

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 17, 2023



Location:

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

Dinner & Meeting – 6:15 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**

January 17, 2023

6:15 p.m.

**Olney Central College
OCC Banquet Room**

1. **Call to Order & Roll Call**Trustee Culver
2. **Welcome from the Chair**.....Culver
3. **Recognition of Visitors and Guests**..... Chancellor Gower
 - A. Visitors and Guests
 - B. IECEA Representative
4. **Public Comment**
5. **Filling a Board Vacancy**.....Culver
6. **Election of Board Secretary**.....Culver
7. **Appointment of Ethics Officer**Culver
8. **Reports**
 - A. Trustees
 - B. Chancellor
 - C. Presidents
9. **Approval of Consent Agenda**..... Gower
 - A. Disposition of Minutes
 - B. Policy 500.13 Student Placement Policy
 - C. Policy 400.27 Bereavement Leave
 - D. Affiliation Agreements:
 - i. North Wayne Ambulance Service
 - ii. Waters of Sullivan
10. **Action on Items Removed from Consent Agenda**.....Gower

- 11. **Policy First Reading (and Possible Approval)** Gower
 - A. None
- 12. **Policy Second Reading**Gower
 - A. None
- 13. **Staff Recommendations for Approval**
 - A. IECC Fact Book 2022.....Gower
- 14. **Bid Committee Report**.....Gower
- 15. **District Finance**
 - A. Financial Report Mr. Hawkins
 - B. Approval of Financial Obligations Mr. Hawkins
- 16. **Executive Session**Gower
- 17. **Approval of Executive Session Minutes**
 - A. Written Executive Session Minutes.....Gower
 - B. Audio Executive Session MinutesGower
- 18. **Approval of Personnel Report**.....Mrs. McDowell
- 19. **Collective Bargaining**Gower
- 20. **Litigation**Gower
- 21. **Other Items**
- 22. **Adjournment**

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Welcome from the Chair

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Filling a Board Vacancy

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: January 17, 2023
RE: Filling Board Vacancy

Trustee Brady Waldrop resigned from the Illinois Eastern Community College District #529 Board of Trustees on December 19, 2022.

Pursuant to ILCS-805/3-7 (d) “Whenever a vacancy occurs, the remaining members shall fill the vacancy, and the person so appointed shall serve until his successor is elected at the next regular election for Board members....”

A motion to appoint an individual to fill the vacancy would be appropriate at this meeting of the IECC Board of Trustees.

RG/sc

Agenda Item #6

Election of Board Secretary

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: January 17, 2023
RE: Election of Board Secretary

Board Secretary Renee Smith gave notice of her retirement from the Illinois Eastern Community College District #529 Board of Trustees on August 16, 2022.

A motion to appoint an individual to fill the vacancy would be appropriate at this meeting of the IECC Board of Trustees.

RG/sc

Agenda Item #7

Appointment of Ethics Officer

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: January 17, 2023
RE: Appointment of Ethics Officer

Ethics Officer, Alex Cline gave notice of his resignation as the Ethics Officer of the Illinois Eastern Community College District #529 Board of Trustees effective January 17, 2023

The vacancy of Ethics Officer shall be filled by appointment, by the Illinois Eastern Community College Board of Trustees.

A motion to present the name of a prospective individual to fill the vacancy would be appropriate at this meeting.

RG/sc

Agenda Item #8

Reports

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

Agenda Item #9

Consent Agenda

- A. Disposition of Minutes**
- B. Policy 500.13 Student Placement Policy**
- C. Policy 400.27 Bereavement Leave**
- D. Affiliation Agreements**

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 Bob Boyles Hall, Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, December 13, 2022.

AGENDA #1 – “Call to Order & Roll Call” – Chairman Gary Carter called the meeting to order at 6:15 p.m. and directed the Board Secretary Pro Tempore, Barbara Shimer, 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, Roger Browning, Gary Carter, Brenda K. Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Also present was Raechel Hnetkovsky, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor.

Jay Edgren, President of Frontier Community College.

Roger Eddy, Interim President of Olney Central College.

Matt Fowler, President of Wabash Valley College.

Ryan Hawkins, Chief Financial Officer/Treasurer.

Andrea McDowell, Director of Human Resources.

AGENDA #2- “Welcome from the Chair”- Chairman Carter welcomed all who were present for the meeting.

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

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

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Chancellor: Chancellor Gower provided details on opportunities and challenges in addition to his electronic report.

#5-C. Report from Presidents: Reports were presented from the Presidents.

#5-D. Division Report: SEPC Project: Dean Bruinsma gave an update on the Strategic Engagement Planning Council projects.

AGENDA #6 “Consent Agenda” - The following consent agenda items were presented for approval.

#6-A. “Disposition of Minutes”: Open meeting minutes as prepared for the regular meeting held Tuesday, November 15, 2022, were presented for disposition.

#6-B. “Business Policy 300.17 Use of Facilities” : Chancellor Gower recommended that general language updates be made to the policy regarding the use of college facilities.

#6-C. “Affiliation Agreements” : Chancellor Gower recommended approval of affiliation agreements between Illinois Eastern Community Colleges and Jasper County Ambulance, Lawrence County Ambulance Service, United Life Care Ambulance Service, Edwards County Clerk & Recorder, Good Samaritan-Vincennes, IN, and Hamilton Memorial Hospital.

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

AGENDA #7- Action on Items Removed from Consent Agenda- None.

AGENDA #8 – “Policy First Readings (and Possible Approval)” – The following new or revised policies, as listed in full in the agenda were presented for approval:

BUSINESS – 300

Investment Policy (300.12)

Date Adopted: December 19, 1989

Revised Date: July 16, 2002

Revised Date: June 17, 2008

Revised Date: June 16, 2020

Revised: December 13, 2022 (Pending Board Approval)

The Board authorizes the Treasurer, upon recommendation by the Chancellor and the Chief Financial Officer, to invest funds of the District. The Board of Trustees shall cause the investment of District funds in accordance with the Illinois Public Community College Act, the Public Funds Investment Act of the State of Illinois, and the Investment of Municipal Funds Act of the State of Illinois, with the exception that the Board shall prohibit investment in short-term obligations of U.S. corporations. A system of procedures and internal controls shall be established by the Treasurer for all investments of the District.

The primary objectives, in priority order of investment activities shall be:

- 1) Safety – safety of principal is the foremost objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
- 2) Liquidity – investments shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- 3) Return – investment portfolio shall be designed to obtain the highest available return, using authorized investment, while considering budgetary and economic cycles.

The District shall maintain pledged securities at a market value of at least 105% of deposits in excess of Federal Deposit Insurance Corporation (FDIC) insured amounts. Pledged securities shall be reviewed quarterly to ensure adequate coverage.

The Board shall be provided a report on the District Investments each quarter outlining at a minimum:

- 1) Investment Holdings
- 2) Rate of Return
- 3) Changes in Balance
- 4) Distribution of Investments

For purposes of this reporting, investments will be defined as instruments other than certificates of deposit or other interest-bearing deposits with a financial institution.

The Board authorizes the Treasurer to utilize the Illinois School District Liquid Asset Fund (ISDLAF) for purposes of meeting the investment objectives of the District as outlined above. Assets placed with ISDLAF shall not exceed \$5,000,000.

The Board of Trustees and the District Treasurer shall refrain from engaging in personal business activity that could a) conflict, or give the appearance of a conflict, with proper execution of the investment program or b) impair their ability to make impartial investment decisions.

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

AGENDA #9 – “Policy Second Reading” - None.

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

#10-A. Approval of 403(b) Record Keeper: Chancellor Gower recommended approval of Empower Retirement as the next IECC 403(b) Plan Record Keeper. The record keeper is charged with maintaining assets held within the 403(b) Plan, providing investment lineups for funds to be placed in, provide regulatory disclosures and updates to the Plan, and providing statements and online access to employees invested in the Plan.

