

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**

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Hall, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, January 17, 2023.

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

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

John D. Brooks (via Zoom), Roger Browning (via Zoom), Gary Carter (via Zoom), Brenda K. Culver, Jan Ridgely, Barbara Shimer, Raechel Hnetkovsky, Student Trustee (via Zoom). Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(Note: 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

Alex Cline, Director of Information & Communications Technology

Ryan Hawkins, Chief Financial Officer/Treasurer

Andrea McDowell, Director of Human Resources

Sonja Music, Board Secretary

AGENDA #2 – “Welcome from the Chair” – Vice Chair Culver welcomed all who were present for the meeting.

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including college staff members.

#3-B. IECEA Representative: Rob Mason

AGENDA #4 – “Public Comment” – None

AGENDA #5 – “Filling a Board Vacancy” – Chancellor Gower noted that it would be appropriate to approve an individual to fill the open seat on the IECC Board of Trustees. This individual will serve the next two years of a six-year term left vacant by Trustee Brady Waldrop in December 2022. Mr. Waldrop has been appointed the Lawrence County States Attorney.

Board Action: Trustee Barbara Shimer made a motion that the Board appoint Susan Batchelor to fill the trustee vacancy. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Vice Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea.

Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Vice Chair declared the motion carried. The oath of office was administered by the Vice Chair.

AGENDA #6 – “Election of Board Secretary” – Chancellor Gower noted that it would be appropriate to approve an individual to fill the Board Secretary position upon the resignation of Renee Smith in September 2022.

Board Action: Trustee Barbara Shimer made a motion that the Board elect Sonja Music as Board Secretary. Trustee Susan Batchelor seconded the motion and on a recorded roll call vote ordered by the Vice Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Vice Chair declared the motion carried. The oath of office was administered by the Vice Chair.

AGENDA #7 – “Appointment of Ethics Officer” – Chancellor Gower noted that it would be appropriate to approve an individual to fill the Ethics Officer position upon the resignation of Alex Cline effective January 17, 2023.

Board Action: Trustee Barbara Shimer made a motion that the Board appoint Sonja Music as Ethics Officer. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Vice Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Vice Chair declared the motion carried.

AGENDA #8 – “Reports” –

#8-A. Report from Trustees: Trustee Ridgely announced that he will be retiring from Citizens National Bank in the coming year.

#8-B. Report from Chancellor: Chancellor Gower reviewed current issues and opportunities facing the District.

#8-C. Report from Presidents: Reports were presented from each of the colleges.

#8-D. Report from Cabinet: None.

AGENDA #9 – “Consent Agenda” – The following consent agenda items were presented for approval.

#9-A. “Disposition of Minutes”: Open meeting minutes as prepared for the regular meeting held Tuesday, December 13, 2022, were presented for disposition.

#9-B. “Policy 500.13 Student Placement Policy”: Chancellor Gower recommended the revision of the current policy to include English as a Second Language courses as part of the student placement assessment process, per current practice.

#9-C. “Policy 400.27 Bereavement Leave”: Chancellor Gower recommended the revision of the policy regarding bereavement leave to reflect the amended legislation.

#9-D. “Affiliation Agreements”: Chancellor Gower recommended the approval of an affiliation agreement with North Wayne Ambulance Service and Waters of Sullivan.

Board Action to Approve Consent Agenda: Trustee Browning made a motion to approve the consent agenda as presented. Trustee Ridgely seconded the motion and on a recorded roll call vote ordered by the Vice Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger

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

AGENDA #10- Action on Items Removed from Consent Agenda - None.

AGENDA #11 – “Policy First Readings (and Possible Approval)” – None.

AGENDA #12 – “Policy Second Readings” – None.

AGENDA #13 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#13-A. IECC Fact Book 2022: Chancellor Gower presented the IECC Fact Book 2022 containing basic information about the community college district. The book gathers information from various sources into one central document regarding students, enrollment history, degrees and certificates granted, financial aid received and distributed, and the district’s annual budgets and operation.

Board Action: Trustee Shimer made a motion to approve the IECC Fact Book 2022 as presented. Trustee Batchelor seconded the motion and on a recorded roll call vote ordered by the Vice Chair, the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Vice Chair declared the motion carried.

AGENDA #14 - “Bid Committee Report” – Chancellor Ryan Gower reviewed the following Bid Committee report that addresses the cost of a used semi tractor for Frontier Community College and the cost of replacing the Wattleworth Hall Student Union Door at Olney Central College. Chancellor Gower recommended approval of the following Bid Committee Report:

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.

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.

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

AGENDA #15 – "District Finance" – The following district financial matters were presented:

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

#15-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for January 2023, totaling \$1,098,859.94 were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Ridgely made a motion to approve payment of district financial obligations for January 2023, in the amounts listed. Trustee Carter seconded the motion and on a recorded roll call vote ordered by the Vice Chair the following trustees voted yea: Susan Batchelor, John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer. Student Advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Vice Chair declared the motion carried.

AGENDA #16 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #17 - “Approval of Executive Session Minutes” - The following actions were taken relative to executive session minutes.

#17-A. Written Executive Session Minutes: The Board of Trustees did not hold an executive meeting at the December 13, 2022 meeting.

#17-B. Audio Recording of Executive Session: The Board of Trustees did not hold an executive meeting at the December 14, 2022 meeting.

AGENDA #18 – “Approval of Personnel Report” – The Chancellor recommended approval of the following Personnel Report as presented by Human Resource Director Andrea McDowell.

400.1. Employment of Personnel

A. Administrative

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

B. Professional, Non-Faculty, Exempt, Temporary Contractual

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

400.4. Special Assignment

400.5. Retirement Ratification

A. Dennis Conley, OCC Baseball Coach, effective July 1, 2023

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

AGENDA #19 – “Collective Bargaining” – None.

AGENDA #20 – “Litigation” – Chancellor Gower provided an update on litigation.

AGENDA #21 – “Other Items” – None.

AGENDA #22 – “Adjournment” –Trustee Brooks made a motion to adjourn. Trustee Ridgely seconded the motion. The Vice Chair asked the trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken. The Vice Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 7:42 p.m.

Approved:

Chairman:



Secretary:

