

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

September 15, 2020



Location:

<https://zoom.us/j/91811519392>

Meeting ID: 918 1151 9392
Call in number: 1 312 626 6799

**Wabash Valley College
2200 College Drive
Mt. Carmel, IL 62863**

**Dinner – 6:00 p.m. – David L. Hart Building
Meeting – 7:00 p.m. – David L. Hart Building**

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**

September 15, 2020

7:00 p.m.

Wabash Valley College

David L. Hart Building

1. Call to Order & Roll CallChairman Fischer
2. Disposition of Minutes Chancellor Gower
3. Conduct a public hearing for the issuance of funding bonds for the purpose of paying claims against the District.....Chairman Fischer
4. Budget Hearing.....Chairman Fischer
5. Recognition of Visitors and GuestsGower
 - A. Visitors and Guests
 - B. IECEA Representative
6. Public Comment
7. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - D. Chancellor’s Report
8. Policy First Reading (and Possible Approval)Gower
 - A. Policy 500.30 Withdrawal Policy
9. Policy Second Reading.....Gower
 - A. None
10. Staff Recommendations for Approval
 - A. 2020 IECC Fact Book.....Gower
 - B. Grading Section in IECC Catalog.....Gower
 - C. IECC Return to Play PlanGower
 - D. FY2021 Budget..... Hawkins
 - E. Health & Dental Insurance..... Hawkins
 - F. Health Savings Accounts, Calendar Year 2021 Hawkins

- G. Resolution declaring the intention to issue funding bonds for the purpose of paying claims against the District..... Hawkins
- H. Affiliation AgreementsGower
 - Richland Nursing and Rehab- OCC Nursing
 - Hamilton Memorial Rehab and Health- OCC Nursing
 - Edwards County Ambulance Service- FCC Emergency Response Training
 - SIUE Pathology Program- IECC
- I. Wabash Valley College Cafeteria LeaseGower

- 11. Bid Committee Report.....Gower
 - LTC Performing Arts Building
- 12. District Finance
 - A. Financial Report Hawkins
 - B. Approval of Financial Obligations Hawkins
- 13. Executive SessionGower
- 14. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes.....Gower
 - B. Audio Executive Session MinutesGower
- 15. Approval of Personnel ReportGower
- 16. Collective Bargaining.....Gower
 - A. Memorandum of Agreement with IEA/NEA Academic Year 2020-2021 Office Hours
- 17. LitigationGower
- 18. Other Items
- 19. 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 David L. Hart Building, Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, September 15, 2020.

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

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

John D. Brooks (via Zoom), Gary Carter, Brenda K. Culver, G. Andrew Fischer, Alan Henager, Jan Ridgely, Barbara Shimer (via Zoom). Also present was Sutton Dunn, 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: Trustees John D. Brooks and Barbara Shimer joined the entire meeting by electronic means – Zoom.

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

Also present at this meeting, in addition to trustees:

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, August 18, 2020 were presented for disposition.

Board Action to Approve Minutes: Trustee Al Henager made a motion to approve minutes of the August 18, 2020 meeting as prepared. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken, and the Chair declared the “Ayes” have it and the motion carried.

AGENDA #3 – “Conduct a Public Hearing for the Issuance of Funding Bonds for the Purpose of Paying Claims against the District” – The Chairman announced that the next agenda item for the Board of Trustees was a public hearing to recess its regular meeting and convene a Bond Issuance Notification Hearing, and the motion would request that the Board reconvene immediately following the hearing into regular session.

A. Motion to Convene Bond Issuance Notification Hearing: Trustee Brenda made a motion that the Board recess its regular meeting for the purpose of conducting a public hearing concerning the intent of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, to sell \$2,500,000 Community College Funding Bonds, for the community college purposes of paying claims against the District, and that the Board reconvene into regular session immediately following the conclusion of the hearing. Student Trustee Sutton Dunn seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken, and the Chair declared the motion carried.

B. Hearing on the Bond Issuance Notification: The Chairman declared that the Board is now in a hearing of the Bond Issuance Notification 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 (via Zoom), Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer (via Zoom). Also present was Sutton Dunn, student trustees. Trustees absent: None. The Chair declared that a quorum was present, and the bond issuance notification hearing was open.