Board Action: Trustee Brenda Culver made a motion to approve the 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, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-B. Certificate of Compliance with the Truth in Taxation Law: CFO Ryan Hawkins reviewed and recommended approval of the Certification of Compliance with the Truth in Taxation Law. Chancellor Gower recommended approval.

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 2022 levy.

Board Action: Trustee Roger Browning made a motion to approve the Certificate of Compliance with the Truth in Taxation Law as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-C. Certification of Tax Levy for Calendar Year 2022: CFO Ryan Hawkins reviewed the Certification of Tax Levy for Calendar Year 2022 and Chancellor Ryan Gower as follows:

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 \$ 3,325,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

- the sum of \$ 1,435,000 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 \$ 825,000 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 \$ 50,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 200,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 70,000 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 2022.

Signed this 13th day of December 2022.

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 \$_____.

Board Action: Trustee Brenda Culver made a motion to approve the Certification of Tax Levy for Calendar Year 2022 as reviewed and recommended. Trustee Roger Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-D. GASB Designation of Tax Levy: CFO Ryan Hawkins reviewed certain GASB guidelines regarding tax levies. 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 Board of Trustees does a levy and extension for taxes based upon calendar years which overlap 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 2022 will be collected late in calendar year 2022 and that income from the collection of such funds will be allocated 100% to Fiscal Year 2023 (July 1, 2023 – June 30, 2024).

RESOLUTION SETTING FORTH TAX LEVIES FOR 2022

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 2022 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 Three Hundred Twenty-Five Thousand Dollars (\$3,325,000) be levied as a tax for Educational purposes; and the sum of One Million Four Hundred Thirty-Five Thousand Dollars (\$1,435,000) 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 Fifty Thousand Dollars (\$50,000) be levied as a special tax for Financial Audit purposes; and the sum of Eight Hundred Twenty-Five Thousand Dollars (\$825,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; the sum of Seventy Thousand Dollars (\$70,000) be levied as a special tax for Worker's Compensation and Unemployment purposes, and the sum of Two Hundred Thousand Dollars (\$200,000) 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 2022 to be collected in the year 2023; and that the income from the levy for the year 2023 be allocated 100% for Fiscal Year 2024.

Adopted this 13th day of December, A.D. 2022.

Board Action: Trustee Jan Ridgely made a motion to adopt the foregoing resolution regarding designation of the tax levy year as recommended. Trustee Brady Waldrop seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-E. RFQ for Architectural Firms: CFO Ryan Hawkins and Chancellor Gower recommended approval to accept the proposal submitted by Hurst-Rosche, Inc. and to name the firm as the architect of record for the scope of projects outlined in the RFQ dated September 28, 2022.

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

AGENDA #11 – “Bid Committee Report”: The Chancellor recommended approval of the bid committee recommendation for acceptance of bid for purchase of the following items:

Olney Central College

.Energized Digital Radiography Room

The Bid Committee recommends accepting the bid from Electromek Diagnostic Systems for a total of \$65,046.

Energized Digital Radiography Room	
Company	Bid
Central Illinois X-ray Bloomington, IL	\$112,500
Electromek Diagnostic Systems #1 Troy, IL	\$99,126
Electromek Diagnostic Systems #2 Troy, IL	\$74,046
Electromek Diagnostic Systems #3 Troy, IL	\$65,046
Interstate Imaging Evansville, IN	\$35,990
Radiation Services of Indiana Greenwood, IN	\$68,480

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

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

#12-A. Financial Reports: The monthly financial reports were presented, including the treasurer’s report, showing the balance in all funds as of November 31, 2022.

#12-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for December 2022 totaling \$2,552,745.64 were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Brady Waldrop made a motion to approve payment of district financial obligations for December 2022, in the amounts listed. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted

yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #13 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #14 – “Approval of Executive Session Minutes” –

#14-A. Written Executive Session Minutes: No executive session was held during the regular meeting, Tuesday, November 15, 2022.

#14-B. Audio Recordings of Executive Sessions: No executive session was held during the regular meeting, Tuesday, November 15, 2022.

#14-C. Semi-Annual Review of Executive Session Minutes: The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the Chairman presented the following report and recommendations:

MEMORANDUM

TO: Chancellor and Board of Trustees
FROM: Sheryl Childers, Executive Assistant to the Chancellor
DATE: December 13, 2022
SUBJECT: Semi-Annual Review of Executive Session Minutes

A. The following written executive session minutes were reviewed in July 2022 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.

5. Tuesday, January 17, 2012.
6. February 19, 2019.
7. October 15, 2019.
8. December 10, 2019.
9. January 21, 2020.
10. February 18, 2020.
11. July 21, 2021.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in December 2022:

1. July 19, 2022
2. August 16, 2022
3. September 20, 2022
4. October 18, 2022

C. The following written executive session minutes have been approved and opened to the public record:

1. None.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. July 21, 2021.
2. February 15, 2022
3. March 15, 2022.
4. April 19, 2022.

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. February 16, 2021.
2. June 15, 2021.

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, June 21, 2022
2. Tuesday, November 15, 2022

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

1. August 16, 2022
2. September 20, 2022

Board Action: Student Trustee Raechel Hnetkovsky made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Trustee Brady Waldrop seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15. Personnel Report: Andrea McDowell presented the following personnel report and the Chancellor recommended approval.

400.1. Employment of Personnel

A. Faculty

1. Joseph Young, Industrial Maintenance, OCC/IECC, effective January 3, 2023.
2. Danielle Trapp, Early Childhood, WVC/IECC, effective January 3, 2023.

B. Classified

400.2. Temporary Employment

A. Faculty

1. Mari Yamato, Art Instructor, OCC/IECC, effective January 3, 2023.

400.3. Special Assignment (Attachment)

400.4. Resignation Ratification

A. Professional, Non-Faculty, Exempt

1. Courtney Meadows, Program Director, Cosmetology, December 16th
2. Sarah Holtz, Assistant Program Director, Cosmetology, December 16th

400.1. Resignation Ratification

1. Mark Smith, Building Manager, January 31, 2023

Board Action: Trustee Jan Ridgely made a motion to amend the personnel report as recommended by Director Andrea McDowell. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

AGENDA #16– Collective Bargaining – None.

AGENDA #17 – Litigation – An update on current litigation was provided.

AGENDA #18 – Other Items – None.

AGENDA #19 – Adjournment – Trustee Brady Waldrop made a motion to adjourn. Student Trustee Raechel Hnetkovsky 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 7:48 p.m.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: January 17, 2023
RE: Student Placement Policy 500.13

Student Placement Policy 500.13 has been revised to include English as a Second Language courses as part of the placement assessment process, per current practice.

The proposed policy revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 500.13 as presented.

RG/am

Attachment

Student Placement Policy (500.13)

Date Adopted: December 19, 1989

Revised: April 19, 2016

Revised: January 17, 2023 (Pending Board Approval)

Illinois Eastern Community Colleges ~~recognizes that~~ is committed to supporting student success in college ~~coursework is directly related to~~ by ensuring appropriate ~~course~~ placement in reading/writing, mathematics, English, and English as a Second Language courses. Therefore, as part of the admissions process, IECC uses multiple measures to assess ~~determine~~ student placement in college-level and ~~admission to a degree or a certificate program~~ developmental courses. Prior to registration, initial placement levels for reading/writing, math, and English must be determined for all degree-seeking students. Additionally, all students are subject to placement level assessment prior to enrolling in an English or math course with a prerequisite requirement.

~~Multiple measures for placement will be used to determine students' readiness for college-level courses and programs. This Placement assessment includes these multiple measures:~~

- ~~analysis~~ Review of nationally standardized test scores;
- Analysis of high school and/or college transcripts, ~~considering including~~ coursework completed and grade point average; ~~and remedial and/or previous college coursework completed.~~
- On-campus ACCUPLACER testing, as appropriate.

