

IECC Board of Trustees Meeting
Tuesday, June 20, 2023 6:15 PM Central

Wabash Valley College, Main Hall 101
2200 College Drive
Mt. Carmel, IL 62863

Guadalupe Amicone: Present (via Zoom)
Susan Batchelor: Present
John Brooks: Present
Roger Browning: Present
Gary Carter: Present
Brenda Culver: Present (via Zoom)
Jan Ridgely: Present
Barbara Shimer: Present
Present: 8. Absent: 0.

Also present at the 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 Holtz, Board Secretary

(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.)

1. Call to Order & Roll Call – Chairman Gary Carter called the meeting to order at 6:15 p.m. and directed the Board Secretary Sonja Holtz to call the roll.
2. Welcome from the Chair – Chairman Carter welcomed all who were present for the meeting.
3. Recognition of Visitors and Guests
 - 3.A. Visitors and Guests - None
 - 3.B. IECEA Representative – Rob Mason was present and reported that negotiation matters are going well.
4. Public Comments - None
5. Reports
 - 5.A. Trustees – None
 - 5.B. Chancellor – Chancellor Gower reviewed current issues and opportunities facing the District.

5.C. Presidents – Reports were presented from the Presidents.

5.D. Division Report: WVC Baseball Championships – The Board recognized the Wabash Valley College Men’s Baseball team for finishing in second place in the NJCA World Series Championship.

6. Approval of Consent Agenda

6.A. Disposition of Minutes – Open meeting minutes as prepared for the regular meeting held Tuesday, May 16, 2023 were presented for disposition.

6.B. 2023-2024 IECC Catalog – The catalog lists all courses, programs, degrees and certificates, along with the district policy that applies to operation of the district and its students. Throughout the year, the Board of Trustees is asked to approve changes to the catalog.

6.C. Policy 100.21 Gramm Leach Bliley GLB Act – Changes to the policy and Information Security Program to comply with the new GLBA requirements.

7. Action on Items Removed from Consent Agenda - None

8. Policy First Reading (and Possible Approval) - None

9. Policy Second Reading – None

Motion to approve the consent agenda as presented. This motion, made by Susan Batchelor and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

10. Staff Recommendations for Approval

10.A. Renewal of Property, Casualty & Liability Insurance Coverage

Motion to approve the District's property, casualty, and liability insurance coverage with Wright Specialty for period July 1, 2023 to June 30, 2024. This motion, made by John Brooks and seconded by Jan Ridgely, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

10.B. Building and Maintenance Fund Resolution - State statute requires that the Board of Trustees approve by a resolution granting authority to budget and expend funds collected from tax revenues for the purpose of operations and maintenance of the district campuses and properties.

WHEREAS, expenses payable from taxes levied for operations, building and maintenance purposes and for the purchase of school grounds are subject to 110 ILCS 805/3-20.3.

WHEREAS, funds expended for obligations incurred for the improvement, maintenance, repair or benefit of buildings and property, including cost of interior decorating and the

installation, improvement, repair, replacement and maintenance of building fixtures, for the rental of buildings and property for community college purposes or for the payment of all premiums for insurance upon buildings and building fixtures shall be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds,

WHEREAS, payment of all salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment, or the cost of a professional survey of the conditions of school building, or any one or more of the preceding items may not be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds without resolution of the Board of Trustees,

SO BE IT RESOLVED, that the Board of Trustees of the Illinois Eastern Community College District No. 529 by resolution authorizes the Chancellor of the District to budget and expend funds from a tax levied for operations, building and maintenance purposes for the payment of salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items.

Motion to adopt the foregoing Building and Maintenance Fund Resolution as recommended.

This motion, made by Roger Browning and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda

Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

10.C. Inter-Fund Loans Resolution - During each fiscal year, transfers are required to be made between existing designated funds to meet obligations of the District.

Each fiscal year the Board of Trustees is asked to approve a resolution authorizing these inter-fund loans and transfers. These inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of meeting the ordinary and necessary expenditures of the district.

The CFO recommended that the Board adopt the following resolution which authorizes the Treasurer of the District to make inter-fund loans as required during fiscal year 2024, and that such inter-fund loans be repaid and retransferred to the proper fund no later than June 30, 2024.

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 desires to affect certain inter-fund loans for Fiscal Year 2024, pursuant to 110 ILCS 805/3-34, and

WHEREAS, these inter-fun loans, from any fund to any other fund maintained by the Board, are for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the District.

SO BE IT RESOLVED, that the Board of Trustees hereby authorizes the Treasurer of the District to make inter-fund loans as required for Fiscal Year 2024, and to make the necessary transfers therefor.

BE IT FURTHER RESOLVED, that each such inter-fund loan must be repaid and retransferred to the proper fund no later than June 30, 2024.

Motion to approve the Inter-Funds Loan Resolution, as presented. This motion, made by Roger Browning and seconded by Barbara Shimer, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

10.D. Working Cash Fund Resolution - CFO Ryan Hawkins presented the following resolution. The Board of Trustees is required to approve a resolution authorizing the permanent transfer of interest earned on the Working Cash Fund to the General Fund for the purpose of paying general obligations of the District.

The Treasurer of the District has or will transfer approximately \$143,000 from the Working Cash Fund to the General Fund prior to June 30, 2023.

Only interest is transferred and the principal of the Working Cash Fund remains intact. If for any reason the principal was spent and the District was unable to repay it, the Working Cash Fund would be depleted. A Working Cash Fund could only be reestablished by approval of a voter referendum. As of June 30, 2023, the Working Cash Fund principal is \$6,315,000.

The CFO recommended the Board adopt the following resolution authorizing the Treasurer to permanently transfer approximately \$143,000 Working Cash Fund interest to the General Fund on or before June 30, 2023.

WHEREAS, the Board of Trustees approved the permanent transfer of interest earned on the Working Cash Fund monies to the General Fund on or before June 30, 2023;

WHEREAS, the Board of Trustees initiated this transfer pursuant to 110 ILCS 805/3-33.6 for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the district;

WHEREAS, the Board used these funds for aforesaid purposes and no repayment of this money is required;

SO BE IT RESOLVED that the Board of Trustees authorizes the Treasurer of the District to permanently transfer approximately \$143,000 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2023.

Motion to approve the Working Cash Fund Resolution as presented. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

10.E. Payment of Accrued Bills - The District's fiscal year ends on June 30, and under general accounting rules, the District pays bills incurred in June, but invoiced in July, as expenses for Fiscal Year 2023. By July 30 all accrued bills received during this run-out period will be paid. Therefore, these accrued bills will be paid before the Board approves them.

At each regular Board meeting, the Board receives an electronic copy of bills for review and payment. At the August Board meeting, that electronic report will include current bills for approval plus the bills that were paid in the accrual period.

The Chancellor recommended approval to pay the FY2023 accrued bills prior to Board approval, with the understanding that these bills will be made available electronically for Board review at the August Board meeting

Motion to pay the FY2023 accrued bills prior to Board approval, with the understanding that these bills will be made available electronically for Board review at the August Board meeting, as recommended. This motion, made by Jan Ridgely and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

10.F. Lease Agreements – The following IECC leases were presented for Board information and for Board of trustees approval as indicated:

1. IECC/LTC Storybrooke Pre-K (Regional Office of Education #12) Lease – The lease began on September 18, 2019, and is for approximately 4,200 square feet in the Industrial Annex of LTC for classroom facilities for a pre-k program. The lease term is being extended to May 31, 2024, at \$2,160 per month rent, with an annual auto renewal if mutually agreed to in writing.
2. IECC/Twin Rivers Lease – The lease began January 2018 and is for approximately 560 square feet of office space for the facilitation of the Twin Rivers Regional Vocational System. The lease term is being extended to June 30, 2024, at the monthly rent of \$225.
3. IECC Rise Broadband – The lease is for the placement of broadband equipment on the District radio station tower located at 15511 River Road, Mt. Carmel, Illinois. Lease term is for one (1) year from October 6, 2023, to October 5, 2024. Additionally the agreement automatically renews for three (3) additional terms of one (1) year unless Landlord notifies tenant within 30 days of lease term. The lease provides monthly rent at \$150.
4. IECC/Buckeroo Early Education Center – This lease is for the use of two (2) classrooms (4,200 sq. ft.) in Wattleworth Hall to be used as classroom facilities of the facilitation of a childcare program to allow local residents to have access to educational opportunities for children aged 2-5. The lease commences October 1, 2023 through June 30, 2024, with an option to renew in one year increments. The total monthly rent is \$1,500.
5. IECC/JAL Lease – The lease is for approximately 2,519 square feet in West Frankfort, Illinois to be used by IECC for the Workforce Education Department. The lease commences May 15, 2023, and shall extend for a term of three (3) years to be reviewed annually on July 1 ending at midnight on June 30, 2026, unless earlier terminated or extended. There is no rent but rather equalization produced through classes and training shall be shared with Lessor and more specifically defined through a separate agreement.

The following leases are submitted as informational review of outstanding commitments of the District:

1. IECC/WVC Foundation Lease – Wabash Valley College Administration occupies approximately 1,600 square feet of the Foundation Building at 2201 College Drive, Mt. Carmel, Illinois. In exchange for this use, the College District provides mowing, snow clearing and routine maintenance of the building. This lease period is being renewed for five years, commencing July 1, 2020, and will expire June 30, 2025.
2. IECC/FCC Foundation Lease – The Frontier Community College Foundation purchased a facility commonly known as Bobcat Den for the use of Illinois Eastern Community College District #529/Frontier Community College. The District leased the building on July 28, 2014. In exchange for usage of the building, the college provides maintenance to the building's interior and exterior, provides janitorial services, telephone, insurance, gas, and electric service to the Bobcat Den. The Foundation has agreed to extend the lease to June 30, 2025, under the current lease agreement.
3. IECC and Prairie State Generating Company – Lease for the Coal Mining Training Program facility located in Venedy, IL, beginning November 2009 and continuing month to month until terminated by 30 days' notice of either party. No monthly rental charge is paid.
4. IECC/WVC WVJC Radio Tower – Lease of Property – The District leased 1.68 acres in Wabash County for thirty years for the placement of the WVJC antenna from October 1, 1976, to September 30, 2006. The current owner has agreed to extend the lease from July 1, 2013, for thirty years to June 30, 2043, at a cost of \$30 for the thirty-year period.
5. IECC/OCC Oil Derrick Lease of Property – The District leases an approximate 2,209 square feet piece of property, including access thereto, located at the North West corner of the intersection of Illinois Route 130 and St. John Street. The City of Olney has erected an oil derrick on this property for which the City pays the District rent of \$1.00 per year. The lease was extended on August 18, 2009, for twenty years to August 17, 2029.
6. IECC/WRC – The lease is for the softball field and baseball field and is leased to Britton's Bullpen in exchange for mowing and maintenance of the two fields and two adjoining buildings. Lease term from July 1, 2019, through June 30, 2024.
7. IECC/Wabash Telephone Cooperative – The lease is for the placement of an upright communications cabinet and communications equipment on approximately 25 square feet of space inside the Telecommunications Switch Room. The lease also provides approximately 100 square feet of ground on the property for an antennae tower structure. Wabash Telephone Cooperative is responsible for maintenance and repair of the property placed at the site. This agreement shall commence on August 1, 2019, and shall continue thereafter for an initial term of ten (10) years. This agreement shall automatically renew for three (3) five (5) year terms.
8. IECC/FCC and Fairfield Park District of Fairfield, Illinois – Intergovernmental Agreement between IECC/FCC and Fairfield Park District of Fairfield, Illinois, as amended by Board action on January 14, 2015, for the Lease, Operation and Use of a certain softball diamond at Southwest Park, Fairfield, Illinois through the duration of the existing leaseholds of the Park District and any extension or renewal thereof through and including July 1, 2040, unless sooner terminated by the Lessors.
9. IECC/C.E.F.S. Economic Opportunity Corporation WIA – This lease with C.E.F.S. is for office space at Olney Central College and includes 120 square feet of office and common space which includes break room, restrooms, and conference room for facilitation of the

Workforce Investment Act. The lease period is July 1, 2022, through June 30, 2024, at the current monthly rent of \$225.

10. IECC/OCC ROE Lease – The lease is for three classrooms at OCC on the second floor of Wattleworth Hall, and two office spaces on the second floor of Wattleworth Hall to be used exclusively as classroom facilities and office facilities for the facilitation of the ASSIST program. The lease period is August 1, 2023, through May 31, 2024, at the current monthly rate of \$4,800.
11. IECC/FCC First Brands Group, LLC Lease – The lease is for IECC and FCC to use the parking lot located at the former Airtex facility located at 810 Leininger Road, Fairfield, Illinois for IECC/FCC training and instruction of the College’s truck driving training and related instruction. The lease is in effect from October 2022 through October 2024. At the end of the contracted period this Agreement can be extended upon agreement of both parties. There is no fee for use of this facility.
12. IECC/ICN Intergovernmental Agreement – The agreement provides the Illinois Century Network (ICN) with approximately 294 sq. ft. to install and maintain data equipment for the operation of an Intermediate Light Amplification for interconnecting high-speed data connections. The term of the lease began June 18, 2013, and runs through June 18, 2033. In consideration IECC receives high-speed internet service at no charge.

Motion to approve the lease agreements as recommended. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea
 Yea: 7, Nay: 0

10.G. Naming Rights

Motion to approve a resolution to honor and appreciate the service of Terry Bruce by renaming the West Richland Center as The Terry L. Bruce West Richland Center. This motion, made by Roger Browning and seconded by Brenda Culver, Carried.

John Brooks: Abstain, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea
 Yea: 6, Nay: 0, Abstain: 1

11. Bid Committee Report – The following bid recommendations are based on the lowest responsible bid, considering conformity with specifications, terms of delivery, quality, and serviceability.

Radio Station Transmitter for WVC	
Company	Bid
BSW Tacoma, WA	\$72,687.22
Gates Air, Inc. Mason, OH	\$66,605.50
Nautel Marine, Inc. Bangor, ME	\$73,443.42
WVC Science Building East Canopy Replacement	
Company	Bid
Homes by Schuetz	

Olney, IL \$62,822.41

WVC Main Hall Roof Replacement

Company	Bid
Joiner Sheet Metal & Roofing Highland, IL	\$253,800
Lehman Roofing Evansville, IN	\$357,500
Martin Roofing Mascoutah, IL	\$408,500

Flatbed Trailer (FCC)

Company	Bid
Vaughn Equipment, Inc. Fairfield, IL	\$40,750
W & W Truck & Trailer Sales Carmi, IL	\$50,000

Motion to approve the acceptance of the bid received from GatesAir, Inc. in the amount of \$66,605.50 for the Radio Station Transmitter at Wabash Valley College; rejection of the bid received from Homes by Schuetz in the amount of \$62,822.41 for the Wabash Valley College Science Building East Canopy Replacement; acceptance of the bid received from Joiner Sheet Metal & Roofing in the amount of \$253,800 for the Wabash Valley College Main Hall Roof Replacement; and acceptance of the bid received from Vaughan Equipment, Inc. in the amount of \$40,750 for a flatbed trailer for Frontier Community College. This motion, made by Jan Ridgely and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

12. District Finance

Motion to approve payment of district financial obligations for June 2023 in the total amount of \$1,770,234.50. This motion, made by Jan Ridgely and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

13. Executive Session - None

14. Approval of Executive Session Minutes

14.A. Written Executive Session Minutes – It was recommended that the written minutes of the executive session held on May 16, 2023 be approved and remain closed.

14.B. Audio Executive Session Minutes – It was recommended that the recorded audio minutes of the May 16, 2023 executive session meeting be approved and remain closed.

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 Chancellor presented the following report and recommendations:

A. The following written executive session minutes were reviewed in December 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, 2023
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 June 2023:

1. February 21, 2023
2. May 16, 2023

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. February 15, 2022
2. March 15, 2022
3. April 19, 2022
4. July 19, 2022
5. August 16, 2022
6. September 20, 2022
7. October 18, 2022
8. February 21, 2023
9. May 16, 2023

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. June 15, 2021
2. July 20, 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. November 15, 2022
2. December 13, 2022
3. January 17, 2023
4. March 21, 2023
5. April 3, 2023
6. April 25, 2023

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

1. April 19, 2022
2. August 16, 2022
3. September 20, 2022

Motion to approve the minutes of the executive session held on May 16, 2023 and accept the report on the Semi-Annual Review of Executive Session Minutes as outlined and as recommended. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea.
Yea: 7, Nay: 0

15. Approval of Personnel Report

400.1. Employment of Personnel

A. Professional, Non-Faculty, Exempt

1. Michelle Brooks, Director of Small Business Development Center, IECC effective June 26, 2023
2. Rachel Refenes, Head Volleyball Coach & Student Life Coordinator, WVC effective June 26, 2023

B. Classified

1. Russell Foerster, TRIO Upward Bound Counselor, OCC effective June 26, 2023
2. Rachel Carter, TRIO Upward Bound Counselor, LTC effective June 26, 2023
3. William Lamb, Maintenance/Groundskeeper, OCC effective June 26, 2023

400.2 Approval of Contracts for Chancellor and College Presidents/Vice Chancellors

400.3 Change in Status

1. Paul Bruinsma, Dean of Instruction, FCC to Chief Academic Officer, IECC effective July 1, 2023

2. Teresa Baker, Part-time Food Service Manager to Full-time Food Service Manager, OCC effective August 1, 2023
3. Tim Zimmer, Director of Academic Advisement, WVC to Director of Instructional Services, WVC effective July 5, 2023
4. Aaron Biddle, Temporary Head Baseball Coach, WVC to Full-time Head Baseball Coach, WVC effective June 26, 2023
5. Jon Wright, Part-time Coordinator, OCC to Theater Director, OCC effective June 26, 2023
6. Stephanie Corley, Part-time Office Assistant, OCC to Student Services Specialist, OCC effective June 26, 2023

400.4 Special Assignments (attachment)

400.5 Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Hours per Academic Year</u>
Amie Mayhall	McGraw-Hill Education Mayhall Tax Prep	120

400.6 Resignation Ratification

1. Leticia Avila, Custodian, WVC effective June 6, 2023

Motion to approve the foregoing Personnel Report as presented. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

16. Collective Bargaining - None

17. Litigation - None

18. Other Items - None

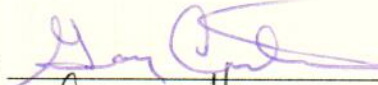
19. Adjournment

Motion to adjourn at 7:52 p.m. This motion, made by Barbara Shimer and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

Approved:

Chairman:



Secretary:

