

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

February 21, 2017



Location:

**Lincoln Trail College
11220 Highway 1
Robinson, Illinois 62454**

**Dinner – 6:00 p.m. – Lincoln Room
Meeting – 7:00 p.m. - Cafeteria**

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**

**February 21, 2017
7:00 p.m.
Lincoln Trail College**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. HR 400.4 Leave and Benefit Policy
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Acceptance of No Petition Certificate Bruce
 - B. Resolution providing for the issue of Taxable General Obligation Community College Bonds, Series 2017A, of the District, for the purpose of paying claims against said District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof Bruce
 - C. Identity Theft Prevention Program - Program Status Report 2016..... Cantwell
 - D. New Program Fee - Electrical Distribution Bruce
 - E. Calendar Year Report - 403(b) Plan Bruce
 - F. FY2018 Tuition and Fee Rates Bruce
 - G. Affiliation Agreement with Lawrence Crawford Association - ADN..... Bruce
9. Bid Committee Report..... Bruce
 - A. None

- 10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
- 11. Chief Executive Officer’s Report..... Bruce
- 12. Executive Session..... Bruce
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes..... Bruce
 - B. Audio Executive Session Minutes Bruce
- 14. Approval of Personnel Report Bruce
- 15. Collective Bargaining..... Bruce
 - A. Consideration of Faculty Contract Proposal
- 16. Litigation Bruce
- 17. Other Items
- 18. 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, 2 Frontier Drive, Fairfield, Illinois, Tuesday, January 17, 2017.

AGENDA #1 – “Call to Order & Roll Call” – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board 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, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, Alan Henager, Jan Ridgely. Also present was Gideon Raley, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Ryan Gower, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.

Alex Cline, Director of Information & Communications Technology.

Renee Smith, Executive Assistant to CEO/Board Secretary.

Michael Thomas, Dean of Workforce Education.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held December 13, 2016 were presented for disposition.

Board Action to Approve Minutes: Trustee Al Henager made a motion to approve minutes of the foregoing meeting as prepared. Trustee Michael Correll 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 – “Recognition of Visitors & Guests” –

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

#3-B. IECEA Representative: None.

AGENDA #4 - “Conduct a public hearing concerning the issuance of \$6,250,000 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 concerning the intent to issue \$6,250,000 Funding Bonds for the purpose of paying claims against the District. The Board is to consider the actual issuance of \$6,250,000 in Funding Bonds for the purpose of paying claims against the District at the February 21, 2017 Board meeting.

#4-A. Motion to Convene a public hearing concerning the issuance of \$6,250,000 Funding Bonds for the purpose of paying claims against the District: Trustee Brenda Culver made the following motion: I move that the Board recess 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 \$6,250,000 Funding Bonds for the purpose of paying claims against the District and that the Board reconvene into regular session immediately following the conclusion of the hearing. Trustee Jan Ridgely seconded the motion. The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

#4-B. Hearing on Bond Issuance Notification: The Chairman declared that the Board is now in a hearing of the Bond Issuance notification. 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Student Trustee Gideon Raley. Trustees absent: None. The Chair declared that a quorum was present and the Bond Issuance Notification Hearing was then open at 7:05 p.m.

#4-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.

#4-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.

#4-E. Public Hearing Adjourned: The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral and written testimony with respect to the issuance of the bonds and asked for a motion to adjourn the hearing and reconvene the regular Board meeting.

Trustee Brenda Culver made a motion that the public hearing be adjourned and the Board returned to the regular Board meeting. Trustee Al Henager seconded the motion and on a roll call vote ordered by the Chairman the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student Advisory vote: yea. Trustees Absent: None. The Chair declared the motion carried and that the Bond Issuance Notification Hearing be adjourned at 7:20 p.m. and pursuant to the motion to recess, the Board of Trustees was then in open, public session for the transaction of business, a quorum being present.

The Chairman announced that if members wished, the Board could take a short recess for a tour of FCC's Construction Trades Class Project, a "Tiny House". Student Trustee Gideon Raley made the motion to recess subject to call of the Chairman to tour the FCC Building Construction class project. Jan Ridgely seconded the motion. The voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

At 7:35 p.m., the Chairman reconvened the Board after finding all members in attendance and a quorum present. There being a quorum present, the Chair declared the meeting to be reconvened into open, public session for the transaction of business.

AGENDA #5 – "Public Comment" – None.

AGENDA #6 – "Reports" –

#6-A. Report from Trustees: None.

#6-B. Report from Presidents: Electronic and written reports were presented from each of the colleges.

#6-C. Report from Cabinet: None.

AGENDA #7 – "Policy First Readings (and Possible Approval)" –

#7-A. 100.17 Sexual Harassment Policy: Revisions to the policy were outlined to specifically address new Title IX guidelines. The revised policy follows:

BOARD OF TRUSTEES -100

Policy on Sexual Harassment (100.17)

Date Adopted: November 17, 1998

Revised: March 15, 2005

Revised: February 17, 2009

Revised: October 20, 2015

Revised: October 18, 2016

Revised: January 17, 2017 (Pending Board approval)

Illinois Eastern Community Colleges (IECC) is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with federal and state law and Board of Trustees' policy, IECC prohibits any member of the faculty, staff, administration, or student body, regardless of the sex of the other party, from sexually harassing any other member of the IECC community. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge or expulsion.

Defining Sexual Harassment

Sexual harassment means any unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance, a student's educational performance, and/or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: (1) quid pro quo and (2) hostile work or learning environment. Sexual harassment can be physical or psychological in nature. A combination of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Any report of allegations of sexual assault, domestic violence, dating violence or stalking is considered to fall under "sexual violence" and will be processed under procedures set forth under Board Policy 100.31 Preventing Sexual Violence. A complaint involving harassment not involving such conduct as described above will be investigated pursuant to Board Policy and Procedure 100.17 Sexual Harassment. In no event shall a complaint proceed simultaneously through more than one internal procedure.

Examples of Sexual Harassment

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee or student's body or poking another employee or student's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee or student for submitting to sexual conduct, including soliciting or attempting to solicit an employee or student to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee or student to unwelcome sexual attention or conduct or intentionally making the employee's job performance or student's educational performance more difficult because of that employee or student's sex.

Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:

- (1) whether a student will be admitted to a college, or a person will be employed by the District;
- (2) the educational or work performance required or expected;
- (3) the attendance or assignment requirements applicable to a student or employee;
- (4) to what courses, fields of study or programs, including honors, a student will be admitted;
- (5) what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;
- (6) the quality of instruction a student will receive;
- (7) what tuition or fee requirements are applicable to a student;
- (8) what scholarship opportunities are available to the student;
- (9) what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;
- (10) any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;

- (11) any performance evaluation, promotion or other employment benefit an employee may receive;
- (12) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or,
- (13) what degree, if any, the student will receive.

Sexual harassment between students, neither of whom is employed by IECC, should be reported to the appropriate investigators.

The Chief Executive Officer has designated a minimum of two persons to hear and investigate cases of alleged sexual harassment (See Appendix A.). A student or staff member who believes that he/she has been the victim of sexual harassment should immediately report such conduct to one of these designated persons and complete the Sexual Harassment allegation form. An appropriate investigation of each complaint received will be conducted.

Responsible Administrators

a. Title IX Coordinator

The Title IX Coordinator is responsible for overseeing the investigative process of all sexual harassment reports, prevention education, and associated training.

The Title IX Coordinator for Illinois Eastern Community Colleges is:

Ashlee Spannagel, Program Director of Grants, Compliance & Outreach

Address: 320 East North Avenue, Noble, IL 62868

Telephone: 618-393-3491

Email: spannagela@iecc.edu

b. Sexual Harassment Investigators

The Sexual Harassment Investigators are the individual's designated by the Chief Executive Officer to investigate reports and complaints of sexual harassment in accordance with IECC policy and procedure.

c. Presidents

The Presidents are the individuals designated to review investigative reports of sexual harassment at the colleges and to determine the appropriate action for IECC to take based on the findings. If the allegation is against the President, the report will be submitted to the Chief Executive Officer.

d. Chief Executive Officer

The Chief Executive Officer will review reports of sexual harassment at the District level. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.

e. Deans/Associate Deans/Directors/Supervisory Personnel

All supervisory personnel are responsible for ensuring compliance with IECC's Sexual Harassment Policy and appropriate procedures.

Investigations will be initiated within one working day of receiving the complaint. The investigator will schedule a conference within five working days from the date of receipt of the complaint. Complainants may choose to be accompanied by a co-worker, another student, or other individual or their choice when attending meetings to discuss the allegations. Every reasonable effort will be made to determine the facts pertinent to the allegations. The investigator will submit a written report to the College President, including a recommendation for appropriate disciplinary action where deemed necessary. If the allegation is against the President, the report will be submitted to the Chief Executive Officer. At the District level, the report will be submitted to the Chief Executive Officer. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.

If the complaint can be resolved to the satisfaction of all parties, the matter will be considered closed, subject to re-opening upon further complaint or additional information.

If the complainant is dissatisfied with the decision of the President, he/she may appeal to the Chief Executive Officer. A written response shall be provided within five working days of receipt of the appeal. Then, if dissatisfied, the complainant may appeal to the Chair of the Board of Trustees. The Chair of the Board will provide the complainant with a written response within five working days of receipt of the appeal. The Chair of the Board of Trustees shall have final appeal authority.

In cases of recurrent complaints, or in cases of flagrant unlawful behavior, immediate action may be taken by the President and/or Chief Executive Officer.

The administration will take all necessary steps to protect the rights of both complainant and alleged harasser.

Any employee found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including discharge. Any student found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including expulsion.

Those who feel they have been sexually harassed or discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

Illinois Department of Human Rights
James R. Thompson Center
100 W. Randolph Street, 10th Floor
Chicago, Illinois 60601
Telephone (312) 814-6245
Telephone TTY (866) 740-3953

Illinois Human Rights Commission
James R. Thompson Center
100 W. Randolph, Suite 5-100
Chicago, Illinois 60601
Telephone (312) 814-6269

Illinois Department of Human Rights
222 South College, Room 101-A
Springfield, Illinois 62704
Telephone (217) 785-5100
Telephone TTY (866) 740-3953

Illinois Department of Human Rights
2309 West Main Street
Marion, IL 62959
Telephone (618) 993-7463
Telephone TTY (866) 740-3953

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office U.S. Department of Education
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Email: OCR.Chicago@ed.gov
Website: <http://www.ed.gov/ocr>

Persons found to have retaliated or discriminated against an employee or student for complaining about sexual harassment or for initiating or assisting with a claim of sexual harassment will be subject to appropriate disciplinary action.

The rights to confidentiality, both of the complainant and of the alleged harasser, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including discharge or expulsion.

Appendix A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual harassment:

Frontier Community College

2 Frontier Drive
Fairfield, IL 62837
Phone: (618) 842-3711

Megan Black
Eric Resor

Lincoln Trail College

11220 State Highway 1
Robinson, IL 62454
Phone: (618) 544-8657

Tyler Browning
Rena Gower

Olney Central College

305 North West Street
Olney, IL 62450
Phone: (618) 395-7777

Linda Horn
Doug Shipman

Wabash Valley College

2200 College Drive
Mt. Carmel, IL 62863
Phone: (618) 262-8641

Tiffany Cowger
John Day

Workforce Education

John A. Logan College
Carterville, IL 62918
Phone: (618) 985-3741

Laurel Taylor
Kim Underwood

District Office

233 East Chestnut Street
Olney, IL 62450
Phone: (618) 393-2982

Bonnie Chaplin
Alex Cline

The Chief Executive Officer shall update Appendix A as necessary.

#7-B. Board Policy 100.31 - Preventing Sexual Violence: Revisions to the policy were outlined to specifically address new Title IX guidelines. The revised policy follows:

BOARD OF TRUSTEES – 100

Preventing Sexual Violence Policy (100.31)

Date Adopted: July 19, 2016

Revised: October 18, 2016

Revised: January 17, 2017 (Pending Board approval)

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking. The Board adopts the following standards of conduct for all members of the Illinois Eastern Community Colleges community, including employees, students, contractors and visitors.

The Board is committed to the principle that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent. As such, sexual assault, domestic violence, dating violence and stalking, are unacceptable and are not tolerated at any Illinois Eastern

Community College. The Board recognizes that victims and offenders can be any gender and expects members of the campus community to help maintain a safe environment.

The Board encourages anyone who has been subjected to sexual assault, domestic violence, dating violence and/or stalking to seek appropriate help and to report the incident promptly to the police and/or designated officials pursuant to this policy.

As a general matter, the Board, through its Chief Executive Officer, will take prompt action to investigate reports of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking and, where appropriate, to impose sanctions. The applicable procedures will depend on whether the alleged offender is a student, faculty or staff member.

Students, faculty and staff who violate this Policy may face discipline up to and including expulsion or termination.

This policy applies to students, employees, contractors, or third parties whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if;
 - 1. The conduct was in connection with a College or College-recognized program or activity; or
 - 2. Otherwise has a connection to the College.

Definitions

- A. **Consent:** Consent is knowing, voluntary and clear affirmative permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active verbal or physical resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Submission resulting from a use of force does not constitute consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A person can withdraw consent at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, being asleep or unconscious, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.
- B. **Dating Violence:** The term dating violence means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- C. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- D. **Incapacitated or Incapacitation:** An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one's own conduct;
- Communicating consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

Where an individual's level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant:

- Intoxication may impact one's ability to give consent and may lead to incapacitation (the inability to give consent).
- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual's intoxication is never an excuse for or a defense to committing sexual assault and it does not diminish one's responsibility to obtain consent.

- E. Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by IECC's Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- F. Sexual Assault: Any nonconsensual sexual act proscribed by Federal or State law including when the victim lacks capacity to consent, including both sexual intercourse without consent and sexual contact without consent.

Sexual Intercourse without Consent means having or attempting to have sexual intercourse with another individual without consent as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Contact without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person's breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

- G. Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- H. Sexual Misconduct: Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
- I. Sexual Violence: Physical sexual acts perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

- J. Stalking: Engaging in a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- K. Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying intent to cause harm to persons or property.

Title IX Coordinator

1. The Title IX Coordinator for Illinois Eastern Community Colleges is:
 Ashlee Spannagel, Program Director of Grants, Compliance & Outreach
 Address: 320 East North Avenue, Noble, IL 62868
 Telephone: 618-393-3491
 Email: spannagela@iecc.edu

Responsibilities of the Title IX Coordinator include:

- Overseeing IECC's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- A Title IX complaint includes complaints alleging sexual discrimination, including sexual harassment as well as sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence and stalking (as those terms are defined herein) which involve employees, students, contractors, and visitors.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
- Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of sexual violence or misconduct.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination, harassment and gender bias.

2. The Deputy Title IX Coordinators are:

| <u>Frontier Comm. College</u> | <u>Lincoln Trail College</u> | <u>Olney Central College</u> | <u>Wabash Valley College</u> |
|--|--|--|--|
| Jan Wiles Assistant Dean of Student Services 2 Frontier Drive Fairfield, IL 62837 618-847-9133 or 877-464-3687 wilesj@iecc.edu | Megan Scott Assistant Dean of Student Services 11220 State Highway 1 Robinson, IL 62454 618-546-2252 or 866-582-4322 scottm@iecc.edu | Andi Pampe Assistant Dean of Student Services 305 North West Street Olney, IL 62450 618-393-3305 or 866-622-4322 pampea@iecc.edu | Tiffany Cowger Assistant Dean of Student Services 2200 College Drive, Mt. Carmel, IL 62863 618-263-5535 or 866-982-4322 cowgert@iecc.edu |

Responsibilities of the Deputy Title IX Coordinators:

- Working in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training, education, communications, and administration of complaint procedures for complaints against students.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office U.S. Department of Education
500 W. Madison Street. Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Email OCR.Chicago@ed.gov
Website: <http://www.ed.gov/ocr>

With respect to complaints that involve an employee, contractor or visitor, the Director of Human Resources and the Title IX Coordinator will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.

With respect to complaints that involve a student, the Deputy Title IX Coordinators will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.

With respect to complaints that involve both a student and an employee, the Title IX Coordinator, the Director of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.

Procedure – Campus Sexual Violence

The following guidelines identify the methods for reporting, including confidential reporting, and available resources.

If a report includes allegations of sexual assault, domestic violence, dating violence or stalking, then the process and procedures set forth in this Policy will be followed in the assessment, investigation and resolution of the complaint. A complaint of harassment not involving such conduct will be investigated pursuant to the sexual harassment policy and procedure. In no event shall a complaint proceed simultaneously through more than one internal procedure.

Option for Assistance Following an Incident of Sexual Assault

- A. Immediate Assistance
 1. Off-Campus Advisors and Advocates. The Notification of Rights and Options provides a list of off-campus advisors and advocates that can provide an immediate confidential response for employees and students in an emergency situation.
 2. Emergency Response. Anyone who experiences or observes an emergency situation should immediately contact local law enforcement by calling 911.
 3. Off-Campus Health Care Options. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the providers identified on the Notification of Rights and Options
- B. Ongoing On and Off Campus Counseling, Advocacy and Support for Students and Employees. This information can also be found on the Notification of Rights and Options.

Reporting and Confidentially Disclosing Sexual Assault

The Board of Trustees encourages all victims of sexual assault (and bystanders) to talk to someone about what happened so that victims (and bystanders) can get the support they need and so that the Board can respond appropriately. Certain employees on campus are considered "responsible employees." Therefore, these individuals cannot ensure confidentiality as they are required to report instances of sexual assault. A complete list of confidential advisors is available in the Notification of Rights and Options within this policy if a student wishes to report confidentially.

Confidential Advisors. Confidential advisors receive additional training to support survivors of sexual violence and misconduct and are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. Contact information for such confidential advisors is included in the Notification of Rights and Options.

A victim who speaks to a confidential advisor must understand that, if the student victim wants to maintain confidentiality, IECC's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these advisors will still assist the victim in receiving other necessary protection and support at the request of the victim, including working with IECC officials to address issues such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the Illinois Eastern Community Colleges or report the incident to law enforcement, and thus will have the incident fully investigated. These advisors will provide the victim with assistance if the victim wishes to do so.

Note: While confidential advisors may maintain a victim's confidentiality from Illinois Eastern Community College, by law, any employee and/or confidential advisor who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline, and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Also note: If the alleged perpetrator(s) pose a serious and immediate threat to the community, IECC may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim. IECC employees are required to report all the details of an incident (including identities of the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "**Responsible Employees**" generally obligates the Board to investigate the incident and take appropriate steps to address the situation.

Most employees, including but not limited to supervisors, managers, coaches and faculty are responsible employees. A list of Responsible Employees is available through the Title IX Coordinators. When a victim tells a Responsible Employee about an incident of sexual harassment including sexual assault, the victim has the right to expect immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator and, if applicable, all relevant details about the alleged sexual violence or misconduct shared by the victim so that the appropriate Title IX Coordinator can determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a "Responsible Employee" will be shared only with people responsible for handling the IECC's response to the report and those with a "need to know". The following categories of employees are Responsible Employees. If title is not listed below the employee is not considered a "responsible employee".

- College and District Administrators
- Title IX Coordinator and Deputy Coordinators
- Supervisors and Managerial Staff
- Faculty
- Coaches & Athletic Directors
- Student Advisors & Student Group Advisors

Addressing Confidentiality

Before a victim or bystander reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to the confidential resources referenced above.

If the victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the victim that the employee will share that information for consideration in the investigation and resolution of the complaint, but cannot guarantee that request will be met. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, that request must be weighed against the Board's obligation to provide a safe environment for all students and employees including the student victim.

If the request for confidentiality can be met, a victim must understand that the Board's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished. Alternatively, the request for confidentiality may not be able to be honored in order to provide a safe environment for all students and employees.

The following individual(s) are responsible for evaluating requests for confidentiality:

- Title IX Coordinator
- Chief Executive Officer
- Legal Counsel

A victim will be informed at the earliest point possible of a determination that a request for confidentiality cannot be maintained. In such instances, to the extent possible, information will be shared only with people responsible for handling the response to the complaint and those with a "need to know".

Where confidentiality is maintained, responsive action will reflect the victim's request for confidentiality. As such, if a victim's request for confidentiality limits the ability to formally investigate a particular allegation, responsive steps will still be to limit the effects of the alleged sexual discrimination, misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to providing increased monitoring, supervision or security at locations or activities where the alleged misconduct occurred.

Employee Reporting and Disclosing Sexual Misconduct of a Student

In addition to the reporting requirements for Responsible Employees, all employees who have information regarding sexual violence or misconduct of a student or employee are encouraged to report it to the Title IX Coordinator or any Responsible Employee.

Other Procedures for Making a Report of Sexual Assault or Other Sexual Violence, Dating Violence, Domestic Violence or Stalking

Although the Board of Trustees strongly encourages all individuals to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the local police.

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at the nearest hospital or medical facility.

In Illinois, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence to ~~the~~ prove the criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or ~~other~~ copies of other documents, if they have any, that would be useful to investigators or the police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider

speaking with someone and taking steps to preserve evidence in the event that the victim changes his/her mind at a later date.

If the ~~complainant~~ victim desires full confidentiality he/she should speak with a confidential advisor. The Title IX Coordinator does take third party reports. With ~~your~~ the victim's permission, the confidential advisor may file a report on the details of the incident without revealing your identity to the Title IX Coordinator. The purpose of a confidential report is to attempt to comply with ~~your~~ the victim's wish to keep the matter confidential while taking steps to ensure the safety of ~~yourself~~ the victim and others.

Interim Measures

Upon receipt of a complaint, in being mindful of the victim's well-being, designated personnel will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Interim measures will also include:

- Assisting the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Providing other security and support, which could include ~~the~~ obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Informing the victim of their right to report a crime to law enforcement and provide the victim with assistance if the victim wishes ~~to do so~~.

Retaliation against the victim, whether by students or employees, will not be tolerated.

An international Student may be granted approval to reduce his/her course load while recovering from the immediate effects of a sexual violence incident.

To meet the continuing obligation to address the issue of sexual violence and misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt consideration of broader remedial action, such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

Miscellaneous

1. Electronic and Anonymous Reporting. Although direct verbal reporting of complaints is preferred, an online system for electronic and anonymous reporting is available for use by victims or bystanders. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice for the purpose of triggering an investigation. Electronic reports can be filed via a form on the IECC webpage and will generally receive a response within 12 hours with a list of available resources absent an emergency.
2. Off-Campus Counselors and Advocates, Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information unless the victim requests the disclosure and signs consent or waiver form or unless that individual has reporting or other obligations under state law.
3. Clery Act Reporting Obligations. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 U S C 1092(f)), a public crime log and Annual Security Report ("ASR") are available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking). Security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires timely issuance of warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

Title IX Complaint Investigation Procedures

A. Formal Investigation Process

1. Initiation of Investigation by Title IX Coordinator: Upon receipt of a complaint of sexual violence or misconduct under this Policy by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair and thorough investigation. The investigation will be coordinated by the Title IX Coordinator and/or one of the Deputy Coordinators (if a student), and will generally conclude within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process an extension may be granted by the Title IX Coordinator. If an extension is necessary, the complainant and the respondent will be notified. The complainant and the respondent will be notified in writing of the identity of the investigator prior to any contact from the investigator. Mediation will not be used to resolve a complaint of sexual violence.

With respect to complaints that involve an employee, vendor, contractor, or visitor, the Department of Human Resources and the Title IX Coordinator will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee. With respect to complaints that involve a student, the Deputy Title IX Coordinators will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student. With respect to complaints that involve both a student and employee, the Title IX Coordinator, the Director of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.

The victim/complainant and respondent has the right to request substitution of these identified individuals with the authority to make a finding or impose a sanction in response to a complaint, if the participation of that individual poses a conflict of interest.

2. Interim Measures Provided: During the investigation, the Title IX Coordinator and/or a Deputy Coordinator (as applicable) will determine whether the victim and/or complainant receives interim measures as set forth above, and will advise the victim and/or complainant of the right to file a complaint with local law enforcement agencies.
3. Notice to Respondent Of Allegations:
 - a. Generally, within 10 business days of receipt of a complaint by the Title IX Coordinator, the respondent will be given written notice of the general allegations against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).
4. Due Process Rights of Victim and/or Complainant and Respondent:
 - a. The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his or her case.
 - b. When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. A personal advisor is defined as a family member, peer, advocate, staff/faculty member, or a union representative. It does not include legal counsel or an attorney at law.
 - c. If the respondent is an employee, any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement may be followed.
5. Evidence Considered: A trained investigator(s) will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent.
6. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the internal investigation be temporarily suspended. Such request will be evaluated to determine whether and for how long to suspend the internal investigation.

7. Report of Investigation: At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).

B. Determination

1. Determination: For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report and all evidence gathered to determine whether the student engaged in sexual violence or misconduct in violation of policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated. For employee cases, the Title IX Coordinator will determine whether the employee engaged in a policy violation involving sexual violence or misconduct.
2. Notice to Respondent: Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title IX Coordinator or the Deputy Coordinator will notify the student via certified mail, return receipt requested, of his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the policy regarding sexual violence or misconduct, this notification will also advise the student respondent of
 - a. Disciplinary sanctions; and
 - b. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth below.
Employee respondents may follow any appeal or grievance process under any other applicable policies.
3. Notice to Victim and/or Complainant: Concurrently with the notice provided to the respondent, the Title IX Coordinator or Deputy Coordinator (for students) will notify the victim and/or complainant of his/her determination within 7 days of a decision. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the prohibition of sexual violence or misconduct this notification will also advise the victim and/or complainant of:
 - a. Any individual remedies offered or provided to the victim and/or complainant;
 - b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant,
 - c. The right to appeal the determination and sanctions in accordance with the Appeal Procedures below.

C. Sanctions, Protective Actions, and Remedies

1. Sanctions: Students who have violated the prohibition on sexual violence or misconduct are subject to any sanctions set forth in the Code of Student Conduct or other Program policies, up to and including expulsion. Furthermore, students could have their privileges to participate in extracurricular activities temporarily suspended if involved in an ongoing investigation. To encourage reporting, a student victim's good faith report of a violation of the sexual violence or misconduct policy will be taken into consideration in determining an appropriate response to the reporting student's own misconduct (e.g., educational responses for alcohol/drug violations as opposed to disciplinary action).

Employees who have violated the prohibition on sexual violence or misconduct will be subject to disciplinary action up to and including termination.

2. Protective Actions: Protective measures may be implemented as appropriate, including no-contact orders, trespass notices, or other protective measures. IECC will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent.
3. Remedies: Remedies for the victim and/or complainant depend upon the specific nature of the complaint, as do remedies for the community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes, vehicle and/or activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Identifying counseling and/or advocacy services;
- Identifying medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the community as a whole may include, but are not limited to.

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating individuals to be available to assist victims of sexual discrimination, harassment and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and personnel to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination harassment and misconduct at Illinois Eastern Community Colleges.

Title IX Appeal Procedures for Student Victims and/or Complainants and Student Respondents

A. Appeal Request

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator or his/her designee at the conclusion of a formal investigation must submit a written request for appeal to the Appeal Board (AB). This request must be submitted to the Title IX Coordinator within 10 business days after receipt of the Title IX Coordinator/Deputy Coordinator's letter of determination. In the event a student victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator and/or Deputy Coordinator will be final.

The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the AB, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable.
4. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise inappropriate.

Within 10 business days after receipt of the appeal request, the Title IX Coordinator or his/her designee will decide whether to grant the appeal based on whether the appeal meets one of the above enumerated grounds for appeal and shall inform the appellant by certified mail, return receipt request.

If the appeal is granted, the matter will be referred to the AB, and the Hearing Procedures for the AB set forth below will be followed. In the event of an appeal, the decision(s) of the AB will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion.

If the victim or respondent is an employee, then any employee misconduct appeal procedures are as outlined in other applicable policies, including grievance procedure. .

B. Establishment of the Standing AB

A standing AB will hear cases and make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AB will be established each fall and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the CEO:

Chief Academic Officer

Chief Financial Officer

Executive Assistant to the CEO

Alternates: President, Wabash Valley College
 President, Olney Central College

None of the above-named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Decisions in this regard will be made by the AB as a whole. The CEO may appoint interim members as required.

C Hearing Procedures for the AB

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined above) and present his/her case to the AB, and call witnesses in his/her behalf.
When requested by the victim, the AB shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).
3. The hearing will begin with a presentation by the Title IX Coordinator/Deputy Coordinator of his/her determination, followed by a presentation by the appellant. The appellee may present his/her case as well.
4. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties will be given an opportunity to question witnesses. However, the complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the individual or individuals resolving the complaint, suggest questions to be posed by the individual or individuals resolving the complaint and respond to the other party.
5. The AB reserves the right to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the AB without regard for the legal rules of evidence.
7. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created and a record will be made available to either party upon request.
9. The AB will render its written decision within 7 business days after the hearing, absent extenuating circumstances. The decision will be to affirm, reverse or modify the Title IX Coordinator/Deputy Coordinator's determination as to the violation of policy and the sanction imposed (if any).
10. If a student respondent is found not to have engaged in sexual violence or misconduct in violation of policy, and if coursework has been missed as a direct result of the action taken

against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).

11. In all cases other than suspension or expulsion, the decision of the AB is final.
12. If the decision of the AB is to suspend or expel the student respondent, that decision will be transmitted to the Vice President of Academic Affairs. The student respondent will then have two business weeks after the decision to appeal pursuant to the standard student grievance procedure. The appeal/grievance will consist of the student respondent's written statement of disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the AB hearing. Upon further advancement of a grievance, relevant information will be reviewed before making a decision to uphold the suspension or expulsion or to take other appropriate action.

Procedures Governing Complaints Solely Involving Employees and/or Third Parties

An employee or third party should notify the Title IX Coordinator if he or she believes that employees or agents have engaged in sexual violence or misconduct in violation of Board Policy.

The Title IX Coordinator will address the complaint promptly and thoroughly as follows.

A. Filing a Complaint

An employee or third party (hereinafter "Complainant") who wishes to avail him or herself of this procedure may do so by filing a complaint with the Title IX Coordinator. The Title IX Coordinator will request the Complainant to provide a written statement regarding the nature of the complaint and will request a meeting with the Complainant. The Title IX Coordinator shall assist the Complainant as needed.

B. Investigation

Each complaint shall be investigated promptly, thoroughly, impartially, and as confidentially as possible. The Title IX Coordinator or his or her designee will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. As a general rule, all complaints will be investigated, even when the Complainant requests that nothing be done. The investigator will inform potential complainants, complainants, and witnesses that the Board prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.

Training, Prevention and Education

A. For Students and Employees

IECC will provide training to ensure students and employees are provided substantive opportunities to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant policies and procedures, retaliation, survivor strategies, the impact of trauma relevant definitions, and other pertinent topics. Students will also receive a copy of the Preventing Sexual Violence Policy and the related protocols.

B. For Employees

IECC will provide 8-10 hours of annual survivor-centered and trauma-informed training to employees involved in: the receipt of a report of a student sexual violence, referral or provision of services to a survivor, or any campus complaint resolution procedure for sexual violence.

Training for Designated Employees

The Title IX Coordinator, Deputy Coordinators, Responsible Employees, investigators, victim advocates, counselors, legal counsel and anyone else involved in responding to, investigating or adjudicating sexual misconduct incidents must receive education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures confidentiality requirements relevant policies and procedures, retaliation the impact of trauma, relevant definition, and other pertinent topics. The CEO will annually review training offerings to identify ways in which to enhance its effectiveness.

Publication

The following will be prominently published on the District website, updated regularly and made available: the comprehensive policy; student notification of rights, contact information for Title IX coordinators; confidential resources and advisors and counseling services; and an explanation of responsibilities of Title IX coordinators, responsible employees and mandated reporters.

Task Force

The Board, through its CEO, will also establish a campus-wide task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent sexual violence. The task force shall meet a minimum of twice per year.

Reporting

The Board, through its CEO will comply with all reporting requirements established pursuant to the Illinois Board of Higher Education Act and the Preventing Sexual Violence in Higher Education Act.

Notification of Rights and Options

A victim of sexual violence or misconduct has a right to report (or not report) the incident to Illinois Eastern Community Colleges.

Reporting to IECC

If you choose to make a report the following individuals will receive a report and will investigate and resolve the matter pursuant to policy. IECC respects the sensitive nature of such complaints and the privacy of victims of sexual violence or misconduct but cannot guarantee complete confidentiality in meeting its responsibility to investigate and address the report. Any of these individuals will help a victim notify law enforcement of an incident, although it is the victim’s choice whether or not to make such a report.

A. The Title IX Coordinator is: Ashlee Spannagel, Program Director of Grants, Compliance, & Outreach, 320 East North Avenue, Noble, IL 62450, 618-393-3491, spannagela@iecc.edu.

B. The Deputy Title IX Coordinators are:

| <u>Frontier Comm. College</u> | <u>Lincoln Trail College</u> | <u>Olney Central College</u> | <u>Wabash Valley College</u> |
|--|--|--|--|
| Jan Wiles Assistant Dean of Student Services 2 Frontier Drive Fairfield, IL 62837 618-847-9133 or 877-464-3687 wilesj@iecc.edu | Megan Scott Assistant Dean of Student Services 11220 State Highway 1 Robinson, IL 62454 618-546-2252 or 866-582-4322 scottm@iecc.edu | Andi Pampe Assistant Dean of Student Services 305 North West Street Olney, IL 62450 618-393-3305 or 866-622-4322 pampea@iecc.edu | Tiffany Cowger Assistant Dean of Student Services 2200 College Drive, Mt. Carmel, IL 62863 618-263-5535 or 866-982-4322 cowgert@iecc.edu |

C. Electronic/Anonymous reporting: <https://www.iecc.edu/e4/forms/svcf/default.php>

D. Additional Non-Confidential Resources On-Campus:

| <u>Frontier Comm. College</u> | <u>Lincoln Trail College</u> | <u>Olney Central College</u> | <u>Wabash Valley College</u> |
|---|---|---|---|
| Faculty/Administrators/