The results of these measures will assist in determining college-readiness with the goal of enhancing the college experience and improving ~~the quality of education and enhance~~ student outcomes. ~~success. through academic advisement, assessment of students' academic skills, and provision of needed support services.~~

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: January 17, 2023

RE: Family Bereavement Leave Policy (400.27)

The Child Bereavement Act (PA 99-0703) has been amended to be the Family Bereavement Leave Act (PA 102-1050). Original legislation only allowed eligible employees to take unpaid leave for the death of a child. The new legislation has expanded who is considered a “covered family member.”

I recommend the Board waive the second reading and approve the revisions to Policy 400.27.

RG/sc

Attachment

Family Bereavement Leave Policy (400.27)

Date Adopted: September 20, 2016

Revised: January 17, 2023 (Pending BoT Approval)

Qualifying Leave Events

In accordance with PA 99-0703 the Child Family Bereavement Leave Act (as amended by PA 102-1050), eligible IECC employees (described in FMLA policy 400.20) ~~shall be granted a~~ are entitled to bereavement leave of absence ~~for the due to: bereavement of a child.~~

1. Attending the funeral, or alternate to a funeral, of a covered family member;
2. Making arrangements necessitated by the death of a covered family member;
3. Grieving the death of a covered family member; or
4. Any of the following.
 - a miscarriage;
 - an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (as defined in the Act);
 - a failed adoption match or an adoption that is not finalized because it is contested by another party;
 - a failed surrogacy agreement;
 - a diagnosis that negatively impacts pregnancy or fertility; or
 - a stillbirth

Amount and Timing of Leave

Eligible employees ~~are eligible to~~ may take up to 2 weeks (10 work days) of unpaid bereavement leave ~~to: attend the funeral or alternative to a funeral of a child; make arrangements necessitated by the death of a child; or grieve the death of a child.~~ Alternately, an employee can elect to take any applicable and available paid leave time during their ~~unpaid~~ bereavement leave. ~~Such Bereavement~~ leave must be completed within 60 days after the date on which the employee receives notice of a qualifying event.. ~~the death of the child.~~

In the event of the death of more than one ~~covered family member~~ ~~child~~ in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during a 12-month period.

Notice of Leave

When reasonable and practical, employees shall provide at least 48 hours advance notice of intention to take bereavement leave.

Documentation

Documentation may be requested by Human Resources for the personnel file.

Definitions

A "child" under this policy means an employee's son or daughter who is a biological, adopted, foster child, legal ward, or a child of a person standing in loco parentis.

A “covered family member” under this policy means an employee’s child, stepchild, spouse, domestic partner (as defined in the Act), sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: January 17, 2023
RE: Affiliation Agreements

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

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

- North Wayne Ambulance Service
- Waters of Sullivan

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

RG/sc

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

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

CLINICAL AFFILIATION AGREEMENT

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

_____ (hereinafter referred to as AGENCY): of _____ (city) (state) _____.

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

6. The IECC Faculty of DISTRICT #529 participating in the program will receive an

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

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

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

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

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

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

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

13. This agreement will remain in effect until July 1, 2024 at which time it will be reviewed

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

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

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

Signature: _____
Chair, IECC Board of Trustees

Name: _____

Date: _____

Title: _____

Date: _____

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

Agenda Item #10

Action on Items Removed from Consent Agenda

Agenda Item #11

Policy First Reading (and Possible Approval)

Agenda Item #12

Policy Second Reading

Agenda Item #13

Staff Recommendations for Approval

Agenda Item #13A

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: January 17, 2023
RE: 2022 IECC Fact Book

The IECC Fact Book has been developed to provide an annual compilation of data about Illinois Eastern Community Colleges, including information about the students in our District, the degrees and certificates granted, and the financial aid received. The administration intends to use the IECC Fact Book for strategic planning, institutional effectiveness, and policy-making processes.

In most cases, the period of the statistical data covered by the Fact Book is FY21, from July 1, 2021, to June 30, 2021. A link to the Fact Book was sent to the Board as a part of the Chancellor's Report, but it can also be accessed by clicking [here](#).

Recognizing that the Board may desire to have a hard copy of that Fact Book in legacy, we will provide bound copies at the January 2023 meeting.

I ask for the Board's approval of the 2022 IECC Fact Book.

RG/bw

Agenda Item #14
Bid Committee Report

BID COMMITTEE REPORT

January 17, 2023

Frontier Community College

1. Used Semi Tractor

Olney Central College

1. Wattleworth Hall Student Union Door Replacement

TO: Board of Trustees

FROM: Bid Committee

DATE: January 17, 2023

RE: Used Semi Tractor

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

The Bid Committee recommends accepting the bid from Vaughan Equipment, Inc. for a total of \$103,000.

Used Semi Tractor for FCC	
Company	Bid
Vaughan Equipment, Inc. Fairfield, IL	\$103,000

Respectfully submitted,

Ryan Gower
Ryan Hawkins

Department: Frontier Community College's Truck Driving program.

Source of Funds: Innovative Bridge and Transition (IBT) grant passed through the Illinois Community College Board.

Rationale for Purchase: Vaughan Equipment, Inc., was the lowest responsible bidder in conformity with the bid specifications.

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

REQUEST FOR PROPOSAL

ILLINOIS EASTERN COMMUNITY COLLEGES

TIME AND PLACE OF BIDS

Notice is hereby given that sealed bid for Used Semi Tractor for Frontier Community College's Truck Driving program shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 1:30 p.m. local time, on Tuesday, January 10, 2023, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

METHOD OF BIDDING

Unit Costs Bids will be received for the following:

- 2019 or newer
- 400,000 or fewer miles
- Wheelbase between 220 and 245 inches
- Basic Safety Package
- 5 Years/500,000 extended factory warranty included
- Emission compliant
- Air disc braking system
- Dual tires with tandem axles
- Sleeper cab with bunk components removed and two fully adjustable air-ride seats with shoulder safety belts installed
- Fully adjustable air-ride seats on both driver and passenger side
- Minimum of 18" steering wheel
- Driver side air bag
- 102" Width
- Power mirrors for driver and passenger sides
- Heated mirrors for driver and passenger sides
- Down view mirror on driver and passenger sides
- Electric or air power windows
- Engine brake with high and low range
- Engine:
 - Cummins, Volvo, or Detroit
 - At least 400 HP, 800 RPM 1450 lb.-ft.
 - On-board diagnostic display for emissions
 - Block heater
- Manual 10 or 13-speed Eaton Fuller Transmission
- Air bag leveling/dump capability
- Tires: 75% or greater tire tread
- Auto air dryer
- Preferred cab color – White

- Preferred wheel type – Aluminum
- Operator’s manual – English
- DOT annual inspection completed within a month of delivery

Bids should include all items bid as one contract price. Delivery should be made within 90 days of bid award.

PREPARATION OF BIDS

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

METHOD OF BID EVALUATION

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

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

SHIPPING & HANDLING

All freight and delivery must be included in bid.

SPECIAL PROVISIONS

Funds are being provided through the Innovative Bridge and Transition (IBT) grant passed through the Illinois Community College Board.

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

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

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

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

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

Specifications for Used Semi Tractor

Unit Costs Bids will be received for the following:

- 2019 or newer
- 400,000 or fewer miles
- Wheelbase between 220 and 245 inches
- Basic Safety Package
- 5 Years/500,000 extended factory warranty included
- Emission compliant
- Air disc braking system
- Dual tires with tandem axles
- Sleeper cab with bunk components removed and two fully adjustable air-ride seats with shoulder safety belts installed
- Fully adjustable air-ride seats on both driver and passenger side
- Minimum of 18” steering wheel
- Driver side air bag
- 102” Width
- Power mirrors for driver and passenger sides
- Heated mirrors for driver and passenger sides
- Down view mirror on driver and passenger sides
- Electric or air power windows
- Engine brake with high and low range
- Engine:
 - Cummins, Volvo, or Detroit
 - At least 400 HP, 800 RPM 1450 lb.-ft.
 - On-board diagnostic display for emissions
 - Block heater
- Manual 10 or 13-speed Eaton Fuller Transmission
- Air bag leveling/dump capability
- Tires: 75% or greater tire tread
- Auto air dryer
- Preferred cab color – White
- Preferred wheel type – Aluminum
- Operator’s manual – English
- DOT annual inspection completed within a month of delivery

Note: Following Board approval, bids will be awarded on January 18, 2023.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO FRONTIER COMMUNITY COLLEGE, 2 FRONTIER DRIVE, FAIRFIELD, IL 62837. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID \$ _____

APPROX. DELIVERY DATE _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

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

TO: Board of Trustees

FROM: Ryan Hawkins

DATE: January 17, 2023

RE: OCC Wattleworth Hall Student Union Door Replacement

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

The Bid Committee recommends accepting the bid from Homes by Schuetz for a total of \$110,175 (Base and Alternate #1).

OCC Wattleworth Hall Student Union Door Replacement	
Company	Bid
Homes by Schuetz Olney, IL	\$76,900 Base \$33,275 Alternate #1
Marion Glass Marion, IL	\$101,200 Base \$46,400 Alternate #1

Respectfully submitted,

Ryan Gower
Ryan Hawkins

Department: Operations and Maintenance.

Source of Funds: Campus Deferred Maintenance.

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

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

REQUEST FOR PROPOSAL

ILLINOIS EASTERN COMMUNITY COLLEGES

TIME AND PLACE OF BIDS

Notice is hereby given that sealed bids for Olney Central College Wattleworth Hall Student Union Door Replacement shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 2:00 p.m. local time, on Tuesday, January 10, 2023, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

SITE VISIT

A site visit is optional, but it is the responsibility of the contractor to field verify measurements of the installation areas as well as to provide all labor, materials, equipment, and tools necessary for the complete project. If a site visit is desired prior to submitting a bid, schedule a visit with Clay Atkins, OCC O&M Team Lead, to determine an acceptable date and time. Clay can be contacted at (618) 395-7777. Any questions concerning anything contained herein should be directed, in writing, to Nicholas Knapp, Construction Project Manager, at 233 E. Chestnut, Olney, IL 62450. Questions may also be submitted to bids@iecc.edu. Please include OLNEY CENTRAL COLLEGE WATTLEWORTH HALL STUDENT UNION DOOR REPLACEMENT in the subject line of any inquiry. The deadline for questions is 2:00 p.m., Wednesday, January 4, 2023.

ADDENDUM

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

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

METHOD OF BIDDING

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

SCOPE OF WORK

The scope of this bid is to provide all materials, labor, and equipment required to remove and replace (2) two existing door opening assemblies on the south face of the Wattleworth Hall Student Union as scheduled within this document. Please note that code compliant emergency egress shall be maintained throughout the project.

All work shall be ADA compliant and comply with all applicable Federal, State, and local codes.

The contractor shall provide all safeguards, safety devices, protective equipment, and shall take any other actions reasonably necessary to protect the life and health of persons working at the site of the project, the safety of the public, and to protect property in connection with the performance of the work covered by the contract.

See attached narrative, drawing, and existing pictures associated with the scope of this project.

ALTERNATES

ALTERNATE 1:

This alternate includes all materials, labor, and equipment required to remove and replace (1) one existing door assembly on the northeast face of the Wattleworth Hall just west of the Student Union as scheduled within this document.

PREPARATION OF BIDS

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

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

METHOD OF BID EVALUATION

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

INSURANCE

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

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

SALES TAX

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

PREVAILING WAGE

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

SHIPPING & HANDLING

All freight and delivery must be included in bid.

SPECIAL PROVISIONS

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

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

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

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

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

Illinois Eastern Community Colleges has an aspirational goal that **20%** of this project's material and/or labor will involve small, minority-owned, veteran-owned, and/or women-owned businesses in the procurement process. However, if a primary contractor, sub-contractor, material vendor, etc. is not a small, minority-owned, veteran-owned, and/or women-owned businesses it does not eliminate a contractor/company/vendor/etc. from bidding or limit the consideration of a bid submitted by or including a non-small, minority-owned, veteran-owned, and/or women-owned businesses in any way. Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), Business Enterprise Program (BEP) to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification.

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

BID FORM

Following Board approval, bids will be awarded on January 17, 2023.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO OLNEY CENTRAL COLLEGE, 305 NORTH WEST STREET, OLNEY, ILLINOIS 62450. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

BASE BID MATERIALS \$ _____

BASE BID LABOR \$ _____

TOTAL BASE BID \$ _____

ESTIMATED TIME TO COMPLETE IN DAYS _____

ALTERNATE 1 BID (opening on northeast face of Wattleworth Hall just west of the Student Union)

MATERIALS \$ _____

LABOR \$ _____

TOTAL ALTERNATE 1 BID \$ _____

ESTIMATED START DATE IF AWARDED ON OR ABOUT JANUARY 17, 2023 _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

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

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

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

**Illinois Eastern Community Colleges
Olney Central College
Wattleworth Hall Student Union Door Replacement**

Door Assembly Scope Narrative

1. Wattleworth Hall Student Union (south face) East Opening Assembly

- a. Remove and reinstall existing canopy as required.
- b. Remove existing flat bar, which is welded to door assembly to that is to be removed and window assembly above that is to remain.
- c. Remove existing +/- 144" x 92" assembly in its entirety, which includes but is not limited to the frame, door, sidelight, thresholds, and pivots. Existing pivots to be removed are embedded within the existing concrete below the existing thresholds.
- d. Demo concrete at threshold and beyond the exterior of the existing assembly. Demo existing concrete slab approximately 1' east, 1' west, and 6' south of existing threshold to allow for new concrete to properly slope away from door opening to existing drain.
- e. Install new concrete slab to match the thickness of the adjacent existing concrete slab. Subgrade shall be compacted to not less than 95% of maximum dry density. The subgrade material shall be lightly moistened, and a bonding agent shall be used on the edge of the existing cut slab before the new concrete is installed. The new concrete slab shall be fiber-reinforced concrete with a strength of not less than 4,000 psi. The final finish shall be a light to medium broom finish with adjacent strokes lightly overlapping, producing a uniform and slightly roughened surface. Where the concrete slab abuts the adjacent existing slab, ½" deformed steel tie bars (rebar) 16" long shall be positioned 18" on center. The tie bars shall be drilled into the existing concrete a minimum of 3".
- f. Prepare the existing rough opening for new assembly installation. The existing steel lintel to remain, which is above the assembly being removed, shall be cleaned and prepped as required for new high performance epoxy paint and primer system. Color to be determined.
- g. Install new opening system:
 - i. +/- 144" x 92" Aluminum thermally broken system with dark bronze anodized finish and 1" tempered Low-E front plane insulated glass units. Tinting shall match existing adjacent window units. The system shall include a pair of 3'-0" x 7'-6" aluminum wide style doors, to match adjacent existing door styles, with continuous hinges. System shall also include 6-3/4" aluminum mill finish threshold, bottom door sweeps, adjustable astragal, and weather stripping. Basis of Design: Kawneer Trifab VersaGlaze 451. Alternate/Substitute products shall meet or exceed the specifications of the basis of design system.
 - ii. (2) Von Duprin 99 Series concealed vertical rod exit devices (626 finish) with 996 L-R/V exterior trims with Sparta style levers (626 finish), rim cylinder (match owner's existing core/keying system. Keying shall be coordinated with Nicholas Knapp).
 - iii. LCN 4040XP heavy-duty surface closers – 695 Dark Bronze
 - iv. Opening system shall include two (2) sidelights, one located on each side of the new door system being installed. Sidelights shall include horizontal mullions to match mullion locations of existing system being removed. The glazing shall be

1" tempered Low-E front plane insulated glass units. Tinting shall match existing adjacent window units.

- v. Provide all accessories and sealants required for a fully functional weather-tight assembly.
- h. Remove approximately 6' x 12' total of existing ceramic tile flooring (approximately 1'-6" x 12') and broadloom carpet (approximately 4'-6" x 12') on the interior side of the assembly, prep concrete slab surface, and install walk-off CPT (J+J Flooring, RunwayII 7267, color: 1421 Fresh Face) and provide floor transition around perimeter to existing carpet.

2. Wattleworth Hall Student Union (south face) West Door Assembly

- a. Remove and reinstall existing canopy as required.
- b. Remove existing +/- 144" x 92" assembly in its entirety, which includes but is not limited to the frame, door, sidelight, thresholds, and pivots. Existing pivots to be removed are embedded within the existing concrete below the existing thresholds.
- c. Demo concrete at threshold and beyond the exterior of the existing assembly. Demo existing concrete slab approximately 1' east, 1' west, and 6' south of existing threshold to allow for new concrete to properly slope away from door opening.
- d. Install new concrete slab to match the thickness of the adjacent existing concrete slab. Subgrade shall be compacted to not less than 95% of maximum dry density. The subgrade material shall be lightly moistened, and a bonding agent shall be used on the edge of the existing cut slab before the new concrete is installed. The new concrete slab shall be fiber-reinforced concrete with a strength of not less than 4,000 psi. The final finish shall be a light to medium broom finish with adjacent strokes lightly overlapping, producing a uniform and slightly roughened surface. Where the concrete slab abuts the adjacent existing slab, ½" deformed steel tie bars (rebar) 16" long shall be positioned 18" on center. The tie bars shall be drilled into the existing concrete a minimum of 3".
- e. Prepare the existing rough opening for new assembly installation. The existing steel lintel to remain, which is above the assembly being removed, shall be cleaned and prepped as required for new high performance epoxy paint and primer system. Color to be determined.
- f. Install new opening system:
 - i. +/- 144" x 92" Aluminum thermally broken system with dark bronze anodized finish and 1" tempered Low-E front plane insulated glass units. Tinting shall match existing adjacent window units. The system shall include a pair of 3'-0" x 7'-6" aluminum wide style doors, to match adjacent existing door styles, with continuous hinges. System shall also include 6-3/4" aluminum mill finish threshold, bottom door sweeps, adjustable astragal, and weather stripping. The system shall also include a 3'-0" x 7'-6" aluminum wide style door with Stanley M-Force operator and IQ control box with 39" clear anodized visible header case above. Power to the operator shall be able to be turned on and off at a new switch located in an existing junction box located on the west side of the opening. Provide all materials, equipment, labor associated with proper function of operator. Basis of Design: Kawneer Trifab VersaGlaze 451. Alternate/Substitute products shall meet or exceed the specifications of the basis of design system.

- ii. (2) Von Duprin 99 Series concealed vertical rod exit devices (626 finish) with 996 L-R/V exterior trims with Sparta style levers (626 finish), rim cylinder (match owner's existing core/keying system. Keying shall be coordinated with Nicholas Knapp).
- iii. LCN 4040XP heavy-duty surface closers – 695 Dark Bronze
- iv. Replace two existing auto door opener push plate bollards with (2) new BEA exterior grade silver bollards with a new push plate high and low on each of the bollards. ADA Compliant.
- v. Opening system shall include one (1) sidelight located west of the new door system being installed. Sidelight shall include horizontal mullions to match mullion locations of existing system being removed. The glazing shall be 1" tempered Low-E front plane insulated glass units. Tinting shall match existing adjacent window units.
- vi. Provide all accessories and sealants required for a fully functional weather-tight assembly.
- g. Remove approximately 6' x 12' total of existing ceramic tile flooring (approximately 1' - 6" x 12'), resilient flooring (approximately 3' - 6" x 12'), and broadloom carpet (approximately 1' x 12') on the interior side of the assembly, prep concrete slab surface, and install walk-off CPT (J+J Flooring, RunwayII 7267, color: 1421 Fresh Face) and provide floor transition around perimeter to existing carpet.

3. ALTERNATE 1 - Wattleworth Hall (northeast face) Door just west of Student Union

- a. Remove existing doors, hardware, thresholds, and pivots in their entirety. Existing pivots to be removed are embedded within the existing concrete below the existing thresholds. The two (2) existing hollow metal frame intermediate door vertical posts shall be cut out of existing hollow metal frame system. Repair frame where posts are removed. Remove and replace bottom 12" of east side of door frame to remain. Existing transom above doors shall remain.
- b. Demo concrete at threshold and beyond the exterior of the existing assembly. Demo existing concrete slab approximately 14' x 14' northeast of existing threshold to allow for new concrete to properly slope away from door opening.
- c. Install new concrete slab to match the thickness of the adjacent existing concrete slab. Subgrade shall be compacted to not less than 95% of maximum dry density. The subgrade material shall be lightly moistened, and a bonding agent shall be used on the edge of the existing cut slab before the new concrete is installed. The new concrete slab shall be fiber-reinforced concrete with a strength of not less than 4,000 psi. The final finish shall be a light to medium broom finish with adjacent strokes lightly overlapping, producing a uniform and slightly roughened surface. Where the concrete slab abuts the adjacent existing slab, ½" deformed steel tie bars (rebar) 16" long shall be positioned 18" on center. The tie bars shall be drilled into the existing concrete a minimum of 3".
- d. Prepare the existing rough opening for new assembly installation. The interior and exterior of existing door and window hollow metal frame (overall system approximately 10'H x 20'L) shall be cleaned and prepped as required for new high performance epoxy paint and primer system. Color to be determined.
- e. Install new opening system:

- i. +/- 112-1/4" x 82-7/8" Aluminum thermally broken system with dark bronze anodized finish and 1" tempered Low-E front plane insulated glass units. Tinting shall match existing adjacent window units. The system shall include a pair of 3'-0" x 6'-8" aluminum wide style doors, to match adjacent existing door styles, with continuous hinges. System shall also include 6-3/4" aluminum mill finish threshold, bottom door sweeps, adjustable astragal, and weather stripping. Basis of Design: Kawneer Trifab VersaGlaze 451. Alternate/Substitute products shall meet or exceed the specifications of the basis of design system.
- ii. (2) Von Duprin 99 Series concealed vertical rod exit devices (626 finish) with 996 L-R/V exterior trims with Sparta style levers (626 finish), rim cylinder (match owner's existing core/keying system. Keying shall be coordinated with Nicholas Knapp).
- iii. LCN 4040XP heavy-duty surface closers – 695 Dark Bronze
- iv. Opening system shall include one (1) sidelight located on the north side of the new door system being installed. The sidelight shall be a full lite to match the adjacent existing system to remain. The glazing shall be 1" tempered Low-E front plane insulated glass units. Tinting shall match existing adjacent window units.
- v. Provide all accessories and sealants required for a fully functional weather-tight assembly.

Opening #1 - Existing Wattleworth Hall Student Union (south face) East Opening Assembly



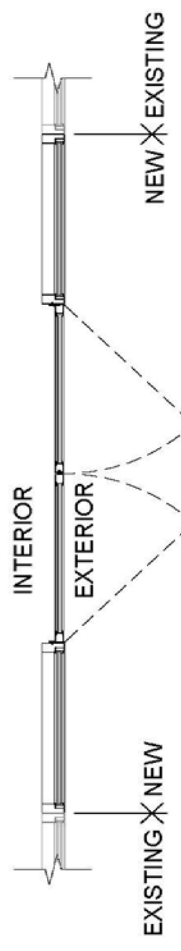
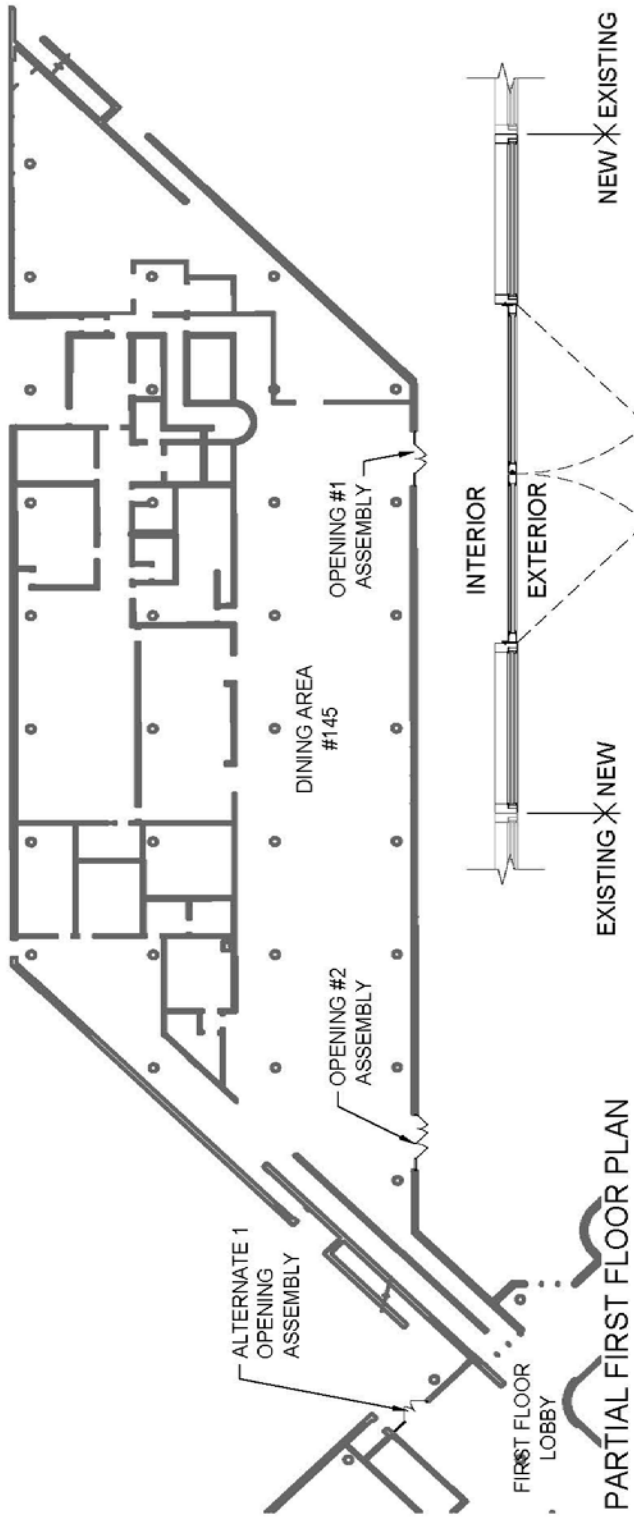
Opening #2 - Existing Wattleworth Hall Student Union (south face) West Opening Assembly



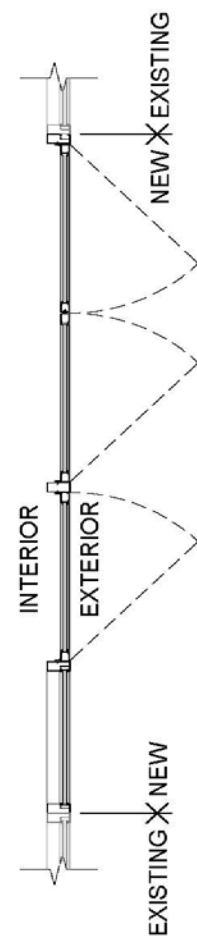
ALTERNATE 1 - Existing Wattleworth Hall (northeast face) Opening Assembly



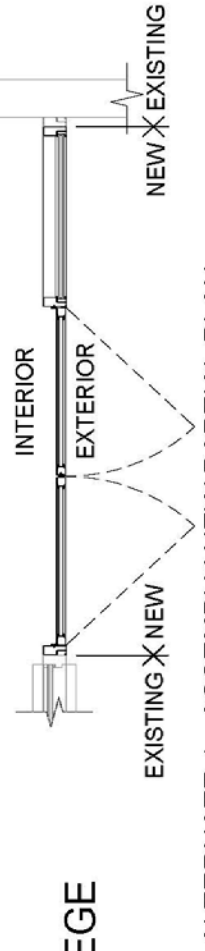




OPENING 1 - EAST ASSEMBLY NEW PARTIAL PLAN



OPENING 2 - WEST ASSEMBLY NEW PARTIAL PLAN



ALTERNATE 1 - ASSEMBLY NEW PARTIAL PLAN

OLNEY CENTRAL COLLEGE

WATTLEWORTH HALL STUDENT UNION
 DOOR REPLACEMENT
 SCALE: NTS



DECEMBER 16, 2022

Agenda Item #15

District Finance

A. Financial Report

B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES	
DISTRICT #529	
TREASURER'S REPORT	
December 31, 2022	
FUND	BALANCE
Educational	\$ 8,783,794.42
Operations & Maintenance	2,873,782.56
Operations & Maintenance (Restricted)	1,624,273.16
Bond & Interest	(98,182.87)
Auxiliary	3,684,256.98
Restricted Purposes	172,844.80
Working Cash	391,510.91
Trust & Agency	672,775.85
Audit	17,849.77
Liability, Protection & Settlement	558,791.65
TOTAL ALL FUNDS	<u>\$ 18,681,697.23</u>
Respectfully submitted,	
Ryan Hawkins, Treasurer	

Illinois Eastern Community Colleges
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
 For the Period Ended December 31, 2022

		Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES							
Property Taxes		\$ 2,474,235	\$ 1,146,373	\$ 197,880	\$ 1,516,427	\$ -	\$ -
Replacement Taxes		338,105	338,105	-	-	-	-
ICCB Grants		6,606,217	-	149,747	-	-	611,617
Federal Grants		-	-	-	-	-	5,603,598
Tuition & Fees		9,139,715	853,470	-	-	369,987	-
Charges for Services		24,101	17,495	-	-	1,423,621	-
Interest		68,393	14,283	17,879	5,525	18,524	3,003
Other Revenues		79,214	20,078	500,000	-	92,233	141,281
	Total Revenues	<u>18,729,980</u>	<u>2,389,804</u>	<u>865,506</u>	<u>1,521,952</u>	<u>1,904,365</u>	<u>6,359,499</u>
EXPENDITURES							
Payroll		7,120,647	554,768	-	-	931,923	949,579
Benefits		1,118,256	116,955	-	-	83,190	216,721
Contractual Services		933,230	275,106	209,699	-	138,446	133,199
Supplies		961,515	167,702	13,842	-	1,227,292	195,618
Travel		88,509	175	-	-	158,735	32,690
Fixed		9,357	-	-	2,138,218	140,678	4
Utilities		20,334	481,296	-	-	-	-
Capital Outlay		84,801	124,729	1,230,722	-	108,925	348,745
Other		80,756	365	-	-	44,458	752,998
Scholarships, Student Grants, & Waivers		3,457,369	-	-	-	203,508	3,520,927
	Total Expenditures	<u>13,874,774</u>	<u>1,721,096</u>	<u>1,454,263</u>	<u>2,138,218</u>	<u>3,037,155</u>	<u>6,150,481</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures		<u>4,855,206</u>	<u>668,708</u>	<u>(588,757)</u>	<u>(616,266)</u>	<u>(1,132,790)</u>	<u>209,018</u>
TRANSFERS							
Net Transfers		(3,733,516)	100,000	1,900,000	-	1,733,516	-
	Total Transfers	<u>(3,733,516)</u>	<u>100,000</u>	<u>1,900,000</u>	<u>-</u>	<u>1,733,516</u>	<u>-</u>
Net Change in Fund Balance		<u>1,121,690</u>	<u>768,708</u>	<u>1,311,243</u>	<u>(616,266)</u>	<u>600,726</u>	<u>209,018</u>
Fund Balance - Beginning		18,183,902	3,903,481	4,366,939	518,083	7,392,871	523,318
Fund Balance - Ending		<u>\$ 19,305,592</u>	<u>\$ 4,672,189</u>	<u>\$ 5,678,182</u>	<u>\$ (98,183)</u>	<u>\$ 7,993,597</u>	<u>\$ 732,336</u>

Illinois Eastern Community Colleges							
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)							
For the Period Ended December 31, 2022							
		Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund		Total Funds
REVENUES							
	Property Taxes	\$ -	\$ -	\$ 55,819	\$ 815,652		\$ 6,206,386
	Replacement Taxes	-	-	-	-		676,210
	ICCB Grants	-	-	-	-		7,367,581
	Federal Grants	-	-	-	-		5,603,598
	Tuition & Fees	-	-	-	-		10,363,172
	Charges for Services	-	14,004	-	-		1,479,221
	Interest	33,539	3,512	111	5,229		169,998
	Other Revenues	-	459,742	-	2,738		1,295,286
	Total Revenues	33,539	477,258	55,930	823,619		33,161,452
EXPENDITURES							
	Payroll	-	-	-	-		9,556,917
	Benefits	-	-	-	71,477		1,606,599
	Contractual Services	-	8,920	58,000	370,301		2,126,901
	Supplies	-	15,473	-	-		2,581,442
	Travel	-	5,118	-	-		285,227
	Fixed	-	-	-	187,109		2,475,366
	Utilities	-	-	-	-		501,630
	Capital Outlay	-	-	-	-		1,897,922
	Other	-	-	-	-		878,577
	Scholarships, Student Grants, & Waivers	-	306,016	-	-		7,487,820
	Total Expenditures	-	335,527	58,000	628,887		29,398,401
	Excess (Deficiency) of Revenues Over (Under) Expenditures	33,539	141,731	(2,070)	194,732		3,763,051
TRANSFERS							
	Net Transfers	-	-	-	-		-
	Total Transfers	-	-	-	-		-
	Net Change in Fund Balance	33,539	141,731	(2,070)	194,732		3,763,051
	Fund Balance - Beginning	6,314,688	545,726	19,920	864,060		42,632,988
	Fund Balance - Ending	\$ 6,348,227	\$ 687,457	\$ 17,850	\$ 1,058,792		\$ 46,396,039

Illinois Eastern Community Colleges							
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)							
For the Period Ended December 31, 2022							
		Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES							
	Property Taxes	\$ 2,474,235	\$ 1,146,373	\$ 197,880	\$ 1,516,427	\$ -	\$ -
	Replacement Taxes	338,105	338,105	-	-	-	-
	ICCB Grants	6,606,217	-	149,747	-	-	611,617
	Federal Grants	-	-	-	-	-	5,603,598
	Tuition & Fees	9,139,715	853,470	-	-	369,987	-
	Charges for Services	24,101	17,495	-	-	1,423,621	-
	Interest	68,393	14,283	17,879	5,525	18,524	3,003
	Other Revenues	79,214	20,078	500,000	-	92,233	141,281
	Total Revenues	18,729,980	2,389,804	865,506	1,521,952	1,904,365	6,359,499
EXPENDITURES							
	Payroll	7,120,647	554,768	-	-	931,923	949,579
	Benefits	1,118,256	116,955	-	-	83,190	216,721
	Contractual Services	933,230	275,106	209,699	-	138,446	133,199
	Supplies	961,515	167,702	13,842	-	1,227,292	195,618
	Travel	88,509	175	-	-	158,735	32,690
	Fixed	9,357	-	-	2,138,218	140,678	4
	Utilities	20,334	481,296	-	-	-	-
	Capital Outlay	84,801	124,729	1,230,722	-	108,925	348,745
	Other	80,756	365	-	-	44,458	752,998
	Scholarships, Student Grants, & Waivers	3,457,369	-	-	-	203,508	3,520,927
	Total Expenditures	13,874,774	1,721,096	1,454,263	2,138,218	3,037,155	6,150,481
	Excess (Deficiency) of Revenues Over (Under) Expenditures	4,855,206	668,708	(588,757)	(616,266)	(1,132,790)	209,018
TRANSFERS							
	Net Transfers	(3,733,516)	100,000	1,900,000	-	1,733,516	-
	Total Transfers	(3,733,516)	100,000	1,900,000	-	1,733,516	-
	Net Change in Fund Balance	1,121,690	768,708	1,311,243	(616,266)	600,726	209,018
	Fund Balance - Beginning	18,183,902	3,903,481	71 4,366,939	518,083	7,392,871	523,318
	Fund Balance - Ending	\$ 19,305,592	\$ 4,672,189	\$ 5,678,182	\$ (98,183)	\$ 7,993,597	\$ 732,336

Illinois Eastern Community Colleges							
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)							
For the Period Ended December 31, 2022							
		Working Cash	Trust & Agency		Liability,		
		Fund	Fund	Audit Fund	Protection and		
					Settlement Fund		Total Funds
REVENUES							
	Property Taxes	\$ -	\$ -	\$ 55,819	\$ 815,652		\$ 6,206,386
	Replacement Taxes	-	-	-	-		676,210
	ICCB Grants	-	-	-	-		7,367,581
	Federal Grants	-	-	-	-		5,603,598
	Tuition & Fees	-	-	-	-		10,363,172
	Charges for Services	-	14,004	-	-		1,479,221
	Interest	33,539	3,512	111	5,229		169,998
	Other Revenues	-	459,742	-	2,738		1,295,286
	Total Revenues	33,539	477,258	55,930	823,619		33,161,452
EXPENDITURES							
	Payroll	-	-	-	-		9,556,917
	Benefits	-	-	-	71,477		1,606,599
	Contractual Services	-	8,920	58,000	370,301		2,126,901
	Supplies	-	15,473	-	-		2,581,442
	Travel	-	5,118	-	-		285,227
	Fixed	-	-	-	187,109		2,475,366
	Utilities	-	-	-	-		501,630
	Capital Outlay	-	-	-	-		1,897,922
	Other	-	-	-	-		878,577
	Scholarships, Student Grants, & Waivers	-	306,016	-	-		7,487,820
	Total Expenditures	-	335,527	58,000	628,887		29,398,401
	Excess (Deficiency) of Revenues Over (Under) Expenditures	33,539	141,731	(2,070)	194,732		3,763,051
TRANSFERS							
	Net Transfers	-	-	-	-		-
	Total Transfers	-	-	-	-		-
	Net Change in Fund Balance	33,539	141,731	(2,070)	194,732		3,763,051
	Fund Balance - Beginning	6,314,688	545,726	19,920	864,060		42,632,988
	Fund Balance - Ending	\$ 6,348,227	\$ 687,457	72 \$ 17,850	\$ 1,058,792		\$ 46,396,039

ILLINOIS EASTERN COMMUNITY COLLEGES			
Comparative Combined Balance Sheets - All Funds			
December 31, 2022			
ALL FUNDS			
		Fiscal	Fiscal
		Year	Year
		2023	2022
ASSETS:			
CASH		\$ 18,681,697	\$ 19,103,828
IMPREST FUND		21,300	21,300
CHECK CLEARING		14,500	14,500
CDB PROJECT TRUST		3,909,022	4,012,361
PREPAID EXPENSES		113,011	-
INVESTMENTS		19,352,687	12,231,851
RECEIVABLES		3,437,313	3,332,099
ACCRUED REVENUE		5,029	-
INVENTORY		610,360	749,825
OTHER ASSETS		454,866	484,144
FIXED ASSETS (Net of Depr)		19,956,846	17,342,057
TOTAL ASSETS AND OTHER DEBITS:		\$ 66,556,631	\$ 57,291,965
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE		\$ 1,049	\$ (20,815)
ACCOUNTS PAYABLE		156,181	8,999
DEFERRED REVENUE		46,572	87,069
L-T DEBT GROUP (FUND 9)		4,073,092	6,181,062
OPEB (Prior Year Restated for GASB 75 Implementation)		13,963,316	15,176,595
TOTAL LIABILITIES:		18,240,210	21,432,910
FUND BALANCES:			
FUND BALANCE		30,023,864	28,503,346
INVESTMENT IN PLANT (Net of Depr)		19,956,846	17,342,057
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)		(18,036,408)	(21,357,657)
RESERVE FOR ENCUMBRANCES		16,372,119	11,371,309
TOTAL EQUITY AND OTHER CREDITS		48,316,421	35,859,055
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS		\$ 66,556,631	\$ 57,291,965

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

College	Category	FISCAL YEAR 2021			FISCAL YEAR 2022			FISCAL YEAR 2023			% of Year
		Budget	Spent Thru December	% of Budget	Budget	Spent Thru December	% of Budget	Budget	Spent Thru December	% of Budget	
Frontier	Bills		\$ 268,442			\$ 273,110			\$ 353,755		
	Payroll		920,873			904,778			1,020,667		
	Waivers		566,751			523,493			518,710		
	Totals	\$ 3,899,789	1,756,066	45%	\$ 3,873,183	1,701,381	44%	\$ 3,873,183	1,893,132	49%	50%
Lincoln Trail	Bills		\$ 497,382			\$ 471,748			\$ 472,046		
	Payroll		1,080,991			1,104,975			1,077,653		
	Waivers		879,355			714,155			728,326		
	Totals	\$ 4,943,901	2,457,728	50%	\$ 4,727,391	2,290,878	48%	\$ 4,727,391	2,278,025	48%	50%
Olney Central	Bills		\$ 641,775			\$ 692,577			\$ 827,619		
	Payroll		2,007,270			1,995,205			2,165,825		
	Waivers		661,345			539,045			588,730		
	Totals	\$ 7,047,772	3,310,390	47%	\$ 7,402,072	3,226,827	44%	\$ 7,402,072	3,582,174	48%	50%
Wabash Valley	Bills		\$ 549,189			\$ 534,294			\$ 601,388		
	Payroll		1,414,079			1,453,204			1,502,323		
	Waivers		1,015,879			1,021,842			986,253		
	Totals	\$ 5,988,433	2,979,147	50%	\$ 6,271,689	3,009,340	48%	\$ 6,271,689	3,089,964	49%	50%
Workforce Educ.	Bills		\$ 84,273			\$ 110,797			\$ 84,893		
	Payroll		387,491			369,401			293,623		
	Waivers		453,438			392,204			603,342		
	Totals	\$ 3,349,386	925,202	28%	\$ 2,761,446	872,402	32%	\$ 2,761,446	981,858	36%	50%
District Office	Bills		\$ 118,013			\$ 242,442			\$ 335,142		
	Payroll		471,416			623,542			683,472		
	Waivers		-			-			-		
	Totals	\$ 1,410,117	589,429	42%	\$ 2,334,026	865,984	37%	\$ 2,334,026	1,018,614	44%	50%
District Wide	Bills		\$ 911,210			\$ 2,019,176			\$ 1,788,302		
	Payroll		381,993			598,086			931,852		
	Waivers		109,898			133,234			32,009		
	Totals	\$ 3,576,315	1,403,101	39%	\$ 7,711,317	2,750,496	36%	\$ 7,711,317	2,752,163	36%	50%
GRAND TOTALS		\$30,215,713	\$13,421,063	44%	\$ 35,081,124	\$ 14,717,308	42%	\$35,081,124	\$ 15,595,930	44%	50%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Revenues & Expenditures Report
December 31, 2022

REVENUES	FY 2023		FY 2022		Increase (Decrease)		
	Amount	% of Total	Amount	% of Total	\$	%	
	Property Taxes	\$ 3,620,608	17.14%	\$ 3,347,045	15.85%	\$ 273,563	8.173%
	Replacement Taxes	676,210	3.20%	401,578	1.90%	274,632	68.388%
ICCB Grants	6,606,217	31.28%	5,253,987	24.88%	1,352,230	25.737%	
Federal Grants	-	0.00%	-	0.00%	-	#DIV/0!	
Tuition & Fees	9,993,185	47.32%	10,036,656	47.52%	(43,471)	-0.433%	
Charges for Services	41,596	0.20%	35,380	0.17%	6,216	17.569%	
Interest	82,676	0.39%	55,457	0.26%	27,219	49.081%	
Other Revenues	99,292	0.47%	74,455	0.35%	24,837	33.358%	
	\$ 21,119,784	100.00%	\$ 19,204,558	90.93%	\$ 1,915,226	9.973%	
EXPENDITURES	FY 2023		FY 2022		Increase (Decrease)		
	Amount	% of Total	Amount	% of Total	\$	%	
	Salaries	\$ 7,675,415	49.21%	\$ 7,049,191	47.90%	\$ 626,224	8.884%
	Employee Benefits	1,235,268	7.92%	1,061,947	7.22%	173,321	16.321%
Contractual Services	1,208,337	7.75%	777,446	5.28%	430,891	55.424%	
Materials	1,129,217	7.24%	1,318,877	8.96%	(189,660)	-14.380%	
Travel & Staff Development	88,684	0.57%	86,126	0.59%	2,558	2.970%	
Fixed Charges	9,357	0.06%	30,436	0.21%	(21,079)	-69.257%	
Utilities	501,631	3.22%	473,065	3.21%	28,566	6.038%	
Capital Outlay	209,530	1.34%	533,537	3.63%	(324,007)	-60.728%	
Other	3,538,489	22.69%	3,386,683	23.01%	151,806	4.482%	
	\$ 15,595,928	100.00%	\$ 14,717,308	100.00%	\$ 878,620	5.970%	

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

	Funding Source	Estimated Budget									
Center for Technology - LTC	CDB	\$11,160,000									
Applied Arts Building Roof - WVC	CDB	\$295,000									
Applied Technology Center - OCC	CDB	\$3,076,400									
Power Hub - WVC	CDB	\$300,000									
Parking Lot Resurfacing	CDB	\$918,392									
LTC - Crawford County Recreational Center	Local	\$4,700,000									
GRAND TOTAL		\$20,449,792	Board Approval	Preliminary Design	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

Agenda Item #16

Executive Session

Agenda Item #17

Approval of Executive Session Minutes

A. Written Executive Session Minutes

B. Audio Executive Session Minutes

Agenda Item #18

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: January 17, 2023
RE: Personnel Report

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

INDEX

- 400.2. Employment of Personnel**
- 400.3. Approval to Hire Prior to February Board Meeting**
- 400.4. Employee Wage Adjustment**
- 400.5. Special Assignment (Attachment)**
- 400.5. Retirement Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Administration

- 1. Cynthia Boyce, Dean of Instruction, LTC, effective January 23, 2023**

B. Professional, Non-Faculty, Exempt

- 1. Tonda Brayfield, Allied Health Program Facilitator, OCC/IECC, effective January 23, 2023**

400.2. Approval to Hire Prior to February Board Meeting, Executive Administrative Assistant, WRC

400.3. Employee Wage Adjustment (Attachment)

400.4. Special Assignment (Attachment)

400.5. Retirement Ratification

- 1. Dennis Conley, OCC Baseball Coach, effective July 1, 2023**

Agenda Item #19
Collective Bargaining

Agenda Item #20

Litigation

Agenda Item #21

Other Items

Agenda Item #22

Adjournment