of each of the Emergency Response Plans.



**Agenda Item #8E**

**Violence Prevention Plan**

MEMORANDUM

TO: Board of Trustee  
FROM: Ryan Gower  
DATE August 17, 2021  
RE: Violence Prevention Plan

In accordance with the Campus Security Enhancement Act of 2008, Illinois Eastern Community Colleges maintains a Violence Prevention Plan outlining the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the utilization of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office.

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff and visitors. The Violence Prevention Plan continues to provide guidelines which specifically address IECC's position on the prevention, reduction, and management of violence and addresses institutional responsibilities in the areas of educational awareness programs, reporting, and investigative guidelines. The Violence Prevention Plan has been updated to reflect current contact information and TABIT team members. The updated plan will be available to all IECC employees on the Intranet.

I recommend the Board's acceptance of the updated IECC Violence Prevention Plan.

**Agenda Item #8F**

**OCC Easement/TrustBank**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 17, 2021  
RE: TrustBank Easement- OCC

The District owns property located at Olney Central College adjacent to Illinois 130 and located near the Best Western Hotel.

In October 2019, the District sold a 77-foot by 105-foot parcel (.18 acre) on the north side of the Parkside Plaza subdivision to TrustBank for the future development of a drive thru facility. They are currently working to apply for a building permit to begin construction before weather conditions turn colder.

While developing the site, TrustBank has recently been informed by the City that additional water mitigation measures are required. TrustBank is requesting from IECC an easement for drainage along the North property line to connect to the current water detention. Additionally, the size of the existing detention area would be increased. This part of campus is undeveloped, and the easement would not hinder any current use of the area. Increasing the water detention from the Parkside Plaza development may help improve flooding concerns on the OCC campus near the Banquet Room area as well.

I ask the Board's approval of the easement to allow TrustBank to move forward with their development in Parkside Plaza.

RG/rr

## **GRANT OF EASEMENT**

THE GRANTOR, ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, an Illinois Community College District, 233 E. Chestnut Street, Olney, Illinois 62450, for an in consideration of the sum of One Dollar (\$1.00) in hand paid by the Grantee, the receipt and sufficiency of which is hereby acknowledged, and in consideration of the covenants and other agreements herein expressed to be performed on the part of Grantee, do hereby GRANT to TRUSTBANK, A BANKING CORPORATION, A COPORATION EXISTING UNDER THE LAWS OF THE STATE OF ILLINOIS, 600 E. Main Street, Olney, Illinois 62450, a perpetual easement in, upon, across, over, under, and through the land hereinafter described with the right to install, construct, inspect, operate, replace, renew, alter, enlarge, extend, remove, repair, and create a storm sewer drainage easement and storm water detention basin along with other related earth moving construction as said Grantee may deem necessary, said easement being described as follows:

Part of the Northeast Quarter of the Southeast Quarter of Section 33, Township 4 North, Range 10 East of the Third Principal Meridian, Richland County, Illinois, more particularly described as follows:

Beginning at the Northwest corner of Lot 3 of Parkside Plaza Subdivision; thence South 88 degrees 02' 40" West, 72.43 feet along the North line of Parkside Plaza Subdivision; thence North 00 degrees 14' 19" West, 20.00 feet; thence North 88 degrees 02' 40" East, 371.87 feet; thence South 00 degrees 14' 19" East, 20.00 feet to the North line of Parkside Plaza Subdivision; thence South 88 degrees 2' 40" West, 299.44 feet along said North line to the point of beginning, containing 0.2 acres (7434 square feet) more or less, pursuant to Plat of Easement dated August 3, 2021 by Shawn W. Taylor, Illinois Registered Land Surveyor #3800.

Said easement also shown by the Plat of Easement attached hereto.

This Grant of Easement is executed and delivered and granted upon the following conditions:

1. The Grantee shall, as soon as practical after said work is completed, restore all property of Grantor to a neat and presentable condition, including seeding of any area damaged as a result of any work.
2. Grantee shall indemnify Grantor against any loss and damage which shall be caused by any wrongful or negligent act or omission of its agents or employees in the course of their employment.
3. Grantor herein reserves the right to use the property for purposes which will not interfere with the Grantee's full enjoyment of the rights hereby granted.

Situated in Richland County, Illinois, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Illinois.

EXEMPT UNDER PROVISIONS OF PARAGRAPH (e) SECTION 31-45 PROPERTY TAX CODE.

This Grant of Easement is made, executed and delivered pursuant to a resolution duly adopted at a meeting of the Board of Trustees of the said school district held on the \_\_\_\_\_ day of August, 2021.

IN WITNESS WHEREOF, said Grantor has caused its name to be signed to these presents by its Board Chairman and attested by its Secretary this \_\_\_\_\_ day of August, 2021.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ILLINOIS EASTERN  
COMMUNITY COLLEGE DISTRICT #529, an  
Illinois Community College District

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

GARY CARTER, Board Chairman

ATTEST:

I, \_\_\_\_\_, the Undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the "Board"). I attest and affirm that on \_\_\_\_\_, 2021, the Board of Trustees of Illinois Eastern Community College District #529 granted a construction easement as described above.

In witness whereof, I hereunto affix my official signature, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

\_\_\_\_\_, Secretary

STATE OF ILLINOIS )

COUNTY OF RICHLAND )

) SS:

I, the undersigned, a Notary Public, in and for said County and State aforesaid, DO  
HEREBY CERTIFY that GARY CARTER, Board Chairman and  
\_\_\_\_\_, Secretary, personally known to me to be the same  
persons whose names are subscribed to the foregoing instrument, as having executed the  
same, appeared before me this day in person and acknowledged that they signed, sealed and  
delivered the said instrument as their free and voluntary act for the uses and purposes therein  
set forth, including the release and waiver of the right of homestead.

Given under my hand and Notarial Seal this \_\_\_\_\_ day \_\_\_\_\_, 2021.

---

Notary Public

THIS INSTRUMENT WAS PREPARED BY:

Patrick M. Burke  
2001 East Main Street  
P. O. Box 398  
Olney, Illinois 62450-0398  
Telephone: (618) 393-2183

**Agenda Item #8G**  
**IECC Covid-19 Guidelines**



MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 17, 2021  
RE: IECC COVID Guidance

On August 5, 2021, Illinois Eastern Community Colleges received “final” COVID guidance from the Illinois Board of Higher Education (IBHE) and the Illinois Community College Board (ICCB). The Cabinet of IECC has reviewed this guidance and subsequently approved a central document to serve as a reference to guide our approach to preventing the spread of COVID during the pandemic.

This guidance was sent to the Board under separate cover on 8/5/2021. A revised version of this guidance is attached for the Board’s consideration and acceptance.

RG/sc

August 5, 2021

(revised) August 9, 2021

The following guidance – drawn heavily from the 8/5/21 joint IBHE and ICCB recommendations - is to be used to direct activities at all IECC locations while in Phase 5 of the Restore Illinois plan. This guidance is subject to change based on; a) a retreat to Phase 2, 3, or 4 in the Restore Illinois Plan; b) specific recommendations from local public health officials tied to unique community events; c) as additions or revisions are made to guidance provided by the state or national public health experts.

1. **EDUCATION.** The Illinois Board of Higher Education (IBHE) and Illinois Community College Board (ICCB) strongly encourage all IHEs to provide information to promote good hand hygiene and COVID vaccination. In response to this guidance, all four IECC colleges will run campaigns (ending December 2021) on hallway monitors and on their social media accounts that address:
  - a. CDC and IDPH recommendations on vaccination.
  - b. CDC and IDPH guidelines for appropriate hand hygiene.
  - c. Up to date data about regional/local transmission or positivity rates.
  - d. The importance of consistent and appropriate use of facial coverings.
  
2. **MASKS.** The CDC recommends that all persons, regardless of vaccination status, wear masks indoors in public settings when there is “substantial” or “high” transmission of COVID in the local community. In response to this guidance, IECC will encourage the use of facial coverings in IECC facilities when the positivity rate is above 8% in the county in which the IECC facility is located. The local positivity rate will be checked weekly, and mask guidance may be adjusted according to the data. When the rate is above 8%, IECC facilities will post signage on all primary entrances which read:

“MASK UP! Our region is currently experiencing “substantial” or “high” levels of COVID-19 transmission. For your safety and the safety of others, you are encouraged to wear a mask while inside our facilities.”

Likewise, IECC will recognize exceptions to the use of masks in our facilities who, because of a disability as defined by the Americans with Disabilities Act, cannot safely wear a mask. More information about exemptions can be found here.

3. **HEALTHY FACILITIES.** All IECC locations should maintain the enhanced cleaning protocols introduced last year with special attention being given to high-touch surfaces and shared objects. Hand sanitation (60% alcohol) stations will be available at every primary college entrance. Where possible, individual cleaning supplies will be provided at student seating areas.
  
4. **CONTACT TRACING.** All IECC colleges will designate a staff member to serve as the liaison between the college and the local health department. Beyond tracking and reporting date, this staff member will need to be able to provide a list of “close contacts” to health officials

should a positive case in our community be identified. As such, this staff member will need to have access to:

- a. Daily attendance records for each face-to-face class.
- b. The assigned seating chart for each face-to-face class.

It is IECC's responsibility to be a good partner with local public health officials and share necessary information promptly. It is the responsibility of public health officials to perform contact tracing and make recommendations on isolation and quarantine. This Contact Tracer may be trained in the administration of COVID examinations to assist with testing with athletics or students who may present symptoms while on campus.

5. **SELF-CHECK.** All IECC faculty, staff, and students are expected to perform a daily self-screening for COVID-19 symptoms. Possible symptoms can be found here. Individuals with symptoms should use the CDC self-checker to determine the necessity of seeking medical care. The importance of daily self-checks will be made known with messages:
  - a. E-mailed to all @iecc.edu e-mail accounts at the beginning of the academic term.
  - b. Placed prominently on the IECC webpage.
  - c. Announced in new student orientations.
  - d. Announced at the beginning of every class session for the first week of classes.
  - e. Announced at the onset of faculty and staff meetings for the first month of each semester.
6. **COMMUNAL SPACES.** To the extent possible, all IECC locations will seek to promote 6' physical distancing in communal spaces. This may include the removal of furniture/seating and the addition of signage on floors and walls.
7. **EVENTS, ATHLETICS, and UNIQUE FEATURES.** In Phase 5 of the Restore Illinois plan, there are no restrictions placed on the operation of events, athletics, or other unique features (i.e. pools, daycares, cafeterias, etc.) of our colleges. College leadership is directed to follow the guidance that may be forthcoming (similar to that provided during Phase IV or the Bridge phase) that most closely pertain to the event (i.e. concert, theater, sports) or feature (i.e. daycare, pool, fitness center, cafeteria, etc.) at their location.
8. **CAMPUS ARRIVAL - INTERNATIONAL & STUDENT ATHLETES.** Wherever possible, non-vaccinated international students and student athletes should be tested for COVID 48-72 hours before returning to arrival on campus.
  - a. International students who did not test before arrival AND who have not received a WHO or US approved COVID vaccine should be tested for COVID upon arrival and isolated until test results are in hand.
  - b. At the beginning of the Fall and Spring term, student athletes should be tested for COVID upon arrival on campus and should avoid congregate settings (practice, residence halls, etc.) until a negative test result is in hand. Testing should continue on a regular basis for the first 5 weeks after arrival. Arrangements for testing should be made

with the local health department and a limited number of tests will be made available to the athletic director at each college.

## **Agenda Item #8H**

### **Affiliation Agreements**

- **Christopher Rural Health- Clinical & Non-Clinical**
- **Wabash & Ohio Valley Special Education District- Clinical**
- **Daviess Community Hospital- Clinical**
- **Rehab Focus LLC dba Fyzical Therapy & Balance Centers- Clinical**
- **Ridgeview Care Center- Clinical**
- **Quest Diagnostics- Clinical**

**Agenda Item #8H**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 17, 2021  
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/non-clinical affiliation agreement with the following organizations:

- Christopher Rural Health- Clinical & Non-Clinical
- Wabash & Ohio Valley Special Education District- Clinical
- Daviess Community Hospital- Clinical
- Rehab Focus LLC dba Fyzical Therapy & Balance Centers- Clinical
- Ridgeview Care Center- Clinical

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

- Quest Diagnostics

A copy of the non-standard affiliation agreement has been sent under separate cover. I ask the Board's approval of the 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 made and entered into this \_\_\_ day of \_\_\_\_\_ 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 \_\_\_\_\_

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. A review of the agreement will be made every three (3) years. 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 made and entered into this \_\_\_ day of \_\_\_\_\_ 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 \_\_\_\_\_

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. A review of the agreement will be made every three (3) years. 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 \_\_\_\_\_.

AGENCY

ILLINOIS EASTERN COMMUNITY  
COLLEGES DISTRICT #529

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

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

\_\_\_\_\_  
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.

**Agenda Item #8I**

**Naming Rights; Frontier Community College**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 17, 2021  
RE: Naming Rights; Frontier Community College

As President Edgren reported last month, a donor to the Frontier Community College Foundation has come forward with a desire to make a bequest to the FCCF in exchange for naming rights of the Learning Resource Center/Academic Success Center at Fairfield College.

If approved by the Board, the Learning Resource Center/Academic Success Center at Fairfield College would be renamed:

**Clemence Elizabeth Cox Hall**  
Center for Nursing  
Learning Resource Center  
Academic Success Center

Subject to the receipt of a notarized will, I ask the Boards approval of the naming rights for this facility.

RG/sc

**Agenda Item #9**

**Bid Committee Report**



## BID COMMITTEE REPORT

August 17, 2021

Frontier Community College/Lincoln Trail College/  
Olney Central College/Wabash Valley College

1. Four (4) 3D Anatomy Visualization Table & Virtual Dissection Tables

Lincoln Trail College/Olney Central College/  
Wabash Valley College

1. Synchronous Auditorium Project

TO: Board of Trustees  
FROM: Bid Committee  
DATE: August 17, 2021  
RE: Four (4) 3D Anatomy Visualization Table & Virtual Dissection Tables

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 acceptance of the bid received from Anatomage for a total of \$298,720.00.

Company	Total Bid
Anatomage Santa Clara, CA	\$298,720.00

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Renee Smith

Department: Life Sciences, Allied Health, and Anatomy

Source of Funds: Education Fund.

Rationale for Purchase: The proposal from Anatomage 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 four (4) 3D Anatomy Visualization Table & Virtual Dissection Tables 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 Monday, August 9, 2021, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

### **METHOD OF BIDDING**

Unit Costs Bids will be received for the following:

- Fully segmented human body in a 3D representation of both male and female anatomy. Specimens of study should be rendered in life-size. Bids provided shall detail the total specimens available, by gender, in the required 3D environment.
- Tables shall be touch screen capable.
- Tables should provide split screen capability to allow for side-by-side comparison studies of various anatomical structures.
- Tables should display and allow for dissection and study of: Muscular structures; Skeletal structures; Vascular systems; and Nervous systems.
- Tables shall display heart motion and simulate a normal cardiac cycle.
- Tables shall provide fully segmented 3D zoological examples for non-human anatomy study. Bids shall detail total number and type of zoological specimens available.
- Bids shall detail user license permissions provided as part of the first year of ownership and shall detail on-going license and software costs to maintain access to original specifications provided with bid. On-going license costs shall be quoted at current market conditions, with an understanding that future year pricing may not necessarily represent what is quoted within the bid.
- Tables must have the ability to flip vertically for presentation purposes.
- Bids shall include cost of training in the following circumstances:
  - a. Initial on-site training. Please detail two options:
    - i. Cost of one on-site training at Olney Central College in Olney, Illinois.
    - ii. Cost of four on-site training to be held at each location of Illinois Eastern Community Colleges (Fairfield, Robinson, Mt. Carmel and Olney, Illinois).
  - b. Cost for additional on-site consultation.
  - c. Cost for technical support.
- Bids shall detail manufacturer warranty available on all components, including hardware, software, and mechanical components.
- Bids shall include estimated time of delivery once notified of award of bid.

Bids should include all items bid as one contract price.

### **PREPARATION OF BIDS**

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

### **METHOD OF BID EVALUATION**

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

### **SALES TAX**

Retailers Occupational Sales Taxes are not applicable for this project.

### **SHIPPING & HANDLING**

All freight and delivery must be included in bid.

### **SPECIAL PROVISIONS**

**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 College District 529 is an Equal Opportunity Employer.

## **Specifications for 3D Anatomy Visualization Table & Virtual Dissection Table**

### **3D ANATOMY VISUALIZATION TABLE & VIRTUAL DISSECTION TABLE**

- Fully segmented human body in a 3D representation of both male and female anatomy. Specimens of study should be rendered in life-size. Bids provided shall detail the total specimens available, by gender, in the required 3D environment.
- Tables shall be touch screen capable.
- Tables should provide split screen capability to allow for side-by-side comparison studies of various anatomical structures.
- Tables should display and allow for dissection and study of: Muscular structures; Skeletal structures; Vascular systems; and Nervous systems.
- Tables shall display heart motion and simulate a normal cardiac cycle.
- Tables shall provide fully segmented 3D zoological examples for non-human anatomy study. Bids shall detail total number and type of zoological specimens available.
- Bids shall detail user license permissions provided as part of the first year of ownership and shall detail on-going license and software costs to maintain access to original specifications provided with bid. On-going license costs shall be quoted at current market conditions, with an understanding that future year pricing may not necessarily represent what is quoted within the bid.
- Tables must have the ability to flip vertically for presentation purposes.
- Bids shall include cost of training in the following circumstances:
  - a. Initial on-site training. Please detail two options:
    - i. Cost of one on-site training at Olney Central College in Olney, Illinois.
    - ii. Cost of four on-site training to be held at each location of Illinois Eastern Community Colleges (Fairfield, Robinson, Mt. Carmel and Olney, Illinois).
  - b. Cost for additional on-site consultation.
  - c. Cost for technical support.
- Bids shall detail manufacturer warranty available on all components, including hardware, software, and mechanical components.
- Bids shall include estimated time of delivery once notified of award of bid.

Bids should include all items bid as one contract price.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO FRONTIER COMMUNITY COLLEGE, 2 FRONTIER DR, FAIRFIELD, IL 62837, LINCOLN TRAIL COLLEGE, 11220 STATE HIGHWAY 1, ROBINSON, IL 62454, OLNEY CENTRAL COLLEGE, 305 N. WEST STREET, OLNEY, IL 62450 & WABASH VALLEY COLLEGE, 2200 COLLEGE DRIVE, MT. 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.**

TOTAL BID \$ \_\_\_\_\_

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

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

TO: Board of Trustees  
FROM: Bid Committee  
DATE: August 17, 2021  
RE: Synchronous Auditorium Project

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 acceptance of the bid received from Entech Stage & Video for a total of \$323,567.97.

<b>Company</b>	<b>Total Bid</b>
Entech Brazil, IN	\$323,567.97
Concept Sound & Light Evansville, IN	\$374,883.00

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Renee Smith

Department: General Education.

Source of Funds: Education Fund.

Rationale for Purchase: To provide technology to upgrade the auditoriums of Lincoln Trail, Olney Central, and Wabash Valley to allow for socially distant lecturing and cross-campus synchronous learning.

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 the Synchronous Auditorium Project 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 Tuesday, August 10, 2021, 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 CONFERENCE**

A pre-bid conference will be held Tuesday, August 3, 2021 at 9:00 a.m. at Wabash Valley College theater located at 2200 College Drive, Mt. Carmel, IL 62863. Tours of Olney Central College and Lincoln Trail College will follow.

#### **METHOD OF BIDDING**

Lump Sum Bids will be received for the following: CONTRACT #1: Complete Project.

Detail specifications of equipment included.

Bids should include all items including installation bid as one contract price.

#### **PREPARATION OF BIDS**

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

#### **METHOD OF BID EVALUATION**

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

#### **SALES TAX**

Retailers Occupational Sales Taxes are not applicable for this project.

#### **SHIPPING & HANDLING**

All freight and delivery must be included in bid.

#### **PREVAILING WAGES**



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 vendor's responsibility to bid all work pursuant to laws and regulations outlined in the Illinois Prevailing Wage Act.

### **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 College District 529 is an Equal Opportunity Employer.

## **Specifications for the Synchronous Auditorium Project**

In addition to the specified component lists which follow, each bidder shall be required to adhere to the following guidelines & specifications:

- a) There shall be **no** equipment/material substitutions allowed without *prior* authorization.
  - a. Prior authorization of any substitute equipment/material shall be submitted to [projectmanager@iecc.edu](mailto:projectmanager@iecc.edu) by Thursday, August 5, 2021, no later than 2:00 p.m. Project manager will review specifications for conformity to original intent and provide acceptance or rejection to bidder by Friday, August 6, 2021 no later than 3:00 p.m.
- b) Installers shall provide 8 hours of training per campus. It is preferred that training take place over four 2-hour sessions in the 12-month period after installation has been completed. Training sessions must be coordinated around campus activities.
- c) A pre-bid conference will be held at each campus, beginning at Wabash Valley College on Tuesday, August 3, 2021 at 9:00 a.m. During the pre-bid meeting, there will be discussions on mounting locations, throw distances and power requirements as well as specifications and requirements that are not readily apparent in the materials list. This will be the only opportunity to visit each campus prior to bid submission. An addendum of any specification changes will be provided following this pre-bid conference. It is requested that confirmation of attendance at the pre-bid meeting be sent to [projectmanager@iecc.edu](mailto:projectmanager@iecc.edu).
- d) Bid shall be submitted collectively, as one bid covering all three sites. There will be one installer selected that will be responsible for all three site projects.
- e) It is up to installer to determine all cable specifications and lengths, including but not limited to, installed wiring, patch cables, and power cords.
- f) It is up to installer to determine proper mounting methods for safe and reliable mounting of all materials including, but not limited to, all projectors, cameras, projection screens, microphones, and video routers/switchers. Mounting brackets, pipes, and plates shall be included in bid.
- g) If needed, installer shall provide for any electrical work including, but not limited to additional circuits, receptacles, power runs, and extensions.

# **Illinois Eastern Community Colleges**

## **Synchronous Auditorium Project**

### **Addendum #1**

This addendum updates quantities required for each campus, adds a new item per campus, and includes additional work at Lincoln Trail College not previously outlined in the specification list. The addendum also contains site plans which indicate approximate location for projectors and projector screens by campus. Please be aware, these plans are not to scale, and are copied from original blueprints of the facilities. Only the colored items are pertinent for review of this project (red – approximate projector placement, green – approximate screen placement).

It is important to note, the pre-bid meeting was held Tuesday, August 3<sup>rd</sup>. This day was the only day available to potential vendors considering bidding on the project to review specifications not readily apparent in the materials list. This includes, but is not limited to mounting locations, throw distances, and power requirements. Should any potential vendor have questions or require clarifications, you can contact Tom Pitts, IECC Project Manager for the Synchronous Auditorium Project at [projectmanager@iecc.edu](mailto:projectmanager@iecc.edu).

#### Addendum #1

- 1) Additional Work not previously outlined in the original specifications list:
  - a. There are two (2) fire strobes that will need to be relocated approximately 36” from their current location. This includes moving existing conduit by reducing length by the movement.
  - b. There are two (2) emergency lights that will remain in present locations within the LTC Theater. Conduit to these emergency lights must be relocated approximately 20 feet.
  
- 2) Materials List – Included with this addendum is a complete revised materials list by campus and combined for entire project.
  - a. Add: 1 each AJA #U-Tap per campus. Total of 3
  - b. Increase: 1 each Blackmagic Design Mini Converter HDMI to SDI 3G #CONVCMIC/HS03G. Total of 12.
  
- 3) Added theater diagrams. Project plans are not to scale, and are meant to provide approximate placement of projector, projector screens, and distances. Vendors are responsible for accurate measurement, placement, and operation as part of bid.

# Lincoln Trail College

1 each **Draper** – Ropewalker Electric Projection Screen  
16'-0" wide x 9'-0" high, diagonal = 220.3 (16:9)  
Screen surface = MS1000X ALR

2 each **Draper** – Clarion Fixed Frame Projection Screen – black  
12'-0" wide x 6'-9" high, diagonal = 165.2 (16:9)  
Screen surface = MS1000X ALR

3 each **Panasonic** – Projector #PT-RCQ10LBU – black

3 each **Panasonic** – Lens #ET-DLE170

2 each **PTZ Optics** – PTZ Camera #PT20X-SDI-G2

1 each **PTZ Optics** – Camera Controller #PT-JOY-G4

1 each **Blackmagic Design** – SDI to HDMI Converter #CONVCMIC/SH03G

1 each **Netgear** – POE Injector Switch #GS108PE-300NAS

1 each **Shure** – Shotgun Mic #VP89M

1 each **Blackmagic Design** – ATEM 4 M/E Broadcast Studio 4K #SWATEMRRW4ME4K

1 each **Blackmagic Design** – ATEM 1 M/E Advanced Panel #SWPANELADV1ME

4 each **Blackmagic Design** – Micro Converter HDMI to SDI 3G #CONVCMIC/HS03G

1 each **Blackmagic Design** – Mini Converter Up/Down/Cross HD #CONVMUDCSTD/HD

1 each **HoverCam** – Pilot 3 Wireless Digital Podium #HCP3

1 each **Simply NUC** – PC #1 for Video Suite #11TNHI5  
Intel NUC11TNHi5 – 16GB RAM, 1TB NVMe, Windows 10 IoT,  
Thunderbolt 3 to Dual HDMI, Wireless Keyboard & Mouse

1 each **Simply NUC** – PC #2 for Video Suite #11TNHI5 (*same as PC#1*)  
Intel NUC11TNHi5 – 16GB RAM, 1TB NVMe, Windows 10 IoT,  
Thunderbolt 3 to Dual HDMI, Wireless Keyboard & Mouse

3 each **Dell** – 24" Monitor #SE2419Hx

1 each **AJA** – U-Tap SDI

# Olney Central College

1 each **Draper** – Ropewalker Electric Projection Screen  
16'-0" wide x 9'-0" high, diagonal = 220.3 (16:9)  
Screen surface = MS1000X ALR

2 each **Draper** – Clarion Fixed Frame Projection Screen - black  
9'-0" wide x 5'-1" high, diagonal = 123.9 (16:9)  
Screen surface = MS1000X ALR

3 each **Panasonic** – Projector #PT-RCQ10LBU - black

1 each **Panasonic** – Lens #ET-DLE170

2 each **Panasonic** – Lens #ET-DLE250

2 each **PTZ Optics** – PTZ Camera #PT20X-SDI-G2

1 each **PTZ Optics** – Camera Controller #PT-JOY-G4

1 each **Blackmagic Design** – SDI to HDMI Converter #CONVCMIC/SH03G

1 each **Netgear** – POE Injector Switch #GS108PE-300NAS

1 each **Shure** – Shotgun Mic #VP89M

1 each **Blackmagic Design** – ATEM 4 M/E Broadcast Studio 4K #SWATEMRRW4ME4K

1 each **Blackmagic Design** – ATEM 1 M/E Advanced Panel #SWPANELADV1ME

4 each **Blackmagic Design** – Micro Converter HDMI to SDI 3G #CONVCMIC/HS03G

1 each **Blackmagic Design** – Mini Converter Up/Down/Cross HD #CONVMUDCSTD/HD

1 each **HoverCam** – Pilot 3 Wireless Digital Podium # HCP3

1 each **Simply NUC** – PC #1 for Video Suite #11TNHI5  
Intel NUC11TNHi5 - 16GB RAM, 1TB NVMe, Windows 10 IoT,  
Thunderbolt 3 to Dual HDMI, Wireless Keyboard & Mouse

1 each **Simply NUC** – PC #2 for Video Suite #11TNHI5 (*same as PC#1*)  
Intel NUC11TNHi5 - 16GB RAM, 1TB NVMe, Windows 10 IoT,  
Thunderbolt 3 to Dual HDMI, Wireless Keyboard & Mouse

3 each **Dell** – 24" Monitor #SE2419Hx

1 each **AJA** – U-Tap SDI

# Wabash Valley College

1 each **Draper** – Ropewalker Electric Projection Screen  
16'-0" wide x 9'-0" high, diagonal = 220.3 (16:9)  
Screen surface = MS1000X ALR

2 each **Draper** – Clarion Fixed Frame Projection Screen – black  
12'-0" wide x 6'-9" high, diagonal = 165.2 (16:9)  
Screen surface = MS1000X ALR

3 each **Panasonic** – Projector #PT-RCQ10LBU – black

1 each **Panasonic** – Lens #ET-DLE170

2 each **Panasonic** – Lens #ET-DLE250

2 each **PTZ Optics** – PTZ Camera #PT20X-SDI-G2

1 each **PTZ Optics** – Camera Controller #PT-JOY-G4

1 each **Blackmagic Design** – SDI to HDMI Converter #CONVCMIC/SH03G

1 each **Netgear** – POE Injector Switch #GS108PE-300NAS

1 each **Shure** – Shotgun Mic #VP89M

1 each **Blackmagic Design** – ATEM 4 M/E Broadcast Studio 4K #SWATEMRRW4ME4K

1 each **Blackmagic Design** – ATEM 1 M/E Advanced Panel #SWPANELADV1ME

4 each **Blackmagic Design** – Micro Converter HDMI to SDI 3G #CONVCMIC/HS03G

1 each **Blackmagic Design** – Mini Converter Up/Down/Cross HD #CONVMUDCSTD/HD

1 each **HoverCam** – Pilot 3 Wireless Digital Podium #HCP3

1 each **Simply NUC** – PC #1 for Video Suite #11TNHI5  
Intel NUC11TNHi5 – 16GB RAM, 1TB NVMe, Windows 10 IoT, Thunderbolt 3 to Dual HDMI, Wireless Keyboard & Mouse

1 each **Simply NUC** – PC #2 for Video Suite #11TNHI5 (*same as PC#1*)  
Intel NUC11TNHi5 – 16GB RAM, 1TB NVMe, Windows 10 IoT, Thunderbolt 3 to Dual HDMI, Wireless Keyboard & Mouse

3 each **Dell** – 24" Monitor #SE2419Hx

1 each **AJA** – U-Tap SDI

## Combined Specifications

3 each **Draper** – Ropewalker Electric Projection Screen  
16'-0" wide x 9'-0" high, diagonal = 220.3 (16:9)  
Screen surface = MS1000X ALR

4 each **Draper** – Clarion Fixed Frame Projection Screen - black  
12'-0" wide x 6'-9" high, diagonal = 165.2 (16:9)  
Screen surface = MS1000X ALR

2 each **Draper** – Clarion Fixed Frame Projection Screen - black  
9'-0" wide x 5'-1" high, diagonal = 123.9 (16:9)  
Screen surface = MS1000X ALR

9 each **Panasonic** – Projector #PT-RCQ10LBU - black

5 each **Panasonic** – Lens #ET-DLE170

4 each **Panasonic** – Lens #ET-DLE250

6 each **PTZ Optics** – PTZ Camera #PT20X-SDI-G2

3 each **PTZ Optics** – Camera Controller #PT-JOY-G4

3 each **Blackmagic Design** – SDI to HDMI Converter #CONVCMIC/SH03G

3 each **Netgear** – POE Injector Switch #GS108PE-300NAS

3 each **Shure** – Shotgun Mic #VP89M

3 each **Blackmagic Design** – ATEM 4 M/E Broadcast Studio 4K #SWATEMRRW4ME4K

3 each **Blackmagic Design** – ATEM 1 M/E Advanced Panel #SWPANELADV1ME

12 each **Blackmagic Design** – Micro Converter HDMI to SDI 3G #CONVCMIC/HS03G

3 each **Blackmagic Design** – Mini Converter Up/Down/Cross HD #CONVMUDCSTD/HD

3 each **HoverCam** – Pilot 3 Wireless Digital Podium #HCP3

3 each **Simply NUC** – PC #1 for Video Suite #11TNHI5  
Intel NUC11TNHi5 - 16GB RAM, 1TB NVMe, Windows 10 IoT,  
Thunderbolt 3 to Dual HDMI, Wireless Keyboard & Mouse

3 each **Simply NUC** – PC #2 for Video Suite #11TNHI5 (*same as PC#1*)  
Intel NUC11TNHi5 - 16GB RAM, 1TB NVMe, Windows 10 IoT,  
Thunderbolt 3 to Dual HDMI, Wireless Keyboard & Mouse

9 each **Dell** – 24" Monitor #SE2419Hx

3 each **AJA** – U-Tap SDI

**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, OLNEY CENTRAL COLLEGE, 305 N. WEST STREET, OLNEY, IL 62450 & WABASH VALLEY COLLEGE, 2200 COLLEGE DRIVE, MT. 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.**

TOTAL BID \$ \_\_\_\_\_

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

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



**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

<b>ILLINOIS EASTERN COMMUNITY COLLEGES</b>	
<b>DISTRICT #529</b>	
<b>TREASURER'S REPORT</b>	
<b>July 31, 2021</b>	
<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$ 10,718,592.62</b>
<b>Operations &amp; Maintenance</b>	<b>1,845,045.39</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>2,771,425.83</b>
<b>Bond &amp; Interest</b>	<b>892,990.72</b>
<b>Auxiliary</b>	<b>528,634.21</b>
<b>Restricted Purposes</b>	<b>(593,107.05)</b>
<b>Working Cash</b>	<b>899,849.52</b>
<b>Trust &amp; Agency</b>	<b>497,232.91</b>
<b>Audit</b>	<b>6,529.62</b>
<b>Liability, Protection &amp; Settlement</b>	<b>755,622.09</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 18,322,815.86</u></b>
<b>Respectfully submitted,</b>	
<b>Ryan Hawkins, Treasurer</b>	

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
July 31, 201

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>ASSETS</b>						
Cash	\$ 10,733,893	\$ 1,845,045	\$ 2,771,426	\$ 892,991	\$ 549,134	\$ (593,107)
Investments	-	1,500,000	-	-	5,325,000	-
Accounts Receivable	1,812,675	311,302	-	-	354,880	-
Other Receivables	926,245	-	1	-	97	291,998
Restricted Cash	-	-	4,012,365	-	-	-
Inventory	-	-	-	-	587,885	-
Other Assets	-	-	-	-	-	475,500
Due From Other Funds	-	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 13,472,813</b>	<b>\$ 3,656,347</b>	<b>\$ 6,783,792</b>	<b>\$ 892,991</b>	<b>\$ 6,816,996</b>	<b>\$ 174,391</b>
<b>LIABILITIES</b>						
Accounts Payable	\$ 5,365	\$ 71,138	\$ 32,973	\$ -	\$ (24,927)	\$ 44,499
Accrued Payroll Liabilities	(1,623)	-	-	-	-	-
Other Accrued Liabilities	393,474	-	36,665	-	16,416	528
Due to Other Funds	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>397,216</b>	<b>71,138</b>	<b>69,638</b>	<b>-</b>	<b>(8,511)</b>	<b>45,027</b>
<b>FUND BALANCES</b>						
Non-Spendable	-	-	-	-	587,885	-
Restricted	-	3,585,209	6,714,154	892,991	-	129,364
Unassigned	13,075,597	-	-	-	6,237,622	-
<b>Total Fund Balances</b>	<b>13,075,597</b>	<b>3,585,209</b>	<b>6,714,154</b>	<b>892,991</b>	<b>6,825,507</b>	<b>129,364</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 13,472,813</b>	<b>\$ 3,656,347</b>	<b>\$ 6,783,792</b>	<b>\$ 892,991</b>	<b>\$ 6,816,996</b>	<b>\$ 174,391</b>

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
July 31, 201

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>ASSETS</b>					
Cash	\$ 899,850	\$ 497,233	\$ 6,530	\$ 755,622	\$ 18,358,617
Investments	5,395,729	-	-	-	12,220,729
Accounts Receivable	-	-	-	-	2,478,857
Other Receivables	38,120	46,355	-	-	1,302,816
Restricted Cash	-	-	-	-	4,012,365
Inventory	-	-	-	-	587,885
Other Assets	-	-	-	-	475,500
Due From Other Funds	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 6,333,699</b>	<b>\$ 543,588</b>	<b>\$ 6,530</b>	<b>\$ 755,622</b>	<b>\$ 39,436,769</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ -	\$ 8,900	\$ -	\$ 137,948
Accrued Payroll Liabilities	-	-	-	-	(1,623)
Other Accrued Liabilities	-	-	-	-	447,083
Due to Other Funds	-	-	-	-	-
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>8,900</b>	<b>-</b>	<b>583,408</b>
<b>FUND BALANCES</b>					
Non-Spendable	6,325,000				6,912,885
Restricted	8,699		-	755,622	12,086,039
Unassigned	-	543,588	(2,370)	-	19,854,437
<b>Total Fund Balances</b>	<b>6,333,699</b>	<b>543,588</b>	<b>(2,370)</b>	<b>755,622</b>	<b>38,853,361</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 6,333,699</b>	<b>\$ 543,588</b>	<b>\$ 6,530</b>	<b>\$ 755,622</b>	<b>\$ 39,436,769</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**July 31, 2021**

	<b>ALL FUNDS</b>	
	<b>Fiscal Year 2021</b>	<b>Fiscal Year 2020</b>
<b>ASSETS:</b>		
CASH	\$ 18,322,816	\$ 18,823,519
IMPREST FUND	21,300	21,300
CHECK CLEARING	14,500	14,500
CDB PROJECT TRUST	4,012,365	153,045
INVESTMENTS	12,220,729	11,625,000
RECEIVABLES	3,743,454	2,868,974
INVENTORY	587,885	431,572
OTHER ASSETS	475,500	463,650
FIXED ASSETS (Net of Depr)	17,753,692	16,969,739
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 57,152,241</b>	<b>\$ 51,371,299</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ (1,623)	
ACCOUNTS PAYABLE	64,840	32,909
DEFERRED REVENUE	48,369	7,812,377
L-T DEBT GROUP (FUND 9)	7,676,062	3,647,603
OPEB (Prior Year Restated for GASB 75 Implementation)	15,855,669	15,780,483
OTHER LIABILITIES	394,901	418,260
<b>TOTAL LIABILITIES:</b>	<b>24,038,218</b>	<b>27,691,632</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	21,986,400	11,160,052
INVESTMENT IN PLANT (Net of Depr)	17,753,692	16,969,739
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(23,531,731)	(19,428,086)
RESERVE FOR ENCUMBRANCES	16,905,662	14,977,962
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>33,114,023</b>	<b>23,679,667</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 57,152,241</b>	<b>\$ 51,371,299</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Operating Funds Expense Report**

**July 31, 2021**

	FY 2022		FY 2021		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
Salaries	\$ 471,152	21.53%	\$ 191,160	18.66%	\$ 279,992	146.470%
Employee Benefits	109,422	5.00%	119,875	11.70%	(10,453)	-8.720%
Contractual Services	82,674	3.78%	49,541	4.83%	33,133	66.880%
Materials	186,800	8.54%	156,034	15.23%	30,766	19.717%
Travel & Staff Development	761	0.03%	2,702	0.26%	(1,941)	-71.836%
Fixed Charges	14,710	0.67%	30,859	3.01%	(16,149)	-52.332%
Utilities	45,858	2.10%	33,114	3.23%	12,744	38.485%
Capital Outlay	-	0.00%	23,075	2.25%	(23,075)	-100.000%
Other	1,276,541	58.35%	418,314	40.82%	858,227	205.163%
	<u>\$ 2,187,918</u>	<u>100.00%</u>	<u>\$ 1,024,674</u>	<u>100.00%</u>	<u>\$ 1,163,244</u>	<u>113.523%</u>

**Agenda Item #11**

**Executive Session**

**Agenda Item #12**

**Approval of Executive Session Minutes**

**A. Written Executive Session Minutes**

**B. Audio Executive Session Minutes**



**Agenda Item #13**

**Approval of Personnel Report**

# MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Ryan Gower  
**DATE:** August 13, 2021  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the August Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.9, and 400.10 have been sent under separate cover.

# INDEX

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Temporary Contract**
- 400.4. Approval of Proposed Non-College Employment**
- 400.5. Academic Year 2021-2022 Educational Level Change**
- 400.6. FY22 Administration and Staff Salaries**
- 400.7. Changes to Administrative Guidelines for Full-Time Bargaining Unit Faculty**
- 400.8. Changes to Administrative Guidelines for Part-Time and Full-Time Non-Bargaining Unit Faculty**
- 400.9. Resignation Ratifications**
- 400.10. Retirement Ratifications**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Faculty

1. Jane McCormick, Information Systems Technology Instructor, OCC, effective August 18, 2021.

### B. Professional Non-Faculty, Exempt

1. Chad Groves, Director of Instructional Support Services, OCC, effective August 23, 2021.

### C. Classified

1. Heather Watts, Office Assistant, LTC, effective September 8, 2021.
2. Melissa Hines, Administrative Assistant, Nursing & Allied Health, OCC, effective August 23, 2021.
3. Shayla Miller, Office Assistant, FCC, effective August 18, 2021.

## 400.2. Change in Status

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

1. Laurie Perry, Administrative Assistant, HR, DO, to HR Coordinator, DO, effective August 19, 2021.

## 400.3. Temporary Contract

### A. Faculty

1. Ashley Waggoner, English Instructor, LTC, effective August 18, 2021.

## 400.4. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Robert Mason	Southern Illinois University Carbondale, IL	36

**400.5. Academic Year 2021-2022 Educational Level Change**

**A. Faculty**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Sarah Bergbower	M+24	M+36	\$1,000
Sarah Bergbower	M+36	M+48	\$1,000

**400.6. FY22 Administrative and Staff Salaries**

**400.7. Changes to Administrative Guidelines for Full-Time Bargaining Unit Faculty**

**1. Overload Pay**

<u>Overload Rate for Instructors/Assistant Professors</u>	<u>Effective Date</u>
\$580 per equated semester hour (load hour)	Fall 2021
\$595 per equated semester hour (load hour)	Fall 2022

<u>Overload Rate for Associate Professors/Professors</u>	<u>Effective Date</u>
\$590 per equated semester hour (load hour)	Fall 2021
\$605 per equated semester hour (load hour)	Fall 2022

**2. Summer School**

<u>Summer Rate for Instructors/Assistant Professors</u>	<u>Effective Date</u>
\$700 per equated semester hour (load hour)	Summer 2022
\$740 per equated semester hour (load hour)	Summer 2023

<u>Summer Rate for Associate Professors/Professors</u>	<u>Effective Date</u>
\$710 per equated semester hour (load hour)	Summer 2022
\$750 per equated semester hour (load hour)	Summer 2023

**3. Internet Courses**

Internet Course Compensation – To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, then a one-time stipend of Six Hundred Seventy Five Dollars (\$675) per load hour, in addition to the faculty member’s regular salary, will be paid to such faculty member at the time that the course is fully developed – deemed such by mutual agreement of the faculty and the Board designee. Advance approval is required.

**400.8. Changes to Administrative Guidelines for Part-Time and Full-Time Non-Bargaining Unit Faculty**

**1. Rate of Pay**

Part-time Rate – In special instances when staff cannot be obtained at the established part-time faculty rate for specific classes, the college dean(s) shall seek approval from the college president to offer additional compensation not to exceed more than \$100 per credit hour or more than \$2100 per year.

<u>Rate</u>	<u>Effective Date</u>
\$535 per equated hour (load hour)	Fall 2021

**2. Retired IECC Faculty Rate**

This rate applies to individuals who taught full-time at IECC, retired from IECC and who are hired as part-time faculty. In special instances when staff cannot be obtained at the established retired faculty rate for specific classes, the college dean(s) shall seek approval from the college president to offer additional compensation not to exceed more than \$100 per credit hour or more than \$2100 per year.

<u>Rate</u>	<u>Effective Date</u>
\$650 per equated hour (load hour)	Fall 2021

**3. Internet Courses**

Internet Course Compensation – To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, then a one-time stipend of Six Hundred Seventy Five Dollars (\$675) per load hour, in addition to the faculty member’s regular salary, will be paid to such faculty member at the time that the course is fully developed – deemed such by mutual agreement of the faculty and the Board designee. Advance approval is required.

#### **400.9. Resignation Ratification**

##### **A. Classified**

1. Heather Gerch, Office Assistant, FCC, effective August 7, 2021.
2. Taylr Hall, TRIO Upward Bound Counselor, DO, effective August 17,

#### **400.10. Retirement Ratifications**

##### **A. Faculty**

1. William Jankousky, Workforce Education Instructor, effective January 1, 2022.

##### **B. Classified**

1. Jerry Booker, Groundskeeper, OCC, effective September 1, 2021.

**Agenda Item #14**

**Collective Bargaining**

**Approval of Two-Year Contract with Bargaining Unit Faculty**



**Agenda Item #15**

**Litigation**

**Agenda Item #16**

**Other Items**

**Agenda Item #17**

**Adjournment**

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

	Funding Source	Estimated Budget									
Student Center - WVC	CDB	\$4,029,400	_____								
Temp Building Replacement - LTC	CDB	\$1,495,500	_____								
Center for Technology - LTC	CDB	\$11,160,000	_____								
Applied Arts Building Roof - WVC	CDB	\$295,000	_____								
Applied Technology Center - OCC	CDB	\$3,076,400	_____								
Power Hub - WVC	CDB	\$300,000	_____								
LTC - Natatorium HVAC	PHS	\$276,305	_____	_____	_____	_____	_____	_____	_____	_____	
LTC - Performing Arts Building	Local	\$853,800	_____	_____	_____	_____	_____	_____	_____	_____	
DW - HVAC Replacements	PHS	\$1,786,230	_____	_____							
WVC - Pool Infill	PHS	\$285,500	_____	_____	_____	_____	_____				
FCC - Mason Hall Classroom Remodel	Title III	\$239,900	_____	_____	_____	_____	_____	_____			
LTC - Crawford County Recreational Center	Local	\$3,733,000	_____								
<b>GRAND TOTAL</b>		<b>\$27,640,859</b>		<b>Board Approval</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>