

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

August 16, 2022



Location:

**Frontier Community College
2 Frontier Drive
Fairfield, IL 62837**

Dinner & Meeting – 6:15 p.m. – Bob Boyles Hall

The mission of Illinois Eastern Community College District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

**Illinois Eastern Community Colleges
Board Agenda**

August 16, 2022

6:15 p.m.

**Frontier Community College
Bob Boyles Hall**

1. **Call to Order & Roll Call**Chairman Carter
2. **Welcome from the Chair**.....Chairman Carter
3. **Recognition of Visitors and Guests**.....Dr. Edgren
 - A. Visitors and Guests
 - B. IECEA Representative
4. **Budget Hearing**.....Chairman Carter
5. **Public Comment**
6. **Reports**
 - A. Trustees
 - B. Chancellor
 - C. Presidents
 - D. Business and Industry.....Dean Kakac
7. **Approval of Consent Agenda**.....Chancellor Gower
 - A. Disposition of Minutes
 - B. Program Review FY 2022
 - C. Affiliation Agreements:
 - i. Lakeland Rehabilitation & Health Care Center
 - ii. Lawrence Crawford Association for Exceptional Citizens
8. **Action on Items Removed from Consent Agenda**..... Chancellor Gower
9. **Policy First Reading (and Possible Approval)** Chancellor Gower
 - A. Policy 400.30 Prohibited Consensual Relationships
10. **Policy Second Reading** Chancellor Gower
 - A. None

11. **Staff Recommendations for Approval**
 - A. Final Budget FY 2023 Chancellor Gower
 - B. Cybersecurity Managed Detection and Response System..... Chancellor Gower
12. **Bid Committee Report**..... Chancellor Gower
13. **District Finance**
 - A. Financial Report Mr. Hawkins
 - B. Approval of Financial Obligations Mr. Hawkins
14. **Executive Session** Chancellor Gower
15. **Approval of Executive Session Minutes**
 - A. Written Executive Session Minutes..... Chancellor Gower
 - B. Audio Executive Session Minutes Chancellor Gower
16. **Approval of Personnel Report**..... Mrs. McDowell
17. **Collective Bargaining**..... Chancellor Gower
18. **Litigation** Chancellor Gower
19. **Other Items**
20. **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 Bob Boyles Hall at Frontier Community College, Fairfield, Illinois,

Tuesday, August 16, 2022.

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

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

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor.

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Zahi Atallah, President of Lincoln Trail College.

Alex Cline, Director of Information & Communications Technology.

Ryan Hawkins, Chief Financial Officer/Treasurer.

Andrea McDowell, Director of Human Resources.

Renee Smith, Board Secretary.

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

It was noted that this meeting will be Board Secretary Renee Smith’s final meeting. Board Chairman and Chancellor Gower thanked her for her long-time support and service to the Board and the District.

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

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

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

AGENDA #4-“Budget Hearing”- The Chairman announced that the next agenda item for the Board of Trustees was a public hearing to receive comments on the fiscal year 2023 budget. The Chair asked for a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Trustee Brenda Culver made a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Trustee 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.

A. Motion to Convene Budget Hearing: Trustee Brenda Culver made the following motion: “I move that Illinois Eastern Community College District 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a budget hearing on this 16th day of August, 2022. The purpose of the budget hearing is to receive public comments on the FY2023 Budget of the District. 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.

B. Hearing on FY2023 Budget: The Chairman declared that the Board is now in a hearing on the FY2023 budget at 6:17 p.m. and directed the Secretary to call the roll for Board attendance. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Also present was Raechel Hnetkovsky, student trustee. Trustees absent: None. The Chair declared that a quorum was present and the budget hearing was open.

C. Public Oral Testimony: The Chairman asked if any member of the public wished to provide oral testimony on the FY2023 budget. There was no oral testimony presented.

D. Public Written Testimony: The Chairman asked if any member of the public wished to provide written testimony on the FY2023 budget. There was no written testimony presented.

E. Public Hearing Adjourned: The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral or written testimony with respect to the FY2023 community college district budget and asked for a motion to adjourn the hearing. Trustee Brenda Culver made a motion that the public hearing be adjourned. Trustee Brady Waldrop seconded the motion and on a 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 and that the budget hearing was adjourned at 6:21 p.m., and the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

AGENDA #5 – “Public Comment” – None.

AGENDA #6 – “Reports” –

#6-A. Report from Trustees: None.

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

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

#6-D. Division Report: IECC Business & Industry Program: Sharmila Kakac, Dean of Business & Industry provided a presentation on the District's B & I Program.

AGENDA #7 “Consent Agenda” - The following consent agenda items were presented for approval.

#7-A. “Disposition of Minutes”: Open meeting minutes as prepared for the regular meeting held Tuesday, July 19, 2022 were presented for disposition.

#7-B. “Program Review FY 2022”: Chancellor Ryan Gower presented the Program Review Report. The report is a detailed review of certain programs and services. This is part of a continual process with a focus on quality, cost and need. The Chancellor recommended approval of the Program Review Report 2022.

#7-C. “Affiliation Agreements”: Chancellor Gower recommended approval of affiliation agreements between Illinois Eastern Community Colleges and Lakeland Rehabilitation & Health Care Center, and Lawrence Crawford Association for Exceptional Citizens as listed in full in the board agenda.

Board Action to Approve Consent Agenda: Trustee Brenda Culver made a motion to approve the consent agenda 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 #8- “Action on Items Removed from Consent Agenda”- None.

AGENDA #9- “Policy First Reading (and Possible Approval)”-

#9-A. “Board Policy 400.30 Prohibited Consensual Relationships”:

Policy 400.30 Prohibited Consensual Relationships was presented for approval by Chancellor Gower.

HUMAN RESOURCES – 400

Prohibited Consensual Relationships (400.30)

Date Adopted: August 16, 2022 (Pending Board Approval)

IECC is committed to maintaining an academic community free from conflicts of interest, favoritism, and exploitation. This policy addresses romantic relationships and/or sexual interactions that, although consensual, are prohibited due to actual or perceived conflicts of interest and the possibility for exploitation or favoritism.

This policy applies to all IECC administrators, faculty, volunteers, staff, and students and is applicable regardless of the sex/gender of the individual with managerial, supervisory, teaching, evaluation, coaching or advisory authority, and/or the sex/gender of the individual who is managed, supervised, taught, coached, advised, or evaluated in any way. This policy is also applicable to research project participants.

Procedures will, at a minimum, define prohibited consensual relationships; provide limited mitigation instances/options; identify mandated reporters; address alleged violations; and a retaliation statement.

Board Action: Trustee Brenda Culver made a motion to approve revisions to Board Policy 400.30 Prohibited Consensual Relationships, effective immediately, and to waive second reading, as recommended. 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 #10- “Policy Second Reading”- None.

AGENDA #11- “Staff Recommendations for Approval”- The following staff recommendations were presented for approval.

#11-A. Final Budget FY 2023: - The community college district budget for fiscal year 2023 was reviewed. The Chancellor recommended adoption of the following resolution approving the FY2023 budget.

For Fiscal Year 2023, the Operating expenditures of the budget compared to Fiscal Year 2022 are as follows:

	<u>FY23</u>	<u>FY22</u>
Education Fund	\$30,984,634	\$30,240,879
Operations & Maintenance Fund	\$ <u>4,096,490</u>	\$ <u>4,065,771</u>
Total Operating Funds	\$35,081,124	\$34,306,650

The District has complied with all the notice and budget hearing requirements for the Fiscal Year 2023 Budget.

**COMMUNITY COLLEGE DISTRICT BUDGET
STATE OF ILLINOIS
For Fiscal Year 2023**

Budget of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

WHEREAS the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 16th day of August 2022, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with:

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

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2022 and ending June 30, 2023.

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

FISCAL YEAR 2023 BUDGET

SUMMARY STATEMENT OF OPERATING FUNDS

REVENUES AND EXPENDITURES

EDUCATIONAL FUND

Revenue	\$29,551,258
Expense	(30,834,634)
Transfer – Out	(4,216,346)
Excess (Deficiency)	(5,499,722)
Transfer – In	185,000
Reserve for Contingencies	(150,000)
Cash Balance – Beg. of Year	11,777,043
Cash Balance – End of Year	6,312,321

OPERATIONS & MAINTENANCE FUND

Revenue	\$3,217,500
Expense	(4,001,490)
Transfer – Out	(265,000)
Excess (Deficiency)	(1,048,990)
Transfer – In	100,000
Reserve for Contingencies	(95,000)
Cash Balance – Beg. of Year	2,249,599
Cash Balance – End of Year	1,205,609

TOTAL OPERATING FUNDS

Revenue	\$32,768,758
Expense	(34,836,124)
Transfer – Out	(4,481,346)
Excess (Deficiency)	(6,548,712)
Transfer – In	285,000
Reserve for Contingencies	(245,000)
Cash Balance – Beg. of Year	14,026,642
Cash Balance – End of Year	7,517,930

The official budget, which is accurately summarized in this document, was approved by the Board of Trustees on August 16, 2022.

Board Action: Trustee John Brooks made a motion to approve the Fiscal Year 2023 Budget. 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.

#11-B. Cybersecurity Managed Detection and Response: - Chancellor Ryan Gower recommended a partnership with Arctic Wolf to provide the District with a greater level of cybersecurity protection and aid in compliance to insurance requirements.

Board Action: Trustee John Brooks made a motion to approve the partnership with Arctic Wolf. 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 – “Bid Committee Report” – None.