C. Public Oral Testimony: The Chairman asked if any member of the public wished to provide oral testimony on the issuance of bonds by the District. 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 issuance of bonds by the District. 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 issuance of bonds by the District and asked for a motion to adjourn the hearing. Trustee Brenda Culver made a motion that the public hearing be adjourned. Student Trustee Sutton Dunn seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and that the bond issuance hearing was adjourned and the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

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 2021 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. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken, and the Chair declared the “Ayes” have it and the motion carried.

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 15th day of September, 2020. The purpose of the budget hearing is to receive public comments on the FY2021 Budget of the District.” Student Trustee Sutton Dunn seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken, and the Chair declared the “Ayes” have it and the motion carried.

B. Hearing on FY2020 Budget: The Chairman declared that the Board is now in a hearing on the FY2021 budget 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 (via Zoom), Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer (via Zoom). Also present was Sutton Dunn, 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 FY2021 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 FY2021 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 FY2021 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. Student Trustee Sutton Dunn seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and that the budget hearing was adjourned, and the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

AGENDA #5 – “Recognition of Visitors & Guests” –

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

#5-B. IECEA Representative: None.

AGENDA #6 – “Public Comment” – None

AGENDA #7 – “Reports” –

#7-A. Report from Trustees: Board Secretary Renee Smith reported on an Illinois Community College Trustees Association (ICCTA) training she recently attended for local election officials on the topic of elections held during a pandemic. She reported the training topics covered were relevant and beneficial.

#7-B. Report from Presidents: Reports were presented from each of the colleges.

#7-C. Report from Cabinet: Alex Cline provided an update on the redesign of the District’s website.

#7-D. Report from Chancellor: Ryan Gower reviewed the update of current issues facing the District that he previously provided by email to the Trustees. Chancellor Gower then introduced Rob Baird of Ruffalo Noel Levitz (RNL). Mr. Baird joined the Board meeting by electronic means (Zoom). Mr. Baird provided an analysis of IECC employee interviews recently conducted virtually by RNL. The purpose of the interviews was to evaluate current practices in order to recommend actions that IECC can take to promote the colleges and to build enrollment.

AGENDA #8 – “Policy First Readings (and Possible Approval)” –

#8-A. Policy 500.30 Withdrawal Policy: Changes made to Business Procedure 300.1 in the August 2020 meeting of the Board of Trustees prompted a review of Policy 500.30 Withdrawal Policy. Those changes include redirection to the IECC Student Code of Conduct instead of Academic Integrity Policy 500.25. Policy 500.25 was eliminated in 2019 and removal of language that reflects the past practice of “drop for non-payment” during the academic term.

Changes include those that redirect to the District’s Student Military Policy (500.21) that permits withdrawal from courses after college deadlines for students who enlist or are called to active duty. The Chancellor recommended changes to the Withdrawal Policy.

STUDENT – 500

Withdrawal Policy (Policy 500.30)

Date Adopted: January 19, 2016

Revised: June 20, 2017

Revised: April 17, 2018

Revised: September 15, 2020 (Pending Board Approval)

Students may add, drop, or withdraw from courses during specifically set forth days as established by Illinois Eastern Community Colleges (IECC).

Refund Period

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 business days of a sixteen-week course period and the first 5 business days of an eight-week course period or the proportionate time of any other course not conforming to a sixteen-week or eight-week schedule.

Academic Record

Courses dropped before the start of a semester do not become part of a student’s academic record. If a student attends and withdraws either during or after a refund period, a W (withdraw) becomes part of the student’s academic record. Failure to follow the official withdrawal policy will result in a grade of F.

Student Initiated Drop or Withdrawal

A student is responsible for initiating a drop or withdrawal request by contacting Student Services and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Academic Advisor or Retention Coordinator, and the Financial Aid Office before withdrawing from any course.

Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. (See exceptions below.) Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule.

Administrative Withdrawal

Prior to an administrative withdrawal, the instructor should submit a Progress Report to allow the Retention Coordinator or Academic Advisor to contact the student. If there is no resolution, i.e. a student-initiated withdrawal, an instructor may recommend an administrative withdrawal after mid-term for a student, if such withdrawal is deemed to be in the best academic interest of the student. The administrative withdrawal must be approved by the Dean of Instruction. The Student Services/Student Records Office will notify the student and Coordinator of Financial Aid of the student’s administrative withdrawal.

Upon review and approval by the Dean of Instruction, faculty may request to withdraw a student from their course with a failing grade due to plagiarism, cheating, non-attendance, or other gross infractions as outlined in the ~~Academic Integrity Policy (500.25)~~ IECC's Student Code of Conduct and/or described in the course syllabi.

IECC also has the authority to administratively withdraw a student from classes for the following reasons:

- Registration in violation of college regulations and requirements (academic ineligibility to register);
- ~~Failure to pay tuition and fees by established due date;~~
- Disciplinary suspension or dismissal for the remainder of an academic semester or longer;
- Severe psychological or health problems such that a student cannot be permitted to continue in attendance; and
- Other reasons deemed appropriate by the proper administrative staff such as the President or Dean of Instruction.

Exceptions/Related Policies

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29) specifically applies to students who are not successful in dual credit courses that follow the high school calendar and may withdraw from the college course after the college drop date to protect their academic standing.

Student Military Policy (500.21) addresses withdrawals which result from a student enlisting or being ordered to active duty.

Board Action: Trustee Brenda Culver made a motion to approve revisions to Policy 500.30 Withdrawal Policy and waive second reading as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, G. Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Policy Second Readings” – None.

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

#10-A. IECC Fact Book – Ryan Gower reviewed the IECC 2020 Fact Book containing basic information about the community college district. This is the 15th annual Fact Book. The fact book was developed as an annual compilation of data about IECC and 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. The time period covered, in most cases, is FY20 which is from July 1, 2019 to June 30, 2020. The Chancellor recommended approval of the IECC 2020 Fact Book.

Board Action: Trustee Brenda Culver made a motion to approve the IECC 2020 Fact Book as recommended. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees

absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-B. Grading Section in IECC Catalog – The catalog is a contract between the IECC District and the student. The Chancellor recommended the Board’s approval of the below changes to the Grading section in the IECC Catalog page 23. Upon approval, these changes would become effective immediately.

GRADING

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from *A* to *F*. In the event of extenuating circumstances, students may request an incomplete grade (*I*). Students must initiate this process and have faculty approval. Incomplete grades for regular sixteen-week courses should be completed by the fourth ~~twenty-eight~~ week of the next term after the end of the term or the incomplete grade will be changed to an *F*. Incomplete grades given for courses outside the regular sixteen-week schedule must be finished within four weeks from the end date of the course or the incomplete grade will be changed to an *F*.

Board Action: Trustee Brenda Culver made a motion to approve the changes to the grading section on page 23 of the IECC Catalog. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-C. IECC Return to Play Plan – The IECC Return to Play Plan provides specific guidelines for the District’s athletic programs for Fall 2020 and Spring 2021. The District’s Return to Play document follows the provisions of the NJCAA updated plan of action, the 2020-2021 NJCAA sports procedures, and closely follows the Return to Play Plans adopted by the Mid-West Athletic Conference (MWAC) and Region 24. The Chancellor recommended acceptance of the IECC Return to Play Plan as presented.

Board Action: Trustee Brenda Culver made a motion to accept the Return to Play Plan as recommended. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-D – FY2021 Budget – The community college district budget for fiscal year 2021 was reviewed. The Chancellor recommended adoption of the following resolution approving the FY2021 budget.

For Fiscal Year 2021, the Operating expenditures of the budget compared to Fiscal Year 2020 are as follows:

	<u>FY21</u>	<u>FY20</u>
Education Fund	\$26,462,914	\$29,179,620

Operations & Maintenance Fund	\$ <u>3,752,799</u>	\$ <u>3,757,866</u>
Total Operating Funds	\$30,215,713	\$32,937,486

The District has complied with all the notice and budget hearing requirements for the Fiscal Year 2021 Budget.

COMMUNITY COLLEGE DISTRICT BUDGET

STATE OF ILLINOIS

For Fiscal Year 2021

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, 2020 and ending June 30, 2021.

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 15th day of September 2020, 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, 2020 and ending June 30, 2021.

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 2021 BUDGET

SUMMARY STATEMENT OF OPERATING FUNDS

REVENUES AND EXPENDITURES

EDUCATION FUND

Revenue	\$27,775,361
Expense	(26,462,914)
Transfer – Out	(1,827,749)
Excess (Deficiency)	(515,302)
Transfer – In	155,000
Cash Balance – Beg. of Year	6,815,230

Cash Balance – End of Year	6,454,928
OPERATIONS & MAINTENANCE FUND	
Revenue	\$2,690,000
Expense	(3,752,799)
Transfer – Out	0
Excess (Deficiency)	(1,062,799)
Transfer – In	650,000
Cash Balance – Beg. of Year	1,668,351
Cash Balance – End of Year	1,255,552
TOTAL OPERATING FUNDS	
Revenue	\$30,465,361
Expense	(30,215,713)
Transfer – Out	(1,827,749)
Excess (Deficiency)	(1,578,101)
Transfer – In	805,000
Cash Balance – Beg. of Year	8,483,581
Cash Balance – End of Year	7,710,480

The official budget, which is accurately summarized in this document, was approved by the Board of Trustees on September 15, 2020.

Board Action: Trustee Al Henager made a motion to adopt the budget for Illinois Eastern Community College District No. 529 for the fiscal year beginning July 1, 2020 as recommended. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-E. Health and Dental Insurance - Calendar Year 2021: Ryan Hawkins reviewed information on employee health and dental insurance coverage. The current IECC Marketplace makes available four different health insurance options including a \$250 deductible plan, a \$1,500 deductible plan, a \$2,650 deductible plan, and a \$6,000 deductible plan.

The District will contribute \$780.07 per month for health benefits and \$30.96 per month for dental benefits. The calendar year 2021 premiums represent a flat renewal rate for health insurance and for dental insurance.

In addition to health and dental insurance, employees will continue to have the option to purchase identity theft protection services, vision, critical illness, accident, term life, and long term disability insurance at their own expense.

By choosing one of the Qualified High Deductible Plans (\$1,500, \$2,650, or \$6,000 deductible) the employee will qualify for a Health Savings Account (HSA). The District will continue to offer the Medical Reimbursement Plan (MRP) for eligible employees that waive coverage through the group health plan. The Chancellor recommended approval of the plans and premiums as negotiated with Blue Cross Blue Shield to be offered under the IECC Marketplace.

Board Action: Trustee Gary Carter made a motion to approve the Health and Dental Insurance plans as recommended for Calendar Year 2021. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-F. Health Savings Accounts, Calendar Year 2021: Since February of 2010 the Board has approved the offering of a Qualified High Deductible Health Plan. The Board also implemented a plan allowing Health Savings Accounts (HSA) that enabled qualified employees to set aside money in pre-tax dollars. The Chancellor recommended that the Board make a \$1,000 contribution for Calendar Year 2021 to each qualified employee's HSA. A qualified employee being all bargaining unit faculty employees and all non-bargaining unit employees working at least 40 hours of service per week as defined in Business Procedure 300.1 for Employee Benefits.

Board Action: Trustee Al Henager made a motion to approve a \$1,000 contribution for Calendar Year 2021 to each qualified employee's Health Savings Account. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-G. Resolution Declaring the Intention to Issue Funding Bonds for the Purpose of Paying Claims Against the District: The Board of Trustees issued General Obligation Bonds on September 15, 2020, to meet the financial obligations of the District. These bonds will be used for community college purposes to defray the ordinary and necessary cost of operating the District.

The District is obligated to repay these bonds out of future revenues, the District can now sell Funding Bonds to pay off this debt. The District has historically levied 15 cents per hundred dollars of EAV for bond principal and interest and these bonds would be paid within the existing historic rate. The Funding Bonds repayment schedule would wrap around the repayment schedule for the District's currently outstanding, but expiring bonds. The first payment for the Funding Bonds will be in 2021 and the bonds are anticipated to be paid off in December of 2023.

