

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

December 8, 2020



Location:

**Olney Central College
305 N. West Street
Olney, IL 62450**

<https://zoom.us/j/96001530658>

Meeting ID: 960 0153 0658
Dial in number: 1 312 626 6799

Meeting – 7:00 p.m. – OCC Banquet Room

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**

December 8, 2020

7:00 p.m.

Olney Central College

OCC Banquet Room

<https://zoom.us/j/96001530658>

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes Chancellor Gower
3. Public Hearing 2020 Tax Levy Fischer
4. Recognition of Visitors and GuestsGower
 - A. Visitors and Guests
 - B. IECEA Representative
5. Public Comment
6. Reports
 - A. Trustees
 - B. Chancellor
 - C. Presidents
 - D. Cabinet
7. Policy First Reading (and Possible Approval)Gower
 - A. Americans with Disabilities Act Policy 100.12
8. Policy Second Reading.....Gower
 - A. None
9. Staff Recommendations for Approval
 - A. OCC Medical Office Programs Handbook.....Gower
 - B. IECC Associate Degree in Nursing and Radiography Handbooks.....Gower
 - C. WVC Small World/WADI Agreement.....Gower
 - D. McKendree University ADN to BSN AgreementGower
 - E. Affiliation AgreementsGower
 - F. Certification of Tax Levy for Calendar Year 2020Gower
 - G. Certification of Compliance with the Truth in Taxation LawGower
 - H. GASB Designation of Tax Levy YearGower

- I. IECC Return to Play UpdateGower
- 10. Bid Committee Report.....Gower
 - A. None
- 11. District Finance
 - A. Financial Report Hawkins
 - B. Approval of Financial Obligations Hawkins
- 12. Executive SessionGower
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes.....Gower
 - B. Audio Executive Session MinutesGower
 - C. Semi-Annual Review of Executive Session Minutes.....Gower
- 14. Approval of Personnel ReportGower
- 15. Collective Bargaining.....Gower
- 16. LitigationGower
- 17. Other Items
- 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1 Illinois, in said Community College District at 7:00 o’clock P.M., on Tuesday, November 17, 2020.

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

Roll Call: The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present: John D. Brooks (via Zoom), Gary Carter (via Zoom), Brenda K. Culver (via Zoom), G. Andrew Fischer, Alan Henager, Jan Ridgely (via Zoom), Barbara Shimer. Also present was Sutton Dunn, student trustee (via Zoom). 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: Trustees John D. Brooks, Gary Carter, Brenda K. Culver, Jan Ridgely, Student Trustee Sutton Dunn, and Board Secretary Renee Smith joined the entire meeting by electronic means – Zoom.

(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. (via Zoom)
Roger Eddy, Interim President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College. (via Zoom)
Matt Fowler, President of Wabash Valley College.
Ryan Hawkins, Chief Financial Officer/Treasurer.
Andrea McDowell, Director of Human Resources.
Alex Cline, Director of Information & Communications Technology.
Renee Smith, Board Secretary (via Zoom).
Michael Thomas, Dean of Workforce Education. (via Zoom)

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held October 20, 2020, were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors and guests present were recognized, including college staff members. Members of LTC Pathways to Success/Leadership classes attended the meeting; both in person and by virtual means, to observe board proceedings.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

President Jay Edgren provided a progress update on the success of FCC’s Title III Program. President Rodney Raney provided a progress update on the success of OCC’s Title III Program.

#5-C. Report from Cabinet: None.

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

#6-A. Board Policy 300.2 Audits: Revisions to the current Business Policy 300.2 Audits were presented for approval by Chancellor Gower:

BUSINESS – 300

Audits (300.2)

Date Adopted: December 19, 1989

Revised: April 19, 2016

November 17, 2020 (Pending Board Approval)

Annually, the Board shall nominate and select two members from the Board of Trustees to serve as the audit committee. The audit committee will serve as the responsible representatives of the Board to aid in the recommendation of an audit firm, and review and discuss the final audit with the lead auditor, Chancellor, and Board treasurer prior to submission to the whole board. An audit shall be made at the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and appointed by the Board of Trustees. The audit examination shall be conducted in accordance with generally accepted auditing standards and the requirements set forth by 100 ILCS 805/3-22.1.

It is the policy of the Board to issue a request for proposals for the audit examination no less than every three years. A recommendation for an audit firm shall be made to the Board using a thorough quality-based selection process. The audit firm shall be selected for up to a three-year (3) audit cycle. An auditing firm may perform this service for no more than two consecutive (2) cycles of three years. If a firm is selected to perform two consecutive (2) audit cycles, unless otherwise permitted by the Board of Trustees, that firm will be ineligible for consideration for the next succeeding audit cycle selection.

Board Action: Trustee Al Henager made a motion to approve revisions to Board Policy 300.2 Audits, and to waive second reading, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea.

Trustees voting nay: None. Trustees absent: None. The motion having received 7 yeas and 0 nays, the Chair declared the motion carried.

AGENDA #7 - "Policy Second Reading": None.

AGENDA #8 - "Staff Recommendations for Approval":

#8A. TOEFL Tests for International Students: Chancellor Gower recommended approval for changes to two catalog policies pertaining to testing students for whom English is their second language.

STUDENT PLACEMENT AND TESTING section (p. 17 of 2020-2021 catalog)

Multiple measures for placement include ~~analysis of~~:

1. Review of nationally standardized test scores such as ACT, SAT, ACCUPLACER, ASSET, COMPASS, GED, etc.
2. Analysis of high school or college transcripts, including coursework completed and grade point average; and remedial and/or previous college coursework completed.
3. If 1 and 2 are not available or do not meet the course placement requirements, additional placement testing may be required.

4. TOEFL testing of all students whose first language is not English. (Additional information can be found in the International Students section and applies to US Citizens as well as International.)

INTERNATIONAL STUDENTS section (p. 18 of 2020-2021 catalog)

The student does NOT need an official TOEFL score to apply, but will be tested for English proficiency ~~upon arrival on campus~~ during the first week they arrive upon campus. Testing ensures students are placed in the appropriate level ESL and/or academic classes in support of our mission to provide the necessary tools for international students to succeed in the classroom. All students attending IECC whose native language is not English will be required to take TOEFL testing. Students who do not have a score of 550 PBT or 79 IBT will be required to enroll in the intensive English as a Second Language (ESL) program. A minimum of 500 PBT or 61 IBT will be required to enroll in select academic classes.

Addendum to Agenda Item #8A. TOEFL Tests for International Students: It was the desire of the Board to include the following additional language be added on the face of the document as it relates to the Test of English as a Foreign Language (TOEFL):

TOEFL test exemptions may be made to those who are fluent in English at the consent of the International Director (International Students) or College Academic Advisor (Domestic Students).

Board Action: Trustee Barbara Shimer made a motion to include the afore listed additional language to catalog language as it relates to TOEFL testing and to make this revision to the face of the document listed in the board agenda. Student Trustee seconded the motion to addend the catalog language. 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.

Board Action: Trustee Barbara Shimer made a motion to approve the amended catalog language as it relates to TOEFL testing. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yeas: John Brooks, Gary Carter, Brenda Culver, Andrew

Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8B. 2020 Annual Security Report: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires an Annual Security Report be compiled and published annually. The Annual Security Report contains crime information for the past three years, relevant policy statements, and training and educational programming related to campus safety and security, crime prevention, alcohol and drug use, and sexual misconduct. The Chancellor recommended approval of the 2020 Annual Security Report.

Board Action: Trustee Al Henager made a motion to approve the Annual Security Report for 2020 as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8C. Holiday Calendar 2021: The Chancellor recommended a change to the face of the Holiday Calendar 2021 document. The proposed revision to the holiday calendar was to change December 25 – Christmas, to December 24 – Christmas Observed and to change January 1, New Year’s Day to December 31 – New Year’s Day Observed.

Board Action to Amend Agenda Item #8C. Holiday Calendar 2021: Trustee Barbara Shimer made a motion to revise the Holiday Calendar 2021 with the afore proposed changes. Trustee Gary Carter 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.

ILLINOIS EASTERN COMMUNITY COLLEGES

Holidays for

Administrative, Technical,

Professional Non-Faculty,

Clerical & Maintenance Staff

Calendar Year 2021

Monday	January 18	Martin Luther King Jr. Day
Monday	February 15	President’s Day
Friday	April 2	Spring Holiday
Monday	May 31	Memorial Day
Monday	July 5	Independence Day Observed

Monday	September 6	Labor Day
Monday	October 11	Columbus Day
Thursday	November 11	Veteran's Day
Thursday	November 25	Thanksgiving
Friday	November 26	Thanksgiving
	December 20-24	Winter Break
<u>Friday</u>	<u>December 24</u>	<u>Christmas Observed</u>
Saturday	December 25	Christmas
	December 27-31	Winter Break
<u>Friday</u>	<u>December 31</u>	<u>New Year's Day Observed</u>
Saturday	January 1, 2022	New Year's Day

Board Action: Trustee Barbara Shimer made a motion to approve the amended Holiday Calendar for administrative, technical, professional/non-faculty, clerical, and maintenance staff for calendar year 2021 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, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8D. Board Meeting Dates and Locations for 2021: The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming calendar year. The following resolution sets forth that the Trustees will meet on the third Tuesday of every month except the December meeting shall be the second Tuesday of the month and the April meeting shall be the fourth Tuesday of the month. The following are the proposed meeting dates and locations for the IECC Board of Trustees for 2021.

- Tuesday, January 19, 2021, 7 p.m., Frontier Community College
- Tuesday, February 16, 2021, 7 p.m., Lincoln Trail College
- Tuesday, March 16, 2021, 7 p.m., Olney Central College
- Tuesday, April 27, 2021, 7 p.m., Wabash Valley College
- Tuesday, May 18, 2021, 7 p.m., Frontier Community College
- Tuesday, June 15, 2021, 7 p.m., Lincoln Trail College
- Tuesday, July 20, 2021, 7 p.m., Olney Central College
- Tuesday, August 17, 2021, 7 p.m., Wabash Valley College
- Tuesday, September 21, 2021, 7 p.m., Frontier Community College
- Tuesday, October 19, 2021, 7 p.m., Lincoln Trail College
- Tuesday, November 16, 2021, 7 p.m., Olney Central College
- Tuesday, December 14, 2021, 7 p.m., Wabash Valley College

Board Action: Trustee Al Henager made a motion to approve the Board Meeting Dates and Locations for 2021 as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew

Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8E. Non-Clinical Affiliation Agreement with Carle Richland Memorial Hospital: Carle Richland Memorial Hospital (CRMH) has agreed to allow Olney Central College students to access multiple Carle sites. The programs covered in this agreement are Medical Coding, Health Information Technology, Medical Office Assistant, Office Administration, and Human Resource Associate. The Chancellor recommended approval of the agreement as listed in full in the Board agenda.

Board Action: Trustee Barbara Shimer made a motion to approve the agreement between CRMH and the District for non-clinical use by OCC students. Trustee Al Henager seconded the motion and on a recorded roll call vote by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8F. Spring Hybrid Course Fee: Chancellor Gower recommended the Board repeal the Online-Hybrid Course Fee for hybrid delivery courses only for Spring Semester 2021. This waiver will benefit students forced to move to virtual learning because of the COVID 19 pandemic.

Board Action: Trustee John Brooks made a motion to repeal the Hybrid Course Fee for the Spring Semester 2021 only. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8G. Resolution Establishing Tax Levy Hearing: The Board annually adopts a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in a greater than 5% increase in the proposed property tax levy over the previous year's extension (exclusive of bond and interest costs), a tax levy hearing must be held.

The resolution which follows would:

- 1) Establish a fiscal year of July 1, 2021 – June 30, 2022.
- 2) Require the publication of a public notice of a hearing on the tax levy.
- 3) Require a hearing on December 8, 2020.
- 4) Notify the public that a tax levy would be adopted by the Board on December 8, 2020.

RESOLUTION

ESTIMATED 2020 TAX LEVY

HEARING

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for 2020 for taxes due and collectible in 2021:

1. Date of Fiscal Year: July 1, 2021 - June 30, 2022.
2. Publication of Notice of Public Hearing on Tax Levy: After November 24, 2020 and before December 1, 2020.
3. Public Hearing on Tax Levy: December 8, 2020, at the hour of 7:00 p.m. local time, Olney Central College, Olney, Illinois.
4. Adoption of Tax Levy: December 8, 2020, following the Public Hearing.

Board Action: Trustee Brenda Culver made a motion to approve the Tax Levy Hearing Resolution as presented. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chairman, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8H. 2020 Estimated Tax Levy Resolution: Mr. Hawkins reviewed the District's estimated tax levy for the year. Each year the Board of Trustees certifies the District's estimated tax levy for the year. The 2020 estimated tax levy resolution for taxes due and collectible in 2021 was recommended as follows:

The resolution establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance. The 2018 estimated tax levy resolution for taxes due and collectible in 2020 establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance. The Chancellor recommended approval of the following Estimated Tax Levy Resolution.

**RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2020**

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2019 was:

Education Purposes	\$2,925,000
Operations and Maintenance Purposes	1,257,306
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	790,000
Audit	<u>82,000</u>
Total	\$5,054,306

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2020 is as follows:

Education Purposes	\$3,115,000
Operations and Maintenance Purposes	1,325,000
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	1,075,000
Protection, Health and Safety Purposes	150,000
Audit	<u>80,000</u>
Total	\$5,745,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide a date in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2019 was \$2,188,350; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2020 is \$1,818,370.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, 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, as follows:

- Section 1:** The aggregate amount of taxes estimated to be levied for the year 2020, exclusive of bond and interest costs, is \$5,745,000.
- Section 2:** The aggregate amount of taxes estimated to be levied for the year 2020, exclusive of bond and interest costs, does exceed 105% of the taxes extended by the district in the year 2019.
- Section 3:** The aggregate amount of taxes estimated to be levied for the year 2020 for debt service is a 16.9% decrease from the taxes extended for debt service for 2019.
- Section 4:** Public notice shall be given in the following newspapers of general circulation in said district,

Marshall Advocate, Clark County
Robinson Daily News, Crawford County

Toledo Democrat, Cumberland County
The Prairie Post, Edwards County
McLeansboro Gazette, Hamilton County
Lawrenceville Daily Record, Lawrence County
Wayne County Press, Wayne County
The Hometown Register, Clay County, Jasper County,
Richland County, Wabash County & White County

and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

NOTICE OF PROPOSED TAX INCREASE FOR

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2020 will be held on December 8, 2020, at 7:00 p.m. at Olney Central College, Olney, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Ryan Hawkins, Chief Financial Officer, 233 East Chestnut Street, Olney, IL 62450; phone: 618.393.2982.

- II. The corporate and special purpose property taxes extended or abated for the year 2019 were \$5,054,306.

The proposed corporate and special purpose property taxes to be levied for 2020 are \$5,745,000. This represents a 13.7% increase over the previous year extension.

- III. The property taxes extended for debt service for 2019 were \$2,188,350.

The estimated property taxes to be levied for debt service and public building commission leases for 2020 are \$1,818,370. This represents a 16.9% decrease from the previous year.

- IV. The total property taxes extended or abated for 2019 were \$7,242,656.

The estimated total property taxes to be levied for 2020 are \$7,563,370. This represents a 4.4% increase over the previous year extension.

Section 5: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 17th day of November 2020.

BOARD OF TRUSTEES

ILLINOIS EASTERN COMMUNITY COLLEGES

COUNTIES OF RICHLAND, CLARK, CLAY,
CRAWFORD, CUMBERLAND, EDWARDS,
HAMILTON, JASPER, LAWRENCE, WABASH,
WAYNE, AND WHITE

STATE OF ILLINOIS

By: _____

Chairman

ATTEST: _____

Secretary

**Illinois Eastern Community Colleges
Tax Levy History**

It is necessary to certify our tax levies for tax year 2020. This information and that of prior years is presented below to assist in evaluating next year's levy.

TAX YEAR	ACTUAL EAV	EDUCATIONAL LEVY	BUILDING LEVY	OPERATING LEVY	OPERATING TAX EXTENSION	ACTUAL EXTENSION TAX RATE	
2000	1,010,227,912	1,837,500	787,500	2,625,000	2,525,570	45.13	
2001	1,019,727,226	1,925,000	825,000	2,750,000	2,549,318	44.41	
2002	1,034,733,922	1,925,000	825,000	2,750,000	2,586,835	44.44	
2003	1,023,487,154	1,925,000	825,000	2,750,000	2,558,718	43.72	
2004	1,077,939,382	1,925,000	825,000	2,750,000	2,694,848	44.99	
2005	1,101,476,437	2,100,000	900,000	3,000,000	2,753,691	42.55	
2006	1,109,341,717	2,135,000	915,000	3,050,000	2,773,354	42.71	
2007	1,203,320,686	2,450,000	1,050,000	3,500,000	3,008,302	42.11	
2008	1,373,502,477	2,135,000	915,000	3,050,000	3,019,810	39.36	
2009	1,268,645,929	2,450,000	1,050,000	3,500,000	3,171,615	41.63	
2010	1,266,328,720	2,450,000	1,050,000	3,500,000	3,165,822	43.84	
2011	1,289,013,277	2,450,000	1,050,000	3,500,000	3,202,552	44.46	
2012	1,313,132,171	2,353,750	1,008,750	3,362,500	3,263,408	44.46	
2013	1,316,174,679	2,450,000	1,050,000	3,500,000	3,287,696	46.45	
2014	1,355,971,691	2,450,000	1,050,000	3,500,000	3,389,930	46.01	
2015	1,434,729,746	2,450,000	1,050,000	3,500,000	3,535,634	45.19	
2016	1,487,918,606	2,625,000	1,125,000	3,750,000	3,683,392	43.98	
2017	1,518,650,175	2,712,500	1,162,500	3,875,000	3,793,344	44.44	
2018	1,582,056,888	2,825,000	1,226,500	4,051,500	3,955,636	43.95	
2019	1,676,407,734	2,925,000	1,270,000	4,195,000	4,182,306	42.95	
						43.84	Average
Estimated:							
2020	1,734,661,438	3,115,000	1,325,000	4,440,000	4,374,654	42.85	(Estimated)

In addition to the Educational and Building Fund, our certificate of tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, for insurance purposes: (tort liability, Medicare, worker's compensation and unemployment), and for financial audit purposes.

Board Action: Trustee John Brooks made a motion to approve the Estimated Tax Levy Resolution as presented. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#81. FY2020 Audit: CFO Ryan Hawkins reviewed the annual financial audit for fiscal year 2020, with comments by Trustees John Brooks and Jan Ridgely as members of the Audit Committee. The Chancellor recommended adoption of the following resolution to accept the audit and authorize the staff to forward the audit to the Illinois Community College Board.

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community College District 529,

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board,

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community College District #529, accepts and approves the annual audit of the district as submitted by CliftonLarsonAllen LLP.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District 529 authorizes the Chancellor to submit the audit to the Illinois Community College Board.

By order of the Board of Trustees.

Board Action: Trustee John Brooks made a motion to approve the FY2020 Audit. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8J. Annual Financial Report: Pursuant to Section 3.22.2 of the Public Community College Act, each district is required to annually publish a financial report prior to November 15, in a newspaper of general circulation in the district. A copy of this publication must be filed with the Illinois Community College Board by December 31. The Chancellor recommended approval of the following Annual Financial Report so that it may be published locally and filed with ICCB.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

**ANNUAL FINANCIAL REPORT
For the Fiscal Year Ended June 30, 2020**

Community College District No. 529 Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, State of Illinois

Total District Assessed Valuation: \$ 1,676,407,734
Total District Bonded Debt: \$ 6,685,000

Tax Revenues:	<u>Extensions</u>	<u>Rates</u>
Education Fund	\$ 2,925,000	0.00175
Operations and Maintenance Fund	\$ 1,257,306	0.00075
Bond and Interest Fund	\$ 2,188,350	0.00128
Liability, Protection, and Settlement Fund	\$ 790,000	0.00047
Audit Fund	\$ 82,000	0.00005

**STATEMENT OF REVENUE AND EXPENDITURES
For the Fiscal Year Ended 2020**

<u>REVENUE BY SOURCE</u>	<u>Education Fund</u>	<u>Operations & Maintenance Fund</u>	<u>Debt Service Fund</u>	<u>Other Tax Funds</u>
Local Government	\$ 3,123,819	\$ 1,578,917	\$ 2,166,495	\$ 876,447
State Government	12,926,260	-	-	24,491
Federal Government	-	-	-	-
Student Tuition and Fees	11,797,387	1,267,500	-	-
Other Sources	<u>371,489</u>	<u>261,526</u>	<u>11,024</u>	<u>3,990,611</u>
TOTAL REVENUE	<u>28,218,955</u>	<u>3,107,943</u>	<u>2,177,519</u>	<u>4,891,549</u>
 <u>EXPENDITURES BY PROGRAM</u>				
Instruction	11,633,226	-	-	-
Academic Support	461,706	-	-	-
Student Services	1,736,265	-	-	-
Public Services	5,913	-	-	-
Auxiliary Enterprises	-	-	-	-
Operation and Maintenance of Plant	48,831	2,920,264	-	46,025
Institutional Support	6,084,986	227,037	2,160,925	2,107,937
Scholarships, Student Grants, and Waivers	<u>6,156,184</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>26,127,111</u>	<u>3,147,301</u>	<u>2,160,925</u>	<u>2,153,962</u>
OTHER FINANCING USES: Operating Transfers-In / (Out)	<u>(1,597,967)</u>	<u>55,185</u>	<u>-</u>	<u>-</u>
Excess (or Deficiency) of Revenue over Expenditures and Other Financing Uses	<u>493,877</u>	<u>15,827</u>	<u>16,594</u>	<u>2,737,587</u>
FUND BALANCE (Deficit), July 1, 2019	<u>8,481,174</u>	<u>2,934,103</u>	<u>407,620</u>	<u>1,420,597</u>
FUND BALANCE (Deficit), June 30, 2020	<u>\$ 8,975,051</u>	<u>\$ 2,949,930</u>	<u>\$ 424,214</u>	<u>\$ 4,158,184</u>

Illinois Eastern Community Colleges offers a wide variety of educational opportunities.

Frontier Community College, Lincoln Trail College, Olney Central College and Wabash Valley College offer degrees in Associate in Arts, Associate in Science, Associate in Science and Arts, Associate in General Studies, Associate Degree Nursing, Certificate in General Studies and Certificates in (8) eight Vocational Skills areas and GECC Credential.

In addition, Frontier Community College offers (20) twenty Certificates in Career and Technical Education and (10) ten Associate in Applied Science degrees. Frontier delivers the above offerings to (5) five of the Counties of Illinois Eastern Community College District No. 529.

Lincoln Trail College offers (22) twenty-two Certificates in Career and Technical Education and (8) eight Associate in Applied Science Degrees in Career and Technical Education.

Olney Central College offers (29) twenty-nine Certificates in Career and Technical Education and (15) fifteen Associate in Applied Science Degrees in Career and Technical Education.

Wabash Valley College offers (33) thirty-three Certificates in Career and Technical Education and (16) sixteen Associate in Applied Science Degrees in Career and Technical Education.

Annual Enrollment Data by Semester, including Summer Term:

<i>Headcount: 21,886</i>	<i>Full-time Equivalent: 3,305</i>
Staff Data: Full-time 268	Part-time: 628

All accounts of said Illinois Eastern Community College District No. 529 were audited by Clifton Larson Allen, LLP, Certified Public Accountants, for the fiscal year July 1, 2019 through June 30, 2020.

Dated at Olney, Illinois, this 17th day of November 2020.

Chairman, Board of Trustees: _____

G. Andrew Fischer

Secretary, Board of Trustees: _____

Renee Smith

Treasurer, Board of Trustees: _____

Ryan Hawkins

It is the policy of the Board of Trustees of Illinois Eastern Community Colleges not to discriminate on the basis of race, color, religion, sex, age, disability, or national origin. Illinois Eastern Community Colleges operates pursuant to all applicable laws relating to the Americans with Disabilities Act, PL 101-336. Inquiries regarding compliance with the policy may be directed to:

Equal Opportunity Officers:

Bonnie Chaplin, IECC District Office, Olney, IL

Paul Bruinsma, Frontier Community College, Fairfield, IL

Brent Todd, Lincoln Trail College, Robinson, IL

Andrea Pampe, Olney Central College, Olney, IL

Katie Hinderliter, Wabash Valley College, Mt. Carmel, IL

Board Action: Trustee Al Henager made a motion to approve the Annual Financial Report. Trustee Barbara Shimer seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8K. Reimbursement Resolution: The Chancellor recommended the following resolution which makes the official declaration of Illinois Eastern Community Colleges' intent to reimburse itself for the capital projects placed in trust on October 29, 2020. It establishes the maximum amount to be reimbursed at \$3,559,100.

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois.

* * *

WHEREAS, the Board of Trustees (the "*Board*") 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 "*District*"), has developed a list of capital projects described in *Exhibit A* hereto (the "*Projects*"); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the "*Expenditures*") (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

NOW, THEREFORE, Be It and It Is Hereby Resolved by 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, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Intent to Reimburse. The District reasonably expects to reimburse the Expenditures with proceeds of an obligation.

Section 3. Maximum Amount. The maximum principal amount of the obligation expected to be issued for the Projects is \$3,559,100.

Section 4. Ratification. All actions of the officers, agents and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 5. Severability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 17, 2020.

Chairman, Board of Trustees

Secretary, Board of Trustees

EXHIBIT A
DESCRIPTION OF CAPITAL PROJECTS

Construction of an Applied Technology Center at Olney Central College and the Technology Center at Lincoln Trail College.

Board Action: Trustee Barbara Shimer made a motion adopt a resolution expressing official intent to reimburse from proceeds of an obligation to be issued by Illinois Eastern Community College District #529. Trustee Al Henager seconded the motion and on a roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

#8L. Request for Proposals – Audit: Chancellor Gower reviewed the listing of accounting firms that submitted proposals for conducting the District’s annual audit and for performing other professional services.

Board Action: Trustee Gary Carter made a motion to employ the accounting firm of Martin Hood LLC, located in Champaign, Illinois, to conduct the District’s annual audit and perform other professional services. Trustee John Brooks seconded the motion and on a roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely,

Barbara Shimer. 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 #9 - Bid Committee Report: The Chancellor reviewed the following Bid Committee report and recommended it be approved as presented.

TO: Board of Trustees
FROM: Bid Committee
DATE: November 17, 2020
RE: Nursing Simulator Manikin

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

The Bid Committee recommends acceptance of the bid received from Pocket Nurse for a total of \$27,328.69.

Company	Total Bid
CAE Healthcare Sarasota, FL	\$11,912.82
Laerdal Wappingers Falls, NY	\$30,906.70
Pocket Nurse Monaca, PA	\$27,328.69
Simulaids, Inc. (Nasco Healthcare) Saugerties, NY	\$31,500.00

Respectfully submitted,

Ryan Gower

Ryan Hawkins

Renee Smith

Department: Nursing.

Source of Funds: \$25,000.00 Perkins Budget (65032O-5032OI-8600-108) and \$2,328.69 Nursing Budget (012-B5116O-8600-104).

Rationale for Purchase: The proposal from Pocket Nurse was the lowest responsible bidder in conformity with the bid specifications.

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

Board Action: Trustee Gary Carter made a motion to approve the Bid Committee Report recommendation as presented. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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 – “District Finance” – The following District financial matters were presented.

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

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for November 2020, totaling \$3,107,515.25, 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 November 2020, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #12 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, October 20, 2020.

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

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional, Non-Faculty, Exempt

1. Carrie Hallam, Information Technology Trainer/Support, DO, effective November 18, 2020.

400.2. Change in Status

A. Administrative

1. Alyssa Maglone, Coordinator of Curricular Reporting & Articulation, DO, to Assistant Dean of Academic Services, DO, effective January 5, 2021.

400.3. Salary Adjustment

A. Classified

1. Jacquelyn Shamhart, Administrative Assistant to the Dean and President, LTC, effective December 1, 2020.

400.4. Resignation Ratifications

A. Faculty

1. Joseph Lampley, Workforce Education Instructor, effective November 28, 2020.

B. Classified

1. Kimberly Venters, Administrative Assistant, FCC, effective November 12, 2020.

Board Action: Trustee Al Henager made a motion to approve the Personnel Report as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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 - “Collective Bargaining” - None.

AGENDA #15 - “Litigation” - None.

AGENDA #16 - “Other Items” - None.

AGENDA #17 - “Adjournment” – Trustee Al Henager made a motion to adjourn. Trustee Barbara Shimer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say

“No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:20 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Public Hearing 2020 Tax Levy

Agenda Item #4

Recognition of Visitors and Guests

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

Agenda Item #5

Public Comment

Agenda Item #6

Reports

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

Agenda Item #7

Policy First Reading (and Possible Approval)

- A. Americans with Disabilities Act Policy 100.12

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 8, 2020

RE: Americans with Disabilities Act Policy 100.12

Across the country, colleges and universities are seeing an increase in the number of students arriving on campus who need academic accommodations. This fall we conducted a gap analysis looking at both policy and practice in meeting the requirements of the Americans with Disabilities Act. Based upon feedback from the students and staff in these focus groups, IECC is making changes to both policy and practice that will allow for clearer understanding of our responsibilities and improvement in service to our student populations.

I recommend the Board waive the second reading and approve the revisions to Policy 100.12.

RG/sc

Americans with Disabilities Act Policy (100.12)

Date Adopted: March 15, 1994

Revised: October 20, 2015

Revised: December 8, 2020 (Pending Board Approval)

The Board of Trustees of Illinois Eastern Community Colleges ~~is committed to maintaining an inclusive and accessible environment in compliance with both the letter and the spirit of the Americans with Disabilities Act (ADA) of 1990, its amendments, and Section 504 of the Rehabilitation Act of 1973, as amended, other laws protect the rights of persons with disabilities by being committed~~ IECC complies with both the letter and the spirit of the law by:

1. providing opportunities to qualified persons with disabilities in employment and in access to education, programs, services and activities, when doing so will not pose an undue ~~burden~~ hardship or fundamentally alter the ~~programs operations~~ of the institution;
2. raising the awareness of all employees of the institution and providing institutional resources;
3. appointing capable personnel to coordinate ADA compliance;
4. implementing interactive procedures for receiving and responding to requests for reasonable accommodations in a timely manner;
5. ensuring the IECC website is accessible to persons with disabilities so they have equivalent access to the information and functionality provided to individuals without disabilities; and
- 3.6. making compliance with the Americans with Disabilities Act a priority of the institution, subject to available resources, and taking appropriate steps to meet the deadlines established by the Equal Opportunity Commission and/or Congress.

~~The administration:~~

- ~~1. appoints one individual with sufficient powers, authority, and staffing to coordinate compliance with the Americans with Disabilities Act district wide; [see 3 above]~~
- ~~2. appoints one employee at each college to coordinate compliance with the Americans with Disabilities Act; [see 3 above]~~
- ~~3. implements procedures to coordinate responses to requests from individuals with disabilities and to respond to requests in a timely fashion; [see 4 above]~~
- ~~4. implements procedures for raising awareness of the requirements of the ADA to the college community as well as to all levels of the institution, including senior administrators, faculty, and supervisors; and,~~
- ~~5. communicates ADA compliance progress and issues to the Board of Trustees.~~

~~The Board of Trustees recognizes that compliance with the ADA may require rearranging certain priorities of the institution. It is our intent that compliance with the letter of the ADA shall be given a high priority of the institution and appropriate changes, subject to available resources, be made. Accommodation will be provided to qualified individuals with disabilities, unless this poses an undue burden on the institution's resources or would fundamentally alter the nature of a program. The administration is directed to take this policy statement and the ADA's requirements into consideration in preparing its budgetary proposals.~~

In regard to employment or potential employment, it is the policy of Illinois Eastern Community Colleges to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

It is the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability seeking an accommodation or modification. Individual students, staff, and faculty members are also responsible for documenting their disability (from an appropriate licensed professional) and to demonstrate how the disability limits their ability to complete the essential functions of their job or limits the student's participation in services, programs, or activities of the institution.

Students, staff, and faculty members must maintain institutional standards of performance.

Agenda Item #8

Policy Second Reading

None.

Agenda Item #9

Staff Recommendations for Approval

Agenda Item #9A

OCC Medical Office Programs Handbook

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Ryan Gower
DATE: December 8, 2020
RE: Revisions to the OCC Medical Office Programs Handbook

Olney Central College faculty and Mike Conn, Dean of Instruction, have developed needed changes to the OCC Medical Office Handbook for the Medical Coding Associate Certificate, Health Information Technology Degree, and Medical Office Assistant Degree. The new handbook includes curriculum updates and aligns with IECC policy.

I ask the Board's acceptance of the revisions to the Medical Coding Associate, Health Information Technology Degree and the Medical Office Assistant Degree Handbook.

RG/tr

Olney Central College

Medical Coding Associate
Health Information Technology Degree
Medical Office Assistant Degree
Handbook
(Effective Spring 2021)



Olney Central College
305 North West Street
Olney, IL 62450
618-395-7777
Toll Free 866-622-4322
OLNEY CENTRAL COLLEGE
Effective Summer Semester 2017

General Introduction to Medical Office Careers

Welcome to Illinois Eastern Community Colleges and the Olney Central College Medical Coding Associate Certificate, Health Information Technology Degree, or Medical Office Assistant Degree! It is important to read the college catalog, course syllabi and this handbook as students are expected to adhere to the policies and guidelines found in these documents. The College reserves the right to change policies and guidelines as needed to facilitate program and student outcomes.

Our mission is to ensure the professional success of our graduates in the fields of Medical Coding, Health Information Technology, or Medical Office Assistant. However, student dedication, attendance and participation in courses required for each program are critical to success. Please feel free to contact Ms. Mayhall or Ms. Bennett if you have questions during the course of the program.

Amie Mayhall	Shasta Bennett
Medical Office Instructor	Medical Office Instructor
mayhalla@iecc.edu	bennetts@iecc.edu
618-395-7777 ext. 2229	618-395-7777 ext. 2231

Background Check and Fingerprinting

Personal history may affect eligibility for employment in the medical field. Employers in healthcare organizations are required to perform background and fingerprint checks prior to employment. Background checks and fingerprinting are required of all students in these programs since students will be placed in various medical settings for internship or practicum. Paperwork related to this process will be handled by the program faculty and the cost of this process is variable dependent on the place taken, but generally overall cost is less than \$50.

A response of yes to any of the questions below may result in being denied an internship or practicum site by the clinical facility.

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)?
2. Have you been convicted of a felony?
3. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition that presently interferes with your ability to practice your profession?

4. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?
5. Have you ever been discharged, other than honorably, from the armed service or from a city, county, state or federal position?
6. Have you ever had an administrative finding of Abuse, Neglect, or Theft?

Medical Coding Associate Certificate

There are two pathways for people interested in Medical Coding at Olney Central College. One pathway is the Medical Coding Associate Certificate Program is a three-semester program. A second pathway is our Health Information Technology two-year degree program that includes general education curriculum in addition to the Coding curriculum.

Both pathways prepare students for the Certified Coding Associate exam/certification or the Certified Professional Coder exam/certification. Some employers prefer to see a two-year degree behind the applicant.

New students are admitted to the program in the fall semester. Prior to awarding the Medical Coding Associate certificate or degree, all financial obligations to the college must be paid in full. In addition, all courses required for the Medical Coding Associate Certificate and HIT Degree must be completed with a grade of "C" or better.

Medical Coding Certification Information

Most employers in the coding field will require certification to be considered for employment.

AHIMA

The Certified Coding Associate (CCA) designation is a nationally accepted standard of achievement in the health information management (HIM) field. The CCA is the only HIM credential worldwide currently accredited by the National Commission for Certifying Agencies (NCCA).

Information pertaining to this exam can be found at <http://www.ahima.org/certification/cca.aspx>.

The Exam Fee for the CCA exam is \$199.00 for AHIMA members and \$299.00 for non-members. Our students are also eligible to sit for the CCS; however, we recommend experience in the field prior to sitting for the CCS.

Continuing Education

Every two years, CCA's are required to complete fourteen (14) hours of continuing education.

AAPC

The Certified Professional Coder (CPC) designation is the gold standard for medical coding in physician office settings. Due to the level of expertise required of medical coders, AAPC expects certified coders to be able to perform not only in an exam setting but also in the real world. In addition to passing the certification exam, coders will also be required to demonstrate on-the-job coding experience. Those who pass the CPC exam, but have not yet met this requirement will be designated as an Apprentice (CPC-A) on their certificate. There are required steps to remove the A after experience in the field is gained.

Information pertaining to this exam can be found at <https://www.aapc.com/certification/cpc/#tab-1>

The Exam Fee for the CPC exam is \$300.00 for AAPC members and \$380.00 for non-members. This includes one free retake of the exam.

Continuing Education

Every two years, CPC's are required to complete fourteen (36) hours of continuing education.

Medical Coding Associate Certificate

Outcomes and Objectives

- ❖ Coding Outcomes:
 - Code diagnosis statements in ICD-10 at 95% accuracy in each category.
 - Code procedures and supplies in CPT and HCPCS at 95% accuracy in each category.
 - Code case studies from actual health records with 90% accuracy.
- ❖ Identify common diseases and disorders in each body system and understand the etiology of the diseases.
- ❖ Medical Database Usage:
 - Accurately create a new patient and case in a medical database at 100% accuracy.
 - Create a new encounter for a patient and record findings at 100% accuracy.
- ❖ Identify reimbursement methodologies and understand the differences in healthcare plans.

- ❖ Identify common drug names and uses.
- ❖ Understand the different entities of healthcare and the history of each delivery system.
- ❖ Develop effective communication skills, poise, and a positive attitude.
- ❖ Exhibit confidence in procedures and decision making by utilizing learned practical skills and acquired theory.
- ❖ This program focuses upon the development of technical competencies, attitude, values, and appreciation critical to successful employment in the medical coding field.
- ❖ Demonstrate academic knowledge relevant to success and progress in the field of medical coding.
- ❖ Develop employment skills to ensure the ability to retain skills and advancement in the field of medical coding.
- ❖ Develop life skills to assist students in recognizing the need to contribute to the welfare of the community.

Medical Coding Associate Certificate Course Sequence

The sequence of courses required to complete the Olney Central College Medical Coding Associate Certificate are listed below.

Fall Start Only		Spring Semester		Summer Semester	
Fall Semester					
BOC 1201- Beginning Keyboarding	2	HEA 2266 – Med Ins & Coding II	3	MED 2209 – Advanced Coding	4
DAP 1201- Business Computer Systems	3	LSC 2264 – Anatomy for Healthcare	3	MED 2298 – Coding Practicum	3
GEN 2297- Employment Skills	2	MED 2206 – Intro to Human Pathophysiology	3	MED 2211 – Certification Prep	1
HEA 1225- Intro to Medical Terminology	3	MED 2208 – Med Reimbursement	3		
HEA 2264- Medical Insurance & Coding I	3	HEA 2215 – Elect. Med. Records	3		
MED 2204- Intro to Health Info	4				
Semester Hours	17	Semester Hours	15	Semester Hours	8

Medical Office Assistant

Medical Office Assistant Certification Information

Certification in the medical office field is highly recommended. The National Certified Medical Office Assistant (NCMOA) designation certified by the National Center for Competency Testing is available for graduates of our Medical Office Assistant Degree. As an independent certification agency, the National Center for Competency Testing is able to provide certification and continuing education products and services for individuals, schools, or programs irrespective of their allegiance to any specific professional organization or accreditor. NCCT is used for testing and continuing education by more than 850 facilities and organizations across the country.

Information pertaining to this exam can be found at <http://www.ncctinc.com/Certifications/> . The application fee for the student exam is \$90.00 and the test can be taken on a testing date at Olney Central College.

Students are also encouraged to take relevant Microsoft Office Specialist exams. These exams are administered at Olney Central College with prior payment and scheduling through Amie Mayhall or Shasta Bennett. The fee for the exams varies based on the number of exams administered. Available exams include: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook.

All academic requirements must be met prior to earning the Medical Office Assistant Degree. In addition, all financial obligations to the college must be paid in full.

Medical Office Assistant Outcomes

- ❖ Consistently key 50 WPM or above with 3 or less errors on a five-minute timing.
- ❖ Demonstrate a thorough knowledge of computer skills including, but not limited to:
Word, Excel, Access, Medical Software (I.E. Medisoft, Medical Manager, MediNotes, MedCin)
- ❖ Format the following documents accurately: Business Letter, Table, Memo, Reports, Agenda and Minutes, Itinerary, News Release, Medical Reports, History and Physical Report, Operative Report, Pathology Report, Radiology Report, Discharge Summary, Insurance and Coding Documents and CMS 1500 Claim.
- ❖ Complete three patient simulations for clinical procedures and submit the reports with 80% or better scores.

- ❖ Demonstrate successful business communication skills through submission of a high-quality letter and memo that have been composed by the student.
- ❖ Successfully complete one year of applicable internship. Students must demonstrate skills in the area of study shown through a summary PowerPoint presentation, brochure and letter of completion from the internship supervisor.
- ❖ Demonstrate the ability to solve the following Healthcare Statistics: Inpatient Census, Inpatient Bed Count, Total Bed Count Days, Length of Stay, Average Length of Stay, Death Rates (gross, net, postoperative, anesthesia, maternal, newborn, and fetal), Net Autopsy Rate and Infection Rate.
- ❖ Summarize program experiences in a 1,000-word report. The report should include what the student has learned as well as how they anticipate using this knowledge.
- ❖ Develop effective communication skills, poise, and a positive attitude.
- ❖ Exhibit confidence in procedures and decision making by utilizing learned practical skills and acquired theory.
- ❖ This program focuses upon the development of technical competencies, attitude, values, and appreciation critical to successful employment in the medical office field.
- ❖ Demonstrate academic knowledge relevant to success and progress in the field of medical office.
- ❖ Develop employment skills to ensure the ability to retain skills and advancement in the field of medical office.
- ❖ Develop life skills to assist students in recognizing the need to contribute to the welfare of the community.

Medical Office Assistant Program Sequence

The demand for well-trained medical office assistants is increasing due to the expansion of medical services, medical agencies, and the increase of required medical records maintenance.

Beginning Keyboarding is a pre-program requirement and cannot be used as an elective. The student will be placed in keyboarding courses according to previous experience, training, and ability. Beginning Keyboarding courses may be waived; the Keyboarding Essentials course is required. This degree is available online.

Year 1, Fall Semester		Year 1, Spring Semester	
DAP 1201 – Business Computer Systems	3	DAP 1236- Keyboarding Essentials	3
BOC 1206 – Employment Methods	1	BOC 2262 – Medical Office Procedures	4
HEA 2215 – Electronic Medical Records	3	BOC 2263 – Medical Transcription I	3
DAP 2202 – Word Processing I	3	ENG 1212 – Technical Writing	3
ENG 1111 – Composition I	3	HEA 1212 – Clinical Processes	3
HEA 1225 – Intro to Medical Terms.	3	LSC 2264 – Anat. for Healthcare	3
Semester Hours	16	Semester Hours	19

Year 2, Fall Semester		Year 2, Spring Semester	
BOC 2268 – Medical Office Sem. I	1	BOC 2270 – Medical Office Internship/Sem II	3
BOC 2269 – Med. Office Internship I	2	SPE 1101- Fundamentals of Effective Speaking	3
HEA 2264 – Med. Insurance & Coding I	3	HEA 2266 – Medical Insurance & Coding II	3
CIS 1278 – Spreadsheet	3	CIS 1286 – Database	3
PSY 1101 – General Psychology I	3	BOC 2202 – Professional Portfolio	2
HIT 2202- Healthcare Law & Ethics	3	HEA 2210 – Healthcare Statistics	4
Semester Hours	15	Semester Hours	18

Health Information Technology Degree

The Health Information Technology two-year degree program that includes general education curriculum in addition to the coding curriculum and prepares students to do more than code. It gives a well-rounded education for students in the Health Information field

This degree prepares students for the Certified Coding Associate exam/certification or the Certified Professional Coder exam/certification. Some employers prefer to see a two-year degree behind the applicant.

New students are admitted to the program in the fall semester. Prior to awarding the degree, all financial obligations to the college must be paid in full. In addition, all courses required for the HIT Degree must be completed with a grade of "C" or better.

Certification Information

Most employers in the coding field will require certification to be considered for employment.

AHIMA

The Certified Coding Associate (CCA) designation is a nationally accepted standard of achievement in the health information management (HIM) field. The CCA is the only HIM credential worldwide currently accredited by the National Commission for Certifying Agencies (NCCA).

Information pertaining to this exam can be found at <http://www.ahima.org/certification/cca.aspx>.

The Exam Fee for the CCA exam is \$199.00 for AHIMA members and \$299.00 for non-members. Our students are also eligible to sit for the CCS; however, we recommend experience in the field prior to sitting for the CCS.

Continuing Education: Every two years, CCA's are required to complete fourteen (14) hours of continuing education.

AAPC

The Certified Professional Coder (CPC) designation is the gold standard for medical coding in physician office settings. Due to the level of expertise required of medical coders, AAPC expects certified coders to be able to perform not only in an exam setting but also in the real world. In addition to passing the certification exam, coders will also be required to demonstrate on-the-job coding experience. Those who pass the CPC exam, but have not yet met this requirement will be designated as an Apprentice (CPC-A) on their certificate. There are required steps to remove the A after experience in the field is gained.

Information pertaining to this exam can be found at

<https://www.aapc.com/certification/cpc/#tab-1>

The Exam Fee for the CPC exam is \$300.00 for AAPC members and \$380.00 for non-members. This includes one free retake of the exam.

Continuing Education: Every two years, CPC's are required to complete fourteen (36) hours of continuing education.

Health Information Technology Program Sequence

Prerequisite: BOC 1202 or equivalent skills

Year 1, Fall Semester	Year 1, Spring Semester
DAP 1201- Business Computer Systems	HEA 2213- Electronic Med Records Mgmt. 3
GEN 2297- Employment Skills	HEA 2266- Medical Insurance and Coding I 3
HEA 1225- Intro to Medical Terminology	MED 2205- Intro to Pathophys & Pharm 3
HEA 2264 – Med. Insurance & Coding I	MED 2208- Reimbursement & Revenue Cycle 3
MED 2204- Intro to Health Information	LSC 2264 Anat. for Healthcare 3
	3
Semester Hours	Semester Hours <u>15</u>

Year 2, Fall Semester	Year 2, Spring Semester
ENG 1111- Composition I	HEA 2219- HIT Capstone Course 3
HEA 2210- Healthcare Statistics	HEA 2220- Certification Preparation 2
HEA 2216- Legal Aspects of Health Info	HEA 2297- HIT Professional Practice 3
HEA 2217- Data Mgmt. & Info Governance	HEA 2296- Topics in Health Information 3
HEA 2218- Healthcare Leadership & Mgmt.	PSY 1101- General Psychology I 3
	3
Semester Hours	Semester Hours <u>16</u>

Program Guidelines for
Medical Coding Associate, Health Information Technology,
And Medical Office Assistant

Academic Dishonesty

Cheating and plagiarism are unacceptable in any environment. Plagiarism is defined as writing that has been copied from someone else and is then presented as your own work. Cheating and/or plagiarism may result in a grade of "F", dismissal from the program and/or disciplinary action.

Attendance

- Students should contact the instructor and/or supervisor if they will not be in attendance.
- Schedule all personal business and medical appointments outside of scheduled class time.
- As a general rule, medical office and coding instructors allow 1 class absence per credit hour of the course; however, students should check individual instructor policies.
- Chronic absences may result in lower grades or withdrawal from the program by the instructor.

Chronic Communicable Disease

Based on Illinois Department of Financial and Professional Regulation guidelines, no teacher or school administrator shall knowingly permit any person suffering from a serious communicable disease as defined in 77 Ill. Adm. Code 690 to work on the premises, or knowingly permit a student with a serious communicable disease to serve a patron .

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students, clients and college personnel on the basis of qualified medical advice.

Confidentiality

During Internship, students will be exposed to extremely confidential information. Confidentiality of patient information is critical. Any breach of confidentiality will result in disciplinary action. Students will abide by the HIPAA (Health Insurance Portability and Accountability Act) law and the confidentiality policy at each internship location. Information concerning HIPAA can be found at this website <http://www.hhs.gov/ocr/privacy/>.

Drug Free Schools and Communities Act

The IECC Board of Trustees recognizes the importance of a college environment that is free of substance abuse. The college environment includes students, employees, and other persons

participating in IECC District 529 sponsored classes, programs, services and other activities or events. Substance abuse is defined as the unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, cannabis or any other twenty-seven (27) controlled substances.

Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse will result in involvement of law enforcement officials.

Nondiscrimination Policy

Illinois Eastern Community Colleges is committed to providing a learning and working environment free from unlawful discrimination, harassment, and retaliation and cultivating ethical behavior and social responsibility by recognizing the inherent dignity of every person. IECC does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category.

Eating and Drinking

Eating and drinking are prohibited in the classroom.

Expected Professional Behaviors

Students are expected to conduct themselves in a professional manner. Failure to do so may result in dismissal from the program.

- Be courteous to all with whom you come in contact.
- Use appropriate English and grammar at all times. Do not use profanity.
- Respect yourself, instructors and fellow students.
- Honesty is required at all times.
- Confidentiality of patient information will be maintained at all times.
- Cooperate with the individuals you work with each day.
- Exhibit a positive attitude.
- No facial piercings, except for ears.
- Students are encouraged to cover tattoos to the best of their ability.
- Good personal hygiene is required at all times.
- Cell phone usage is not allowed in the classroom or at the internship site.

Graduation

Students must successfully complete all required courses to earn a certificate or degree from Olney Central College. Also, a cumulative grade point average of 2.0 is required for the Medical Coding Associate Certificate, Health Information Technology Degree, or Medical Office Assistant Degree.

Internships/Practicum

Specific guidelines pertaining to internship requirements, guidelines, and procedures will be distributed during the Medical Office Seminar or Practicum course. Prior to the semester you intend to enroll in the internship course, please check with Ms. Mayhall to discuss internship locations.

Readmission to the Program

Students who leave the program and wish to be readmitted to a later fall term will be admitted on a space available basis. Previous enrollment does not guarantee readmission.

Transcripts

Transcripts will not be released until all financial obligations to the college have been met.

Transfer Information

If you wish to transfer credit to IECC toward a degree or certificate, transcripts can be evaluated if the credit was earned at institutions accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools) or similar regional accrediting agencies. If the transcript indicates a cumulative grade-point average below 2.0, only course grades of C or above will be accepted. The Commission may be contacted at the HLC website at www.ncahigherlearningcommission.org or by phone at 312/263-0456. For questions concerning a transfer institution, contact the Student Services Office at 618-395-7777.

A student requesting transfer to Olney Central College is responsible for contacting prior institutions and requesting an official transcript be mailed directly to: Olney Central College, Record's Office, 305 North West Street, Olney, IL 62450.

Withdrawing from the Program

If a student determines it is necessary to discontinue enrollment in this program, it is essential to officially withdraw from classes. Failure to officially withdraw with staff in the Student Services Office will result in a grade of "F" being assigned for any course.

MEMORANDUM OF UNDERSTANDING

Olney Central College Medical Coding Associate Certificate, Health Information Technology Degree, and Medical Office Assistant Degree students are expected to read, understand and accept responsibility for the guidelines and policies in the handbook for these programs, course syllabi, and the Illinois Eastern Community Colleges catalog.

Olney Central College believes it is important to provide the information below to all Medical Coding Associate Certificate, Health Information Technology Degree, and Medical Office Assistant Degree students. Students do not always confide conviction information with their advisor or faculty but still need to be aware of the ramifications if pursuing education in this field with a felony conviction. The information below provides general information for those who have been convicted of a felony.

Students with felony convictions are often not considered for employment in this field. After discussing this issue with area employers, the instructors have found applicants with felony convictions are often withdrawn from employment consideration. Felony convictions appear on the IDPH portal. If the felony is a disqualifying conviction, a waiver may be submitted to IDPH to appeal the disqualifying event from consideration.

If you have a felony conviction, you should talk to the faculty advisor before choosing to pursue the Medical Office Assistant Degree, Health Information Technology Degree or Medical Coding Associate certificate.

My signature below indicates I understand and agree to abide by the information found in the documents indicated above. Olney Central College reserves the right to revise information in this document as needed in order to meet the needs of the program. Students will be notified of changes to this document.

Student Signature
Date

Printed Student Name

Faculty Signature

Date

Sign and submit this page of the handbook by July 1 of the current year to:

Amie Mayhall
Olney Central College
305 N. West Street
Olney, IL 62450
mayhalla@iecc.edu

Agenda Item #9B

IECC Associate Degree in Nursing and Radiography Handbooks

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Ryan Gower

DATE: December 8, 2020

RE: Revisions to the IECC Associate Degree in Nursing and Radiography Handbooks

In response to the COVID 19 pandemic, and in anticipation of the need to conduct remote testing, Nursing and Radiography faculty and staff are recommending additions to program handbooks to detail new online testing protocols. These recommended changes will help the programs implement a virtual testing procedure that will maintain the academic integrity of the program and address the increasing number of students affected by the COVID 19 pandemic.

If virtual testing is needed within a term, students will use the ExamMonitorAI, which is an exam monitor in the Exemplify application for the iPad. The student will be monitored visually and audibly, and the software will flag concerns that faculty can review. Faculty and administration reviewed this software earlier in the year but the costs at that time were prohibitive in moving forward. The vendor has decreased the price due to removing more of the human factor for the software and the faculty have reviewed those changes with opportunities to ask questions of technical support. Based on that review, and with Cabinet and Administration approval, faculty have begun the process of testing this option to expedite the use of the software given current mitigation levels in Illinois. The cost of this feature is \$17 per student per year.

I ask the Board's acceptance of the revisions to the Testing Policy for the IECC Associate Degree in Nursing Handbook and the Associate in Applied Science- Radiography Handbook.

RG/rr

TESTING

Faculty construct online tests utilizing ExamSoft testing software. Online testing, utilizing the iPad device and Examplify testing app, will be done for all exams. The Examplify app should be downloaded at the beginning of the semester prior to the first exam. This software will be utilized throughout the program. Students are responsible for bringing a charged iPad to class for each exam and ensuring the test is downloaded to their device prior to the exam. The iPad should have the most current iPad general system update and the most current Examplify app update prior to testing.

In the event the program must go to a virtual format for testing, students will be proctored virtually with ExamMonitorAI, a proctoring software through ExamSoft and Examplify. The student will be monitored visually and audibly. A report will be provided to faculty after the exam for all students and any concerns will be flagged for faculty review. Faculty will evaluate the report and take action, as necessary, per the District's Academic Integrity Policy. The policy can be found in the IECC Catalog and on pages 26-27 of this Handbook.

Students may not wear an iWatch, FitBit, or other non-essential electronic accessory during test. No hats or hoods from jackets or hoodies may be worn during testing. Phones must be turned off and put away and on silent or turned off. For virtual testing, in addition to the restrictions above, the student should ensure their virtual testing environment is quiet, well lit, and comfortable. All other applications and web browsers must be closed prior to testing.

Quizzes may be given during classes or skills labs at the discretion of the instructor. **Quizzes will not be allowed to be made up.**

Attendance at tests and feedback sessions is imperative, unless previously discussed with instructor. All tests are to be taken as scheduled. If absence is necessary, the instructor must be notified prior to the scheduled test time.

In the event a paper test and Scantron card is used for a test, the answer marked on the Scantron will be the one and only answer that is graded. Answers marked on the test itself will not be considered. Scantrons and paper testing will be used as a back-up only for technical difficulties or reasons beyond program control.

All make-up tests will be taken on the scheduled make-up test day. Make-up tests may not be scheduled during a student's laboratory or regular class time. An alternate test will be administered whenever a student takes a make-up test. If the make-up test must be conducted virtually, then the updated virtual testing policy will prevail.

Patterns of absence in relation to the test schedule are studied. After the first missed test, the student will be counseled and a plan of action will be provided

Test reviews are conducted after the test has been administered. Students are expected to review tests. If a student has rationale regarding an alternate answer to a question, the student must present their findings during the in-person class review and may ~~is to document their rationale for the alternate answer and cite the resource where the alternate answer was found (include resource name and page number) on a separate piece of paper and submit to the instructor for review~~ make an appointment to meet with the faculty member during office hours to discuss further, if needed.. If the test is provided virtually, the

student must make an appointment with the faculty member to discuss any concerns related to the questions missed within three (3) days of the exam. Once a unit test has been reviewed with the students and faculty, and grades are finalized for the exam, no further review or changes will be allowed. No further consideration of test questions will be allowed following the review. The instructor will return comments and appropriate rationale to the students within one week of review. The instructor will return comments and appropriate rationale to the student within one week of review. If a test review is missed, the student must review the test within the next three school days following the return of the scheduled test. The student is responsible for contacting the instructor to set up a time for the review. If the student does not schedule a review within the timeframe specified, then the test score will stand, with no further review. No review of semester tests and quizzes will be allowed following the final exam review.

TESTING PHILOSOPHY

The faculty believes testing is an integral part of the curriculum. Testing is an observable, measurable activity from which inference of learning can be made. Testing requires the student to behave in a predefined way, by testing or performing a task while the teacher observes. By testing, the student demonstrates competencies necessary to obtain the associate degree in nursing or practical nursing certificate and therefore is eligible to take the licensure exam.

In addition to measuring student competency, the faculty believes tests can be used to evaluate teaching methods. Tests are also viewed as tools faculty and students can use to differentiate individual strengths and concerns. The faculty believes students have the right and the responsibility to participate in a timely test review and to direct questions to the content instructor. The review is an opportunity for the student to reinforce learning, to evaluate problem solving and critical thinking in responding to simulated situations and to enhance test-taking skills. The faculty value student input as a part of the process improvement faculty use to enhance student outcomes.

Testing reflects curriculum objectives and progresses from simple to complex. Test blueprinting serves as a guide to ensure that the tests are congruent with the course objectives and similar in format to the manner in which the objectives are presented.

The faculty has the responsibility of developing valid tests. Tests are valid when they show relevance and reliability. Tests are relevant when they cover the intended content. They are reliable when they are not influenced by factors other than the knowledge being tested. Test blueprinting and test analysis are used to evaluate validity and reliability of written tests. If a test question has two correct choices, credit will be given for either choice.

The faculty is responsible for providing a testing environment that is comfortable and free of distractions. The manner in which tests are administered is consistent. Guidelines for record keeping are congruent with IECC District 529 Retention Policy. In the case of virtual testing, the tester is responsible for ensuring the testing environment is free from distractions, unauthorized materials, external devices other than their testing device (iPad), other people in the room, and any background noises.

The faculty believes return demonstration and implementation of skills is another observable measurable activity from which inference of learning can be made. The faculty uses uniform criteria for evaluation of skills performance.

Agenda Item #9C

WVC Small World/WADI Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Ryan Gower
DATE: December 8, 2020
RE: Memorandum of Understanding with Wabash Area Development Head Start

The Wabash Area Development Corporation operates the Head Start/Early Head Start Program and wishes to implement a Memorandum of Understanding (MOU) with the District/Wabash Valley College operated Small World dealing with Pre-Kindergarten children.

Under the agreement, each party will work collaboratively to screen and select Pre-Kindergarten children and refer children to each other's programs and obtain parental consent when required.

The MOU deals with special education requirements, providing early intervention, and smooth transition into the school system. The parties agree to one on one training for Head Start staff and Head Start teachers dealing with special needs children. A major portion of the agreement deals with a Kindergarten transition agreement and allows for anticipation, orientation, and information sharing with the families leaving Head Start and going into Kindergarten.

I ask the Board's approval of this Memorandum of Understanding between the Wabash Area Development and IECC/Wabash Valley College/Small World.

RG/sc

Attachment

MEMORANDUM OF UNDERSTANDING
AND
LINKAGE AGREEMENT
BETWEEN
WABASH AREA DEVELOPMENT INC. HEAD START/EARLY HEAD START PROGRAM
And
SMALL WORLD – WABASH VALLEY COLLEGE

PRE-K AGREEMENT

**This is a collaborative agreement which describes the intentions for the above two entities to work in partnership to support early childhood care and education of the families with preschool age children in the community.*

In order to support comprehensive services and support for these families both parties agree to:

1. Establish and maintain open lines of communication with each other.
2. After children have been screened, meet with Head Start for the selection process for appropriate placement.
3. If families selected for the school Pre-K program are already enrolled in Head Start, it will be explained to families that they need to remain in Head Start as both programs are collaborating with this Preschool for All/Pre-K program. Head Start can provide many services that Pre-K cannot (health, dental, vision, etc). The school can provide center-based services that Head Start does not.
4. Routinely refer children to each others program and share waiting lists with each other.
5. When applicable with parent consent, each partner will release development screening results, health screenings, medical information, etc. in order for families to receive services in each program.

SPECIAL EDUCATION AGREEMENT

*The following agreement is for the purpose of promoting cooperation in serving families with children who may be in need of special education. **It is not a legally binding contract.***

Head Start agrees to:

1. a. Screen all children enrolled for potential problems in the areas of physical and dental health within 90 days of enrollment.
- b. Screen all children enrolled for potential problems in speech, vision, hearing and development within 45 days of enrollment.
- c. Complete other assessments through observation and discussion with parents.
- d. Obtain a child development history on each child.

2. All children failing any section of the developmental rescreen will be referred to the school district, with parent permission, for further evaluation. We will complete referral paperwork and include results from our screenings. We will assist parents with transportation to the school for evaluations and meetings. We will assist the school in contacting parents and relaying messages.
3. We wish to participate in all conferences including the IEP and Annual Review. Head Start staff that may attend will be the teacher/home visitor, health staff, or site supervisor depending on conditions and availability of staff.
4. Head Start will dual enroll children with the school district as deemed appropriate in the IEP. We will attempt to accommodate placement in our classroom or home based program. Head Start is willing to be a placement option for children eligible for Special Education and related service if deemed appropriate at the IEP and parents are in agreement.
5. We will conference with all teachers of dual enrolled children to ensure continuity of programs, building on and reinforcing the objectives set on the IEP.
6. Head Start will obtain written consents of parents to share all information to and from the school district. We will request copies of all evaluations done and all conferences including the IEP. We will observe confidentiality of the information shared.
7. We will notify you of any child in our Early Head Start program meeting disability criteria who turns three years old at least six months in advance of their turning three years of age.
8. Head Start will assist parents in understanding their rights under the provisions of Part B IDEA.

Head Start will participate in transition meetings with Early Intervention and the local school district for all children with disabilities entering the school systems. Head Start will prepare the child and parent for a smooth transition into the school system. Visiting and conference activities will be coordinated with the school personnel.

Head Start will collaborate with the school district to provide one-on-one training to Head Start staff working with the dual enrolled child. An example of this training might be for the Head Start teacher/home visitor to observe and work with the child and the speech therapist during a session.

The school district agrees to:

1. Refer to Head Start when a child does not meet eligibility requirements for a school program or when dual enrolling with Head Start would benefit the child.
2. Invite Head Start staff to attend staffing, IEP and other reviews and/or ongoing conferences on all children in Head Start. If possible, CC the copy of the letter sent to the parent of the child enrolled in the Head Start program.
3. Contact Head Start for our assistance when there is difficulty connecting with or getting response from a parent.
4. Conduct evaluations as needed on children referred for further assessments when the Head Start screening indicates a concern.
5. With written consent of parent, share reports both verbally and written with the appropriate Head Start staff.

KINDERGARTEN TRANSITION AGREEMENT

The following section is for the purpose of promoting smooth and timely transition for the children and families leaving Head Start and going to kindergarten. This agreement allows for anticipation, orientation and information sharing for the families leaving Head Start and going into kindergarten.

Head Start agrees to:

1. Provide all families leaving Head Start to go on to kindergarten with the booklet, “*Head Start to Kindergarten: Another Step Forward*”. The booklet will include a listing of all schools addresses, phone numbers, principal’s name, and names of the kindergarten teachers in Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne and White County school districts.
2. Encourage families to participate in their pre-school round-up and kindergarten registrations. Head Start will provide transportation assistance if necessary.
3. Give the families a copy of their child’s physical, dental and shot records from the program’s files to take with them to their child’s kindergarten registration.
4. Plan, do, and review transition activities with families to help with concerns and raise awareness of the important development milestones. Examples of activities are: reading books about kindergarten and separation, drawing pictures, making books, role playing, etc.
5. Plan, do, and review field trips to local kindergarten classrooms.

The school district agrees to:

1. Provide Head Start with the needed information for compiling the transition booklet.
2. Contact Head Start Education Coordinator with kindergarten registration dates to assist in keeping families informed.
3. Support the Head Start kindergarten field trip.
4. Support Head Start families’ and children’s participation in activities during the Head Start kindergarten field trip.

****The following outlines steps to coordinate activities with the local educational agencies serving Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne and White Counties in which children participating in the Head Start Program will enroll following their departure from Head Start.***

In joint collaboration, both agencies agree to provide the appropriate services to families involved in local service areas of the educational agency. Both agencies and service providers will work together to provide an integrated system of public dissemination and access to programs for families contacting the Head Start program or any of the preschool programs.

Both agencies agree to share information according to the confidentiality guidelines and will not disclose information without written consent.

Both agencies will make and accept referrals meeting the appropriate guidelines, educational activities, curricular objectives and instruction.

Both agencies will work together to meet the needs of the families through selection priorities for eligible children to be served by programs.

Both agencies will respect the human rights and dignity of persons served with provisions of additional services to meet the needs of working parents as applicable.

The collaboration of services will be a united team effort by providing staff training including opportunities for joint staff training in topics such as academic content standard, instructional methods, and social and emotional development.

Both agencies will provide communication and parent outreach for smooth transitions to kindergarten.

Both agencies will address any communication difficulties individually or through intra-agency meetings or program technical assistance.

Both agencies will collaborate as needed in the shared use of facilities, transportation and any other elements agreed to by the parties to such memorandum.

This agreement and memorandum will begin September 2020 and continue through September 2021. Agreement will be reviewed and renewed annual.

School District Representative/Title

Date

Lena M. Hicks, CCAP, NCRI
Executive Director
Wabash Area Development, Inc.

Date

Alisa Newman, CCAP, NCRI
Head Start/Early Head Start Director
Wabash Area Development, Inc.
Phone: (618) 963-2387
Fax: (618) 963-252

Date

Agenda Item #9D

McKendree University ADN to BSN Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Ryan Gower
DATE: December 8, 2020
RE: McKendree University ADN to BSN Agreement

The following Articulation Agreement with McKendree University is an updated agreement that will provide an option for Illinois Eastern Community College Nursing students to pursue a bachelor's degree. McKendree University will accept up to 90 semester hours of credit from IECC and completion of the ADN program will fulfill general education requirements. The agreement will be effective until July 31, 2024.

I ask the Board's acceptance of the McKendree University ADN to BSN Articulation Agreement.

RG/tr

**Articulation Agreement Between
McKendree University and Illinois Eastern Community Colleges –
Olney Central College ADN to BSN**

This articulation agreement is the result of discussions between McKendree University and Illinois Eastern Community Colleges (IECC). McKendree and IECC agree that both institutions value this cooperative agreement and that this agreement will best serve the current students of both institutions.

Terms and Conditions

Section I: Admissions and Matriculation

McKendree and IECC have developed a four-year program plan to facilitate the most seamless transfer possible for IECC students who complete the Associate Degree in Nursing (ADN) at Illinois Eastern Community Colleges and desire to earn the Bachelor of Science Degree in Nursing at McKendree University.

Students who satisfactorily complete the ADN requirements with IECC and hold an unencumbered license as a registered nurse will be admitted to McKendree University.

McKendree and IECC agree to inform potential transfer students of the existence of this institutional articulation agreement and the advantages of pursuing the articulated programs.

Dual Enrollment is possible for students that have a 3.25 grade point average (GPA) at IECC. IECC students pursuing the ADN that meet the minimum GPA will be allowed to enroll in the following coursework (9 hours) at McKendree University prior to completion of the IECC ADN and completion of nursing licensure:

- NSG 351 – Health Assessment and Pathophysiology I – 3 credits
- NSG 352 – Health Assessment and Pathophysiology II – 3 credits
- NSG 404 – Diversity in Healthcare Delivery – 3 credits

Students enrolled with both institutions will receive financial aid from one institution per Federal Department of Education regulations. While completing your ADN, you should complete all financial aid with Illinois Eastern Community Colleges.

Section II: Transfer of credit

McKendree University agrees to accept a maximum of 90 semester hours of credit from the IECC graduate who seeks to complete a baccalaureate degree at McKendree. McKendree University will communicate specific options for students and give careful consideration to all previously completed courses. Courses in addition to those used to earn the ADN at IECC will be evaluated individually to determine which are transferable and what requirements have been met. Completion of the ADN fulfills all general education requirements with McKendree University.

Section III: Program Plan

The four-year program plan for the B.S. in Nursing is included at the end of this agreement. These plans will specify the student degree course plan and transfer credit requirements.

Degree course plans will be reviewed by both McKendree University and Illinois Eastern Community Colleges representatives on an annual basis, and revised or updated as needed to reflect any changes in the degree requirements.

Notices should be mailed to the following addresses by first class mail in order to fulfill any notice of revision/updates to this Agreement.

For Illinois Eastern Community Colleges:

Alyssa Maglone
Coor. of Curricular Reporting & Articulation
Illinois Eastern Community College
233 East Chestnut Street
Olney, IL 62450

For McKendree University:

Dr. Melissa Meeker
Dean of Worldwide Programs
McKendree University
701 College Road
Lebanon, IL 62254

Terms of the Agreement

This agreement becomes effective on August 1, 2020 and remains in effect until July 31, 2024, unless changed in writing by mutual agreement of McKendree University and Illinois Eastern Community Colleges. The agreement can be amended at any time with the approval of both institutions. Should either institution desire to discontinue this agreement, written advance notification of 60 days will be required. Termination, however, will not be executed without a negotiated teach-out agreement for students currently enrolled.

Both institutions hereby indicate full agreement to the terms and conditions included above and the honoring of the course, program, and other requirements outlined in the four-year program plan attached at the end of this agreement.

IN WITNESS WHEREOF, the parties have executed this Articulation Agreement by their duly authorized officers on the date first written above.

Illinois Eastern Community Colleges

McKendree University

Dr. Rodney Raney
President
Olney Central College

Dan Dobbins
President
McKendree University

Dr. Theresa Marcotte
Assoc. Dean of Nursing & Allied Health
Illinois Eastern Community Colleges

Dr. Christine Bahr
Provost
McKendree University

Dr. Andrew Fischer
Board Chairman; IECC

Dr. Richelle Rennegarbe
Chair, Division of Nursing
McKendree University

Agenda Item # 9E

Affiliation Agreements

Richland Nursing and Rehab

Clay County Hospital

Crawford Memorial Hospital

Good Samaritan Hospital

Wabash General Hospital

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: December 8, 2020
RE: Affiliation Agreements

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

IECC wishes to enter into an affiliation agreement with Richland Nursing and Rehab located in Olney, Illinois for the Nursing Program offered by Olney Central College. IECC further wishes to enter into affiliation agreements with Clay County Hospital located in Flora, Illinois, Crawford Memorial Hospital located in Robinson, Illinois, Good Samaritan Hospital located in Vincennes, Indiana, and Wabash General Hospital located in Mt. Carmel, Illinois for the Phlebotomy Program offered by Frontier Community College.

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

RG/sc

Attachments

**OLNEY CENTRAL COLLEGE/LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM**

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 1st day of September 2020,
by and between OLNEY CENTRAL COLLEGE/LINCOLN TRAIL COLLEGE (hereinafter
referred to as the College) and

Richland Nursing and Rehab

Agency

900 E. Scott St

Street Address

Olney, IL 62450

(hereinafter referred to as AGENCY).

WITNESSETH THAT:

WHEREAS, the College desires to make use of the AGENCY'S facilities for clinical nursing laboratory practice by students of the Nurse Assistant Program for the College, and
WHEREAS, the AGENCY has agreed to make its facilities available to the College and faculty of the College for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of the College, subject to the conditions and limitations contained herein.
2. The initial affiliation agreement and yearly renewal of said facilities of the AGENCY will be made by the Associate Dean of Nursing and Allied Health on behalf of the College and the Administrator and/or the Director of Nursing on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses. The semester-by-semester communication and scheduling will be done by the Nurse Assistant Faculty of the college.
3. The College will be responsible for the teaching and guidance of the students in the clinical nurse assistant laboratory practice and will be available to the nurse assistant students. The specific assignment of learning experiences for each student will be made and arranged by the Faculty on behalf of the College, in consultation with the Patient Care Manager, Supervisor, or Coordinator on behalf of the AGENCY. The College Faculty will assume supervision of the nurse assistant students during their laboratory experience in the AGENCY.
4. The use of AGENCY facilities will be consistent with, and in conformity to all applicable rules, regulations, and policies of the AGENCY; and the Faculty on behalf of the College will be responsible for maintaining proper standards of nursing care of patients assigned

to nurse assistant students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nurse assistant students.

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

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

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

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

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

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

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

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

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

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

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

AGENCY: **Richland Nursing and Rehab**

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT 529,

Olney Central College

Director of Nursing

Associate Dean of Nursing and Allied Health

Administrator, Hospital or Agency

Board Chair, Illinois Eastern Community Colleges

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

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

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Frontier Community College
Phlebotomy Program
and**

**CLAY COUNTY HOSPITAL
P O Box 429
911 Stacey Burk Dr.
Flora, IL 62839
(618) 662-2131**

THIS AGREEMENT made and entered into this eighth day of December 2020, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and CLAY COUNTY HOSPITAL (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy 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 in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service 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 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy 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.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. 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's Phlebotomy Program, 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 phlebotomy 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 eighth day of December 2020.

CLAY COUNTY HOSPITAL

911 STACEY BURK DR.
FLORA, IL 62839
(618) 662-2131

ILLINOIS EASTERN COMMUNITY
COLLEGES DISTRICT #529,
FRONTIER COMMUNITY COLLEGE

Signature

Phlebotomy Instructor

Title

Dean of Instruction

President, Frontier Community College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Frontier Community College
Phlebotomy Program
AND**

**CRAWFORD MEMORIAL HOSPITAL
1000 N Allen St.
Robinson, IL 62454
(618) 544-3131**

THIS AGREEMENT made and entered into this eighth day of December 2020, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and CRAWFORD MEMORIAL HOSPITAL (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy 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 in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service 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 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.
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 Phlebotomy Program on

behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy 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.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. 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's Phlebotomy Program, 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 phlebotomy 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 eighth day of December 2020.

CRAWFORD MEMORIAL HOSPITAL

1000 N ALLEN ST.
ROBINSON, IL 62454
(618) 544-3131

ILLINOIS EASTERN COMMUNITY
COLLEGES DISTRICT #529,
FRONTIER COMMUNITY COLLEGE

Signature

Phlebotomy Instructor

Title

Dean of Instruction

President, Frontier Community College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Frontier Community College
Phlebotomy Program
AND**

**GOOD SAMARITAN HOSPITAL
520 S. Seventh Street
Vincennes, IN 47591
(812) 882-5220**

THIS AGREEMENT made and entered into this eighth day of December 2020, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and GOOD SAMARITAN HOSPITAL (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy 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 in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service 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 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.
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 Phlebotomy Program on

behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy 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.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. 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's Phlebotomy Program, 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 phlebotomy 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 eighth day of December 2020.

GOOD SAMARITAN HOSPITAL
520 S. SEVENTH STREET
VINCENNES, IN 47591
(812) 882-5220

ILLINOIS EASTERN COMMUNITY
COLLEGES DISTRICT #529,
FRONTIER COMMUNITY COLLEGE

_____	_____
Signature	Phlebotomy Instructor
_____	_____
Title	Dean of Instruction

President, Frontier Community College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Frontier Community College
Phlebotomy Program**

AND

**WABASH GENERAL HOSPITAL
1418 College Drive
Mt Carmel, IL 62863
(618) 262-8621**

THIS AGREEMENT made and entered into this eighth day of December 2020, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and WABASH GENERAL HOSPITAL (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy 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 in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service 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 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy 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.

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, 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 faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. 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's Phlebotomy Program, 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 phlebotomy 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 eighth day of December 2020.

WABASH GENERAL HOSPITAL

1418 COLLEGE DRIVE
MT CARMEL, IL 62863
(618) 262-8621

ILLINOIS EASTERN COMMUNITY
COLLEGES DISTRICT #529,

FRONTIER COMMUNITY COLLEGE

Signature

Phlebotomy Instructor

Title

Dean of Instruction

President, Frontier Community College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #9F

Certification of Tax Levy for Calendar Year 2020

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: December 8, 2020
RE: Certification of Tax Levy for Calendar Year 2020

The Board must certify IECC's tax levies for calendar year 2020. The Certificate of Tax Levy is attached for your review. Prior years' information is also presented for comparison purposes.

In addition to the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, Medicare, Protection, Health & Safety and other insurance.

The tax rate for calendar year 2020 is estimated at 42.85 cents per \$100 in equalized assessed valuation.

I recommend that the Certificate of Tax Levy for calendar year 2020 be approved as presented.

RG/akb

Attachments

CERTIFICATE OF TAX LEVY

Richland, Clark, Clay, Crawford, Cumberland,

Community College District No. 529 County(ies) Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White

Community College District Name Illinois Eastern Community Colleges District #529 and State of Illinois

We hereby certify that we require

the sum of \$ 3,115,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 1,325,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 800,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 240,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 80,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 150,000 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ 35,000 to be levied as a special tax for (specify) worker's compensation & unemployment purposes, on the taxable property of our community college district for the year 2020.

Signed this 8th day of December 2020.

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 3.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

.....
(Detach and return to Community College District)

This is to certify that the Certificate of Tax Levy for Community College District No. _____ County(ies) of _____
_____ and State of Illinois on the equalized assessed value of all taxable
property of said community college district for the year 20_____ was filed in the office of the County Clerk of this county on
_____, 20_____.

In addition to an extension of taxes authorized by levies made by the board of said community college district and additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20____ is \$_____.

Date

County Clerk and County

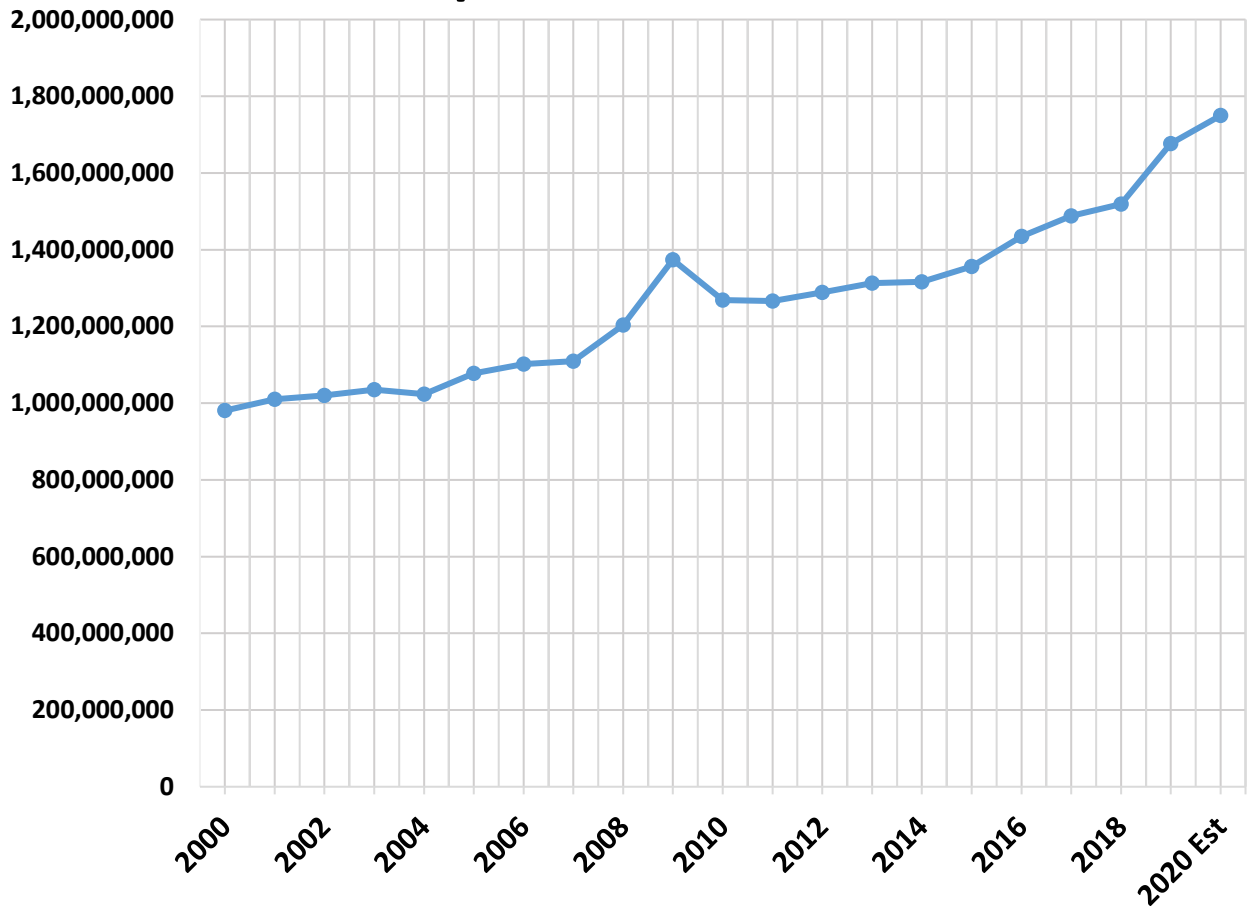
**Illinois Eastern Community Colleges
Tax Levy History**

It is necessary to certify our tax levies for tax year 2020. This information and that of prior years is presented below to assist in evaluating next year's levy.

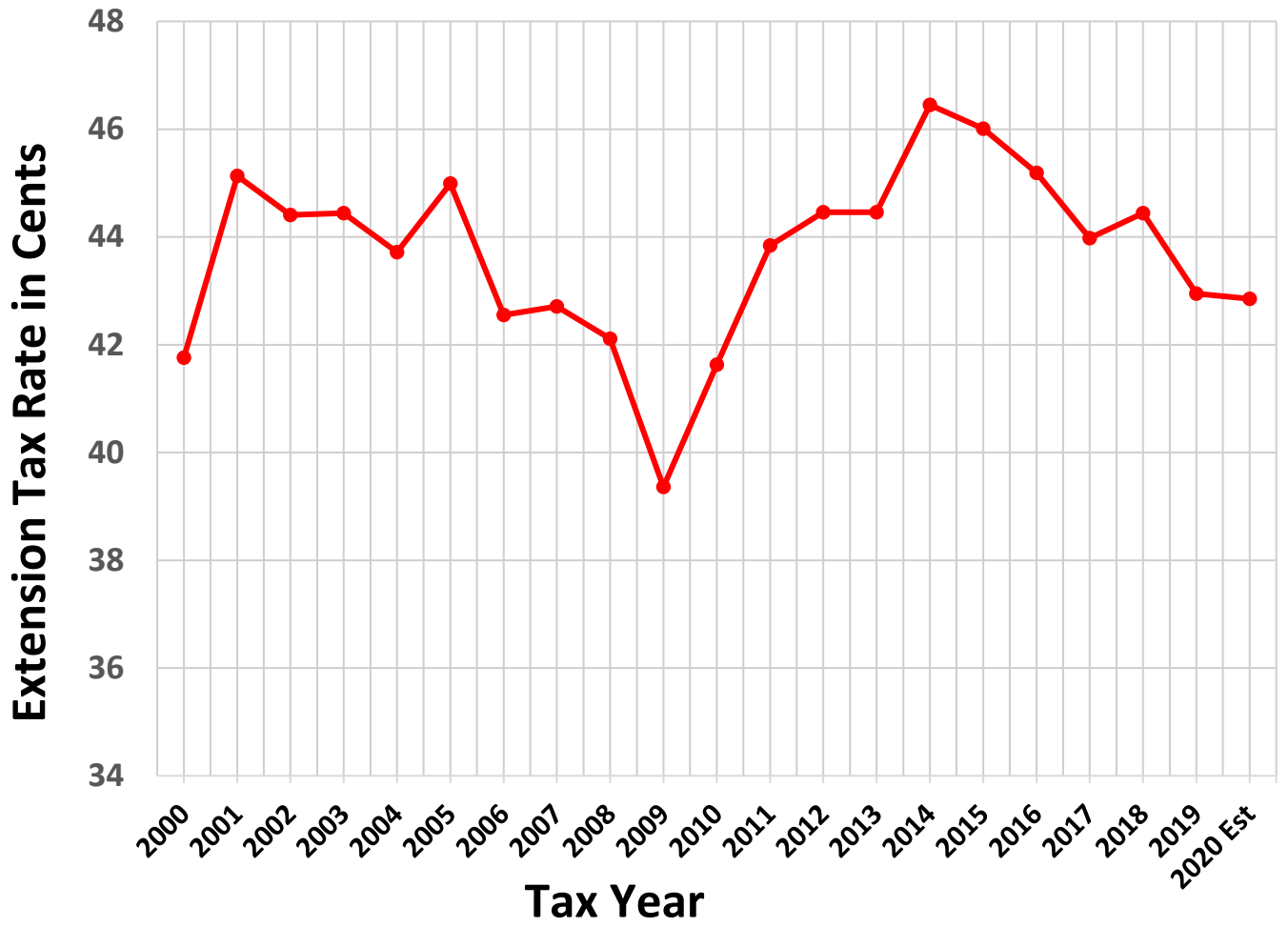
TAX YEAR	ACTUAL EAV	EDUCATIONAL LEVY	BUILDING LEVY	OPERATING LEVY	OPERATING TAX EXTENSION	ACTUAL EXTENSION TAX RATE	
2000	1,010,227,912	1,837,500	787,500	2,625,000	2,525,570	45.13	
2001	1,019,727,226	1,925,000	825,000	2,750,000	2,549,318	44.41	
2002	1,034,733,922	1,925,000	825,000	2,750,000	2,586,835	44.44	
2003	1,023,487,154	1,925,000	825,000	2,750,000	2,558,718	43.72	
2004	1,077,939,382	1,925,000	825,000	2,750,000	2,694,848	44.99	
2005	1,101,476,437	2,100,000	900,000	3,000,000	2,753,691	42.55	
2006	1,109,341,717	2,135,000	915,000	3,050,000	2,773,354	42.71	
2007	1,203,320,686	2,450,000	1,050,000	3,500,000	3,008,302	42.11	
2008	1,373,502,477	2,135,000	915,000	3,050,000	3,019,810	39.36	
2009	1,268,645,929	2,450,000	1,050,000	3,500,000	3,171,615	41.63	
2010	1,266,328,720	2,450,000	1,050,000	3,500,000	3,165,822	43.84	
2011	1,289,013,277	2,450,000	1,050,000	3,500,000	3,202,552	44.46	
2012	1,313,132,171	2,353,750	1,008,750	3,362,500	3,263,408	44.46	
2013	1,316,174,679	2,450,000	1,050,000	3,500,000	3,287,696	46.45	
2014	1,355,971,691	2,450,000	1,050,000	3,500,000	3,389,930	46.01	
2015	1,434,729,746	2,450,000	1,050,000	3,500,000	3,535,634	45.19	
2016	1,487,918,606	2,625,000	1,125,000	3,750,000	3,683,392	43.98	
2017	1,518,650,175	2,712,500	1,162,500	3,875,000	3,793,344	44.44	
2018	1,582,056,888	2,825,000	1,226,500	4,051,500	3,955,636	43.95	
2019	1,676,407,734	2,925,000	1,270,000	4,195,000	4,182,306	42.95	
						43.84	Average
Estimated:							
2020	1,734,661,438	3,115,000	1,325,000	4,440,000	4,374,654	42.85	(Estimated)

In addition to the Educational and Building Fund, our certificate of tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, for insurance purposes: (tort liability, Medicare, worker's compensation and unemployment), and for financial audit purposes.

Equalized Assessed



Extension Tax Rate



Agenda Item #9G

Certification of Compliance with the Truth in Taxation Law

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: December 8, 2020

RE: Certificate of Compliance with the Truth in Taxation Law

At the November 17th Board meeting, the Board approved the District's estimated aggregate tax levy and required that notice of the District's levy be placed in District newspapers and that a hearing be conducted on the levy pursuant to the Truth in Taxation Law which requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the District.

Since the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended upon the levy of the preceding year, public notice was given and a public hearing was held on the District's intent to adopt a tax levy in an amount which is more than 105% of such extension for the preceding year.

The Board estimated the aggregate amount of taxes to be levied for the year 2020 is \$5,745,000 and that the aggregate amount of taxes estimated to be levied for the year 2020 did exceed 105% of the taxes actually extended by the district in the year 2019. Public notice was placed in the following newspapers of general circulation in District,

Marshall Advocate, Clark County
Robinson Daily News, Crawford County
Toledo Democrat, Cumberland County
The Prairie Post, Edwards County
McLeansboro Gazette, Hamilton County
Lawrenceville Daily Record, Lawrence County
Wayne County Press, Wayne County
The Hometown Register, Clay County, Jasper County,
Richland County, Wabash County & White County

The notice was published not more than 14 days nor less than 7 days prior to the hearing. A public hearing was held in the manner and time described in the notice.

I ask the Board's approval of the attached Truth in Taxation Certificate of Compliance.

RG/akb

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Illinois Eastern Community College District No. 529 and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

CHECK ONE OF THE CHOICES BELOW:

The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.

The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.

The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2020 levy.

Date: _____

Presiding Officer: _____

(Signature)

NOTICE OF PROPOSED TAX INCREASE FOR

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2020 will be held on December 8, 2020, at 7:00 p.m. at Olney Central College, Olney, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Ryan Hawkins, Chief Financial Officer, 233 East Chestnut Street, Olney, IL 62450; phone: 618.393.2982.

- II. The corporate and special purpose property taxes extended or abated for the year 2019 were \$5,054,306

The proposed corporate and special purpose property taxes to be levied for 2020 are \$5,745,000. This represents a 13.7% increase over the previous year extension.

- III. The property taxes extended for debt service for 2019 were \$2,188,350.

The estimated property taxes to be levied for debt service and public building commission leases for 2020 are \$1,818,370. This represents a 16.9% decrease from the previous year.

- IV. The total property taxes extended or abated for 2019 were \$7,242,656.

The estimated total property taxes to be levied for 2020 are \$7,563,370. This represents a 4.4% increase over the previous year extension.

Section 5: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 17th day of November 2020.

BOARD OF TRUSTEES
ILLINOIS EASTERN COMMUNITY COLLEGES
COUNTIES OF RICHLAND, CLARK, CLAY,
CRAWFORD, CUMBERLAND, EDWARDS,
HAMILTON, JASPER, LAWRENCE, WABASH,
WAYNE, AND WHITE
STATE OF ILLINOIS

By: _____ G. Andrew Fischer

Chairman

ATTEST:

_____ Renee Smith

Secretary

Agenda Item #9H

GASB Designation of Tax Levy Year

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: December 8, 2020
RE: GASB Designation of Tax Levy Year

Under guidelines established by the Governmental Accounting Standards Board (GASB), IECC may designate the fiscal year that the District's tax levy is to be recognized as income. Currently, the District levies and extends taxes based upon a calendar year. The calendar year overlaps the District's school year and the District's fiscal year.

The following resolution clarifies that under GASB guidelines, taxes levied by the District for calendar year 2020 will be collected late in calendar year 2021 and that income from the collection of such funds will be allocated 100% to Fiscal Year 2022 (July 1, 2021 – June 30, 2022).

I ask the Board's adoption of this resolution.

RG/akb

Attachment

RESOLUTION SETTING FORTH TAX LEVIES FOR 2019

Be it resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2020 concerning tax levies and extensions

Be it further resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of Three Million One Hundred Fifteen Thousand Dollars (\$3,115,000) be levied as a tax for Educational purposes; and the sum of One Million Three Hundred Twenty-Five Thousand Dollars (\$1,325,000) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Forty Thousand Dollars (\$240,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Eighty Thousand Dollars (\$80,000) be levied as a special tax for Financial Audit purposes; and the sum of Eight Hundred Thousand Dollars (\$800,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; the sum of Thirty-Five Thousand Dollars (\$35,000) be levied as a special tax for Worker's Compensation and Unemployment purposes, and the sum of One Hundred Fifty Thousand Dollars (\$150,000) be levied as a special tax for Protection, Health and Safety purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, State of Illinois, for the year 2020 to be collected in the year 2021; and that the income from the levy for the year 2021 be allocated 100% for Fiscal Year 2022.

Adopted this 8th day of December, A.D. 2020.

AYES: _____

NAYS: _____

Agenda Item #9I
IECC Return to Play Update

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: December 8, 2020
RE: IECC Return to Play Updates

In September of 2020 this Board accepted the IECC Return to Play Plan. As you know, the IDPH has not issued guidelines for collegiate athletics as they have for secondary education. This requires each college and university to develop their own guidelines.

The IECC Return to Play document provides specific guidelines for our athletic programs for Fall 2020 and Spring 2021. Our document follows the provisions of the NJCAA updated plan of action, the 2020-2021 NJCAA sports procedures, and closely follows the Return to Play plans adopted by the Mid-West Athletic Conference (MWAC) and Region 24. Based upon the experiences of the Fall 2020 term, the Cabinet recommends the following additions to our Return to Play Document:

1. Student athletes will be tested for COVID-19 upon return to campus and will remain in quarantine until a negative test result is in hand.
2. Student athletes will be tested for COVID-19 two times each week for the first three weeks of their return.
3. Student athletes will not be permitted to leave the local community for non-athletic purposes without securing prior approval from the Athletic Director. Those who violate this team rule will not be allowed to engage in athletic activities for 14 days.
4. Student athletes will refrain from engaging in social gatherings of more than 10 people. Those who violate this team rule will not be allowed to engage in athletic activities for 14 days.

A red-line version of the IECC Return to Play plan was sent to the Board under separate cover. I recommend that the Board accept the revised version of the IECC Return to Play plan.

RG/sc

Agenda Item #10

Bid Committee Report

None.

Agenda Item #11

District Finance

A. Financial Report

B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES	
DISTRICT #529	
TREASURER'S REPORT	
November 30, 2020	
FUND	BALANCE
Educational	\$ 9,445,369.46
Operations & Maintenance	2,520,566.55
Operations & Maintenance (Restricted)	3,322,304.51
Bond & Interest	30,667.45
Auxiliary	1,995,257.98
Restricted Purposes	(410,753.89)
Working Cash	1,030,444.21
Trust & Agency	564,671.91
Audit	15,471.25
Liability, Protection & Settlement	829,786.05
TOTAL ALL FUNDS	\$ 19,343,785.48
Respectfully submitted,	
Ryan Hawkins, Treasurer	

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
November 30, 2020

		Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS							
Cash	\$	9,460,669	\$ 2,520,567	\$ 3,322,305	\$ 30,667	\$ 2,015,758	\$ (410,754)
Investments		-	1,500,379	-	-	5,325,476	-
Accounts Receivable		1,491,068	291,852	-	-	330,793	-
Other Receivables		741,820	-	-	-	-	252,596
Restricted Cash		-	-	3,785,384	-	-	-
Inventory		-	-	-	-	587,885	-
Other Assets		-	-	-	-	-	480,642
Due From Other Funds		-	-	-	-	-	-
Total Assets	\$	<u>11,693,557</u>	<u>\$ 4,312,798</u>	<u>\$ 7,107,689</u>	<u>\$ 30,667</u>	<u>\$ 8,259,912</u>	<u>\$ 322,484</u>
LIABILITIES							
Accounts Payable	\$	985	\$ 1,628	\$ -	\$ -	\$ (4,823)	\$ 2,228
Accrued Payroll Liabilities		4,170	-	-	-	-	-
Other Accrued Liabilities		133,873	-	40,332	-	37,163	400
Due to Other Funds		-	-	-	-	-	-
Total Liabilities		<u>139,028</u>	<u>1,628</u>	<u>40,332</u>	<u>-</u>	<u>32,340</u>	<u>2,628</u>
FUND BALANCES							
Non-Spendable		-	-	-	-	587,885	-
Restricted		-	4,311,170	7,067,357	30,667	-	319,856
Unassigned		11,554,529	-	-	-	7,639,687	-
Total Fund Balances		<u>11,554,529</u>	<u>4,311,170</u>	<u>7,067,357</u>	<u>30,667</u>	<u>8,227,572</u>	<u>319,856</u>
Total Liabilities and Fund Balances	\$	<u>11,693,557</u>	<u>\$ 4,312,798</u>	<u>\$ 7,107,689</u>	<u>\$ 30,667</u>	<u>\$ 8,259,912</u>	<u>\$ 322,484</u>

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
November 30, 2020

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 1,030,444	\$ 564,672	\$ 15,471	\$ 829,786	\$ 19,379,585
Investments	5,401,024	-	-	-	12,226,879
Accounts Receivable	-	-	-	-	2,113,713
Other Receivables	-	126,595	-	-	1,121,011
Restricted Cash	-	-	-	-	3,785,384
Inventory	-	-	-	-	587,885
Other Assets	-	-	-	-	480,642
Due From Other Funds	-	-	-	-	-
Total Assets	\$ 6,431,468	\$ 691,267	\$ 15,471	\$ 829,786	\$ 39,695,099
LIABILITIES					
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ 18
Accrued Payroll Liabilities	-	-	-	-	4,170
Other Accrued Liabilities	-	342	-	-	212,110
Due to Other Funds	-	-	-	-	-
Total Liabilities	-	342	-	-	216,298
FUND BALANCES					
Non-Spendable	6,413,656				7,001,541
Restricted	17,812		15,471	829,786	12,592,119
Unassigned	-	690,925	-	-	19,885,141
Total Fund Balances	6,431,468	690,925	15,471	829,786	39,478,801
Total Liabilities and Fund Balances	\$ 6,431,468	\$ 691,267	\$ 15,471	\$ 829,786	\$ 39,695,099

Illinois Eastern Community Colleges
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
 For the Period Ended November 30, 2020

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES						
Property Taxes	\$ 2,405,712	\$ 1,004,476	\$ -	\$ 1,775,121	\$ -	\$ -
Replacement Taxes	172,095	-	-	-	-	-
ICCB Grants	4,830,126	-	-	-	-	53,781
Federal Grants	-	-	-	-	-	4,643,938
Tuition & Fees	8,193,101	826,718	-	-	207,914	-
Charges for Services	-	-	-	-	1,076,706	-
Interest	40,905	12,450	14,361	5,381	45,003	-
Other Revenues	4,934,422	16,387	-	-	96,548	5,035
Total Revenues	20,576,361	1,860,031	14,361	1,780,502	1,426,171	4,702,754
EXPENDITURES						
Payroll	5,038,273	344,810	-	-	605,509	648,137
Benefits	768,362	78,854	-	-	70,931	160,155
Contractual Services	297,128	136,862	30,515	-	68,395	144,270
Supplies	556,780	104,013	199	-	950,422	751,654
Travel	27,782	-	-	-	31,674	22,451
Fixed	2,626,172	8,411	-	2,174,050	135,169	66,040
Utilities	19,061	371,513	-	-	-	-
Capital Outlay	45,597	38,479	25,393	-	6,759	128,652
Other	96,101	-	-	-	112,700	781,010
Scholarships, Student Grants, & Waivers	3,169,779	-	-	-	217,589	2,241,782
Total Expenditures	12,645,035	1,082,942	56,107	2,174,050	2,199,148	4,944,151
Excess (Deficiency) of Revenues Over (Under) Expenditures	7,931,326	777,089	(41,746)	(393,548)	(772,977)	(241,397)
TRANSFERS						
Net Transfers	(5,351,849)	584,151	3,559,100	-	1,208,598	-
Total Transfers	(5,351,849)	584,151	3,559,100	-	1,208,598	-
Net Change in Fund Balance	2,579,477	1,361,240	3,517,354	(393,548)	435,621	(241,397)
Fund Balance - Beginning	8,975,052	2,949,930	3,550,003	424,215	7,791,951	561,253
Fund Balance - Ending	\$ 11,554,529	\$ 4,311,170	\$ 7,067,357	\$ 30,667	\$ 8,227,572	\$ 319,856

Illinois Eastern Community Colleges							
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)							
For the Period Ended November 30, 2020							
		Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund		Total Funds
REVENUES							
Property Taxes	\$	-	\$ -	\$ 66,830	\$ 642,258		\$ 5,894,397
Replacement Taxes		-	-	-	-		172,095
ICCB Grants		-	-	-	-		4,883,907
Federal Grants		-	-	-	-		4,643,938
Tuition & Fees		-	-	-	-		9,227,733
Charges for Services		-	17,333	-	-		1,094,039
Interest		17,812	2,232	17	2,811		140,972
Other Revenues		-	708,711	-	-		5,761,103
Total Revenues		<u>17,812</u>	<u>728,276</u>	<u>66,847</u>	<u>645,069</u>		<u>31,818,184</u>
EXPENDITURES							
Payroll		-	-	-	-		6,636,729
Benefits		-	-	-	72,225		1,150,527
Contractual Services		-	13,737	42,000	122,494		855,401
Supplies		-	88,557	-	-		2,451,625
Travel		-	772	-	-		82,679
Fixed		-	-	-	238,123		5,247,965
Utilities		-	-	-	-		390,574
Capital Outlay		-	84,848	-	-		329,728
Other		-	-	-	-		989,811
Scholarships, Student Grants, & Waivers		-	190,318	-	-		-
Total Expenditures		<u>-</u>	<u>378,232</u>	<u>42,000</u>	<u>432,842</u>		<u>23,954,507</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures		<u>17,812</u>	<u>350,044</u>	<u>24,847</u>	<u>212,227</u>		<u>7,863,677</u>
TRANSFERS							
Net Transfers		-	-	-	-		-
Total Transfers		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
Net Change in Fund Balance		<u>17,812</u>	<u>350,044</u>	<u>24,847</u>	<u>212,227</u>		<u>7,863,677</u>
Fund Balance - Beginning		6,413,656	340,881	(9,376)	617,559		31,615,124
Fund Balance - Ending	\$	<u>6,431,468</u>	<u>\$ 690,925</u>	<u>\$ 15,471</u>	<u>\$ 829,786</u>		<u>\$ 39,478,801</u>

ILLINOIS EASTERN COMMUNITY COLLEGES			
Comparative Combined Balance Sheets - All Funds			
November 30, 2020			
		ALL FUNDS	
		Fiscal Year 2021	Fiscal Year 2020
ASSETS:			
CASH		\$ 19,343,785	\$ 10,788,278
IMPREST FUND		21,300	21,300
CHECK CLEARING		14,500	14,500
CDB PROJECT TRUST		3,785,384	151,920
INVESTMENTS		12,226,879	17,475,000
RECEIVABLES		3,210,428	3,244,689
INVENTORY		587,885	431,572
OTHER ASSETS		480,642	463,650
FIXED ASSETS (Net of Depr)		16,288,780	15,695,308
TOTAL ASSETS AND OTHER DEBITS:		\$ 55,959,583	\$ 48,286,217
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE		\$ 4,170	\$ 121,132
ACCOUNTS PAYABLE		134,438	409,264
INTERFUND PAYABLES		-	-
DEFERRED REVENUE		77,692	76,112
L-T DEBT GROUP (FUND 9)		7,742,985	3,647,603
OPEB (Prior Year Restated for GASB 75 Implementation)		15,855,669	15,780,483
OTHER LIABILITIES		-	-
TOTAL LIABILITIES:		23,814,954	20,034,594
FUND BALANCES:			
FUND BALANCE		29,086,483	23,214,885
INVESTMENT IN PLANT (Net of Depr)		16,288,780	15,695,308
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)		(23,598,654)	(19,428,086)
RESERVE FOR ENCUMBRANCES		10,368,020	8,769,516
TOTAL EQUITY AND OTHER CREDITS		32,144,629	28,251,623
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS		\$ 55,959,583	\$ 48,286,217

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2019-2021**

College	Category	FISCAL YEAR 2019			FISCAL YEAR 2020			FISCAL YEAR 2021			% of Year
		Budget	Spent Thru November	% of Bdg	Budget	Spent Thru November	% of Bdg	Budget	Spent Thru November	% of Bdg	
Frontier	Bills		\$ 293,432			\$ 309,540			\$ 219,071		
	Payroll		915,432			865,594			763,067		
	Waivers		626,694			598,586			429,000		
	Totals	\$ 4,550,604	1,835,558	40%	\$ 4,370,599	1,773,720	29%	\$ 3,899,789	1,411,138	36%	42%
Lincoln Trail	Bills		499,047			462,864			\$ 421,308		
	Payroll		910,438			869,814			860,319		
	Waivers		663,567			661,769			820,468		
	Totals	\$ 4,788,234	2,073,052	43%	\$ 5,365,117	1,994,447	27%	\$ 4,943,901	2,102,095	43%	42%
Olney Central	Bills		745,266			661,117			\$ 523,157		
	Payroll		1,711,569			1,761,606			1,592,950		
	Waivers		517,478			571,937			568,086		
	Totals	\$ 7,449,755	2,974,313	40%	\$ 7,669,580	2,994,660	29%	\$ 7,047,772	2,684,193	38%	42%
Wabash Valley	Bills		549,178			647,514			\$ 469,040		
	Payroll		1,187,680			1,184,464			1,125,671		
	Waivers		979,512			1,061,271			861,699		
	Totals	\$ 6,236,897	2,716,370	44%	\$ 6,449,215	2,893,249	34%	\$ 5,988,433	2,456,410	41%	42%
Workforce Educ.	Bills		106,618			98,163			\$ 72,760		
	Payroll		381,233			393,145			331,808		
	Waivers		1,127,966			966,194			413,731		
	Totals	\$ 4,258,339	1,615,817	38%	\$ 4,396,670	1,457,502	8%	\$ 3,349,386	818,299	24%	42%
District Office	Bills		137,069			131,530			\$ 94,711		
	Payroll		460,062			441,877			391,228		
	Waivers		-			-			-		
	Totals	\$ 1,519,023	597,131	39%	\$ 1,551,484	573,407	26%	\$ 1,410,117	485,939	34%	42%
District Wide	Bills		825,675			998,152			\$ 855,276		
	Payroll		358,097			372,208			318,040		
	Waivers		96,628			147,044			76,796		
	Totals	\$ 2,883,536	1,280,400	44%	\$ 3,107,121	1,517,404	34%	\$ 3,576,315	1,250,112	35%	42%
GRAND TOTALS		\$31,686,388	\$ 13,092,641	41%	\$ 32,909,786	\$ 13,204,389	40%	\$30,215,713	\$ 11,208,186	37%	42%

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

	FY 2021		FY 2020		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
Salaries	5,383,083	48.03%	\$ 5,888,708	44.60%	\$ (505,625)	-8.586%
Employee Benefits	847,216	7.56%	967,602	7.33%	(120,386)	-12.442%
Contractual Services	433,991	3.87%	661,642	5.01%	(227,651)	-34.407%
Materials	660,793	5.90%	744,855	5.64%	(84,062)	-11.286%
Travel & Staff Development	27,782	0.25%	78,057	0.59%	(50,275)	-64.408%
Fixed Charges	114,791	1.02%	58,626	0.44%	56,165	95.802%
Utilities	390,574	3.48%	437,165	3.31%	(46,591)	-10.658%
Capital Outlay	84,076	0.75%	313,471	2.37%	(229,395)	-73.179%
Other	3,265,880	29.14%	4,054,263	30.70%	(788,383)	-19.446%
	<u>\$ 11,208,186</u>	<u>100.00%</u>	<u>\$ 13,204,389</u>	<u>100.00%</u>	<u>\$ (1,996,203)</u>	<u>-15.118%</u>

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**
- C. Semi-Annual Review of Executive Session Minutes**

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: December 4, 2020
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the December Personnel Report. Additional information for items 400.1, 400.2, and 400.6 have been sent under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Approval of Proposed Non-College Employment**
- 400.4. Approval to Hire Prior to January Board of Trustees Meeting**
- 400.5. Special Assignments**
- 400.6. Resignation Ratifications**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional Non-Faculty, Non-Exempt

1. Tyler Burr, Coordinator of Public Information & Marketing, WVC, effective December 9, 2020.

400.2. Change in Status

A. Professional Non-Faculty, Exempt

1. Andrea Pampe, Assistant Dean of Student Services, OCC, to Director of Instructional Services, OCC, effective January 5, 2021.
2. Steve Patberg, Assistant Dean of Student Services, WVC, to Registrar, DO, effective January 5, 2021.

B. Classified

1. Lynne Welker, Administrative Assistant to the Dean, OCC, to Administrative Assistant to the Dean and President, OCC, effective December 9, 2020.

400.3. Approval to Hire Prior to January Board of Trustees Meeting

1. Health Sciences Specialist, Title III, Frontier Community College.

400.4. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Calendar Year</u>
Laurie Jenkins	Jasper County Health Department Newton, IL	36

400.5. Special Assignments

A. Other

Recommended 2020-2021

- | | | |
|------------------|--------------------------------|---------|
| 1. Andrea Pampe | Coordinator of Foundation, OCC | \$3,000 |
| 2. Danelle Davis | Bookstore Manager, LTC | \$3,100 |

400.6. Resignation Ratifications

A. Professional, Non-Faculty, Exempt

1. Jennifer England, Health Sciences Specialist, Title III, FCC, effective January 11, 2021.

B. Classified

1. Lauren Salesberry, Administrative Assistant to the President, OCC, effective November 17, 2020.
2. Linda Schalasky, Custodian, LTC, effective January 1, 2021.

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