AGENDA #13 – “District Finance” – The following district financial matters were presented by CFO and Treasurer, Ryan Hawkins:

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

#13-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for August 2022, totaling \$1,648,168.73, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for August 2022, in the amounts listed, and payments from the revolving fund for July 2022. 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 #14 – “Executive Session” – The Board of Trustees went into executive session at 8:17 p.m. and the executive session was adjourned at 8:57 p.m. and returned to regular session. Separate minutes for the closed executive session meeting have been prepared for this meeting.

AGENDA #15 – “Approval of Executive Session Minutes” – Trustee Brenda Culver made motion to approve written and audio executive session minutes of a closed session held during the regular meeting, Tuesday, July 19, 2022, as presented. 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 #16 – “Approval of Personnel Report” – Andrea McDowell reviewed the following Personnel Report and the Chancellor recommended approval.

400.1. Employment of Personnel

A. Faculty

1. Tracy Smith, Nursing Instructor, OCC/WVC, effective August 29, 2022.

B. Professional, Non-Faculty, Exempt

1. Brent Maguire, Program Director, Emergency Preparedness, FCC, effective August 22, 2022.

C. Professional, Non-Faculty, Non-Exempt

1. Erica Arnold, Coordinator of Financial Aid, LTC, effective August 22, 2022.
2. Dana Goodwin, Advisor, LTC, effective August 22, 2022.

D. Classified

1. Shane Meeks, Maintenance/Custodian, OCC, effective August 22, 2022.
2. Morgan McCoy, Office Assistant, FCC, effective August 23, 2022.
3. Brianna Simpson, Office Assistant, Adult Ed, FCC, effective August 22, 2022.
4. Eli Grimes, Broadcast Services Specialist, WVC, effective August 22, 2022.

400.2. Change in Status

A. Professional, Non-Faculty, Non-Exempt

1. Jonathan Leach, Retention Coordinator, WVC, to Coordinator of Public Information & Marketing, WVC, effective August 22, 2022.

B. Classified

1. Chelsea Dulaney, Student Services Specialist, DO/FCC, to Office Assistant, FCC, effective August 22, 2022.

400.3. Temporary Contract

A. Faculty

1. Jackson Hemrich, Welding Instructor, LTC, effective August 22, 2022.

400.4. Special Assignment (Attachment)

400.5. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Megan Bunnage	St. Vincent Women's & Children's Hospital Evansville, IN	52

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

400.7. FY 23 Administration and Staff Salaries

400.8. Honorable Dismissals

1. Tyler Akers, Covid Site Facilitator, DO, effective July 22, 2022.
2. Tyler Beehn, Covid Site Facilitator, DO, effective July 22, 2022.
3. Wanda Jones, Covid Site Facilitator, DO, effective July 22, 2022.

400.9. Resignation Ratifications

A. Faculty

1. Jasmyne Lewis, Nursing Instructor, OCC/WVC, effective August 11, 2022.

B. Professional, Non-Faculty, Exempt

1. Leslie Boles, Director of Paramedicine, FCC, effective July 18, 2022.
2. Carol Dreith, Project Director, Title III, FCC, effective August 25, 2022.

C. Classified

1. Ashley Gonzalez, Office Assistant, FCC, effective August 12, 2022.
2. Julie Auteberry, TRIO Upward Bound Counselor, DO, effective August 26, 2022.
3. Dakota Hulett, Groundskeeper, OCC, effective August 19, 2022.

400.4. FY2020 Administration and Staff Salaries

ILLINOIS EASTERN COMMUNITY COLLEGES

Fiscal Year 2022-2023

Guidelines for Full-Time Employee

(Non-Bargaining Unit)

Wage Increases

Applies to all Administrative and Professional/Non-Faculty Employees:

1. Full-time employees working before June 1, 2022, are eligible for a wage increase. Employees with hire dates of June 1, 2022, to August 29, 2022, will be eligible for an increase at the six-month anniversary date. Employees with a hire date September 1, 2022, or later are not eligible for the increase.

2. All full-time employees (non-bargaining unit and not on a temporary contract) will receive a 5% pay increase but not to exceed \$4,000 unless otherwise noted.
3. All increases are effective August 29, 2022, unless otherwise noted.
4. Entry levels for all non-faculty positions will be increased by 4.5%, effective August 29, 2022.

#16- Board Action to Approve Personnel Report: Trustee Brenda Culver made a motion to approve the Personnel Report as presented. Trustee Jan Ridgely seconded the motion, and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, 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 #17 – “Collective Bargaining” The Board approved a Memorandum of Agreement between the Illinois Education Association/National Education Association (IEA/NEA) and the District’s Bargaining Unit Faculty (IECEA) under Agenda Item #14 Personnel Report.

AGENDA #18 – “Litigation” – Chancellor Gower provided an update on ongoing litigation.

AGENDA #19 – “Other Items” – None.

AGENDA #20 – “Adjournment” – Trustee Jan Ridgely made a motion to adjourn. 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 and the meeting adjourned at 9:09 p.m.