These bonds would be issued subject to a petition period. If a petition signed by sufficient electors of the District asking that the issuance of the Bonds be submitted to referendum, an election on the issuance of these bonds would be held on the 6th day of April 2021. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue the Bonds. The actual issuance of the bonds would occur at the October Board meeting.

The Chancellor recommended that the Board approve a motion of intent to issue Funding Bonds in the amount not to exceed \$2,500,000.

Board Action: Trustee Brenda Culver made a motion to approve the intention to issue Funding Bonds in the amount not to exceed \$2,500,000.00 as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-H. Affiliation Agreements: The Chancellor recommended approval of the following affiliation agreements as listed in full in the Board Agenda. Affiliation agreements presented for approval were between IECC and Richland Nursing and Rehab located in Olney, Illinois and with Hamilton Memorial Rehab and Health in McLeansboro, Illinois, for the Nursing Programs located at Olney Central College. IECC wishes to enter into an affiliation agreement with Edwards County Ambulance Service located in Albion, Illinois for Emergency Response Training at Frontier Community College. IECC wishes to enter into an affiliation agreement with SIUE Pathology Program located in Edwardsville, Illinois for Nursing students within the IECC District.

Board Action: Trustee Brenda Culver made a motion to approve the four affiliation agreements as presented. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-I. Wabash Valley College Cafeteria Lease: The Chancellor recommended approval of the following lease between IECC and MRM3. This lease with MRM3 is for use of the cafeteria at Wabash Valley College and includes approximately 3,500 square feet of the David L. Hart Building. The lessee agrees to provide at minimum breakfast and lunch on the days when Wabash Valley College is open. The proposed lease period would be September 21, 2020 through June 30, 2021 at a monthly rent of \$500.

LEASE AGREEMENT
BETWEEN
MRM3 LLC
AND
ILLINOIS EASTERN COMMUNITY COLLEGES

1. The Lease Agreement entered into this 15th day of September, 2020 between the Illinois Eastern Community Colleges whose address is 233 East Chestnut, Olney, Illinois 62450 hereinafter called the LESSOR and MRM3 LLC, whose address is 8836 Shore Drive, Newburgh, Indiana 47630 hereinafter called the LESSEE, to use and occupy the property herein described under the terms and subject to the conditions set forth herein.

2. The LESSOR hereby leases to the LESSEE the following premises: The Cafeteria portion of the David L. Hart Building of Wabash Valley College, 2200 College Drive, Mt. Carmel, IL 62863 (approximately 3,500 sq. ft.), to be used exclusively as food services facilities.
3. To have and to hold the premises with the appurtenances, including without limitation all cafeteria equipment presently located on the premises, under the following terms: commencing September 21, 2020 through June 30, 2021 and may be terminated by either party giving the other ninety (90) days written notice.
4. The LESSEE shall have the right to use, with the obligation to maintain, the LESSOR's Point of Sale equipment. Maintenance and support of equipment is provided as is with no warranty. Lessee will be responsible for establishing appropriate Merchant Identification numbers for processing debit and credit transactions.
5. The LESSEE shall pay the LESSOR an amount not to exceed Five Hundred (\$500.00) monthly. The rent shall be due and paid by the 5th day of each month. Rents for part of a month will be prorated accordingly. Any prorated rent for the first month will be forwarded to the LESSOR upon the completion, execution and signature of this lease by both parties.
6. The LESSEE shall operate at minimum the cafeteria for breakfast and lunch on the days in which Wabash Valley College is open.
7. The LESSOR shall reimburse the LESSEE for all costs incurred by the LESSEE for the LESSOR's student meal plans. The LESSEE is responsible for all sales and applicable taxes.
8. The LESSOR shall provide the following utilities on the lease premises during the term of this lease, to include heat and air conditioning, water, telephone, wireless internet, sewage service, trash removal, janitorial service and electricity.
9. The LESSEE shall have the right to install and maintain such signs as are necessary for the identification of its place of business, as approved by the LESSOR.
10. The LESSEE has inspected and knows the condition of the leased premises and agrees to accept same "as is". It is further understood that the premises are hereby leased to the LESSEE without obligation on the part of the LESSOR to make any additions, alteration or improvements thereto.
11. The LESSEE shall not make any additions, alterations, improvements or repairs to the premises without written consent of the LESSOR in each and every instance.
12. The LESSEE shall under the terms of this Lease Agreement ensure that the area leased is kept clean and orderly for the premises and the appurtenances occupied.
13. The LESSEE shall procure and maintain in force during the term of this agreement, and any extension thereof, at LESSEE's expense, public liability insurance in an amount of at least Three Hundred Thousand Dollars (\$300,000.00) and agrees to furnish to the LESSOR, prior to occupying the premises, a certificate of insurance naming the LESSOR an insured party, to protect against liability for damage claims through public use of or arising out of accidents occurring in and around the premises and building when said premises and building are being used.
14. Workmen's Compensation Insurance shall be maintained by LESSOR.
15. The LESSEE shall not assign this Lease Agreement or sublet the premises without the prior written consent of the LESSOR.
16. This Lease Agreement may be terminated by either party giving the other ninety (90) days written notice.

Board Action: Trustee Al Henager made a motion to approve the lease between IECC and MRM3 for the WVC cafeteria. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: Gary Carter. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

AGENDA #11 - "Bid Committee Report" – Chancellor Ryan Gower reviewed the following Bid Committee report and recommended it be approved as presented.

TO: Board of Trustees
FROM: Bid Committee
DATE: September 15, 2020
RE: Lincoln Trail College Performing Arts Building

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

The Bid Committee recommends acceptance of the bid received from L. J. Swingler & Sons, Inc. for a total of \$853,800.

Company	Total Bid
Grunloh Building, Inc. Effingham, IL	\$923,475
Grunloh Construction, Inc. Effingham, IL	\$1,024,000
Heritage Builders Effingham, IL	\$907,797
L. J. Swingler & Sons, Inc. Teutopolis, IL	\$853,800
Wolfe Construction Company of Vincennes, Inc. Vincennes, IN	\$1,051,000

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Renee Smith

Department: Lincoln Trail College – Performing Arts.

Source of Funds: Gladys Jones Estate and Lincoln Trail College Foundation.

Rationale for Purchase: The proposal from L. J. Swingler & Sons, Inc. was the lowest responsible bidder in conformity with the bid specifications.

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

REQUEST FOR PROPOSAL
ILLINOIS EASTERN COMMUNITY COLLEGES

LINCOLN TRAIL COLLEGE WILL RECEIVE SEALED BIDS FOR MATERIAL AND LABOR REQUIRED FOR: **THE PERFORMING ARTS BUILDING**, ROBINSON, ILLINOIS ACCORDING TO DRAWINGS AND SPECIFICATIONS AS PREPARED BY **WALK ARCHITECTURE, LLC**, EFFINGHAM, ILLINOIS UNTIL SEPTEMBER 8, 2020 AT 10:00 A.M. AT IECC DISTRICT OFFICE, OLNEY, ILLINOIS AT WHICH TIME AND PLACE ALL BIDS WILL BE PUBLICLY OPENED AND READ.

PRE-BID CONFERENCE

A pre-bid conference for Prime Bidders will be held at 10:00 a.m. local time on August 25, 2020 beginning at the Lincoln Trail College Student Center visitor's parking lot.

METHOD OF BIDDING

Lump sum bids will be received for the following: Contract No. 1: Complete construction.

BID SECURITY

A Bid Bond or Certified Check made payable to the Owner in the amount of five percent (5%) of the bid shall be submitted with each bid as guarantee that the bid will not be withdrawn within thirty (30) days after the date of opening of bids, and that the successful bidder will enter into a Contract for the work awarded him.

The successful bidder will be required to furnish a satisfactory Performance Bond and a Labor and Material Payment Bond for the full amount of the bid accepted.

PREVAILING WAGE RATES

Contractors and Subcontractors shall be required to comply with the Prevailing Wage Rates as determined by the Illinois Department of Labor and adopted by the County. The contractor of award will be required to submit monthly Certified Payroll Records for the entire project.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

PROPOSAL REJECTION AND IRREGULARITIES

The right is reserved by the Owner to reject any or all bids or waive any informality in any bid and to accept any bid considered advantageous to the Owner.

BID DOCUMENTS

Copies of the Drawings and Specifications may be obtained by Prime Contractors from Walk Architecture, LLC, phone: 217.821.3276, 17125 East 2000th Avenue, Effingham, Illinois by depositing \$50.00 for each set up to two (2) sets. Actual Bidders will be refunded their deposit for the first two sets. Subcontractors (Contractors not bidding direct to Owner) and Material Suppliers will be charged \$25.00 (Non-Refundable) for each set.

EQUAL OPPORTUNITY EMPLOYER

Illinois Eastern Community College District 529 is an Equal Opportunity Employer.

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

AGENDA #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 August 31, 2020.

#12-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for September 2020, totaling \$1,316,647.14, 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 September 2020, in the amounts listed, and payments from the revolving fund for August 2020. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

AGENDA #14 - “Approval of Executive Session Minutes” - The following actions were taken relative to executive session minutes.

#14-A. Written Executive Session Minutes: The Board of Trustees went into Executive Session under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district during the regular meeting held on August 18, 2020. Separate minutes have been prepared for this closed meeting. It was recommended that the written minutes of the August 18, 2020 executive session meeting be approved and remain closed.

#14-B. Audio Recording of Executive Session: It was recommended that the recorded audio minutes of a closed session meeting held on August 18, 2020 be approved and remain closed.

Board Action: Trustee Brenda Culver made a motion to approve the written and audio minutes of a closed session meeting held on August 18, 2020 and that those minutes remain closed to the public at this time. Trustee Al Henager seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

AGENDA #15 – “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. Classified

- 1. Diana Dietrich, Bookkeeper, DO, effective September 28, 2020.

400.2. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Calendar Year</u>
Lisa Hoipkemier	Daviess Community Hospital Washington, IN	36

400.3. Academic Year 2020-2021 Educational Level Change

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Sarah Bergbower	M+12	M+24	\$1,000

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

- 1. Academic Year 20-21 Office Hours

MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District No. 529 (“Board”) and the Illinois Eastern Colleges Education Association, IEA-NEA (“Association”). The Board and the Association hereby agree as follows:

- 1. In response to the ongoing COVID-19 pandemic, the Board and Association agree to amend Section 2.10 Office Hours to read as follows:

Section 2.10 Office Hours. Each full-time faculty member shall maintain regular, posted office hours adequate to meet the needs of students. Hours by appointment shall be arranged by the faculty member for students whose schedule or individual needs do not allow use of posted hours. At least five (5) posted office hours per week shall be maintained by each faculty member. In response to the ongoing COVID-19 pandemic, faculty may fulfill all or any percentage of their office hours using an online or face-to-face approach. Faculty who elect to hold online office hours agree to arrange for timely face-to-face meetings for students who request face-to-face meetings. Face-to-face meetings with students are included within the required five (5) hours of office hours. Face-to-face meetings should be conducted where social distancing can be achieved. Personal protective equipment (PPE) should

be worn at the meetings in accordance with the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH).

2. This Agreement is non-precedential in all aspects. The Board and Association agree that this Memorandum of Agreement shall expire at the end of the Spring 2021 academic term or when the Governor issues an executive order advancing our regions to phase 5 of the Restore Illinois plan. This Agreement cannot be cited by faculty members in the future.

400.5. Resignation Ratification

A. Professional Non-Faculty, Exempt

1. Jennifer Stroughmatt, Retention Coordinator, WVC, effective September 13, 2020.

400.6. Retirement Ratifications

A. Administrative

1. Julie Higginbotham, Assistant Dean of Student Services, LTC, effective January 1, 2021.
2. Jeanette Wiles, Assistant Dean of Student Services, FCC, effective January 1, 2021.

Board Action to Approve Personnel Report: Trustee Al Henager made a motion to approve the foregoing Personnel Report 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, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #16 – “Collective Bargaining” –

#16-A. Memorandum of Agreement with IEA/NEA Academic Year 2020-2021 Office Hours:

The agreement was approved by the Board under Agenda Item #15 – Personnel Report.

AGENDA #17 – “Litigation” – None.

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” - Trustee Gary Carter made a motion to adjourn. Student Trustee Sutton Dunn seconded the motion. The Chair asked the 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 adjourned at 8:43 p.m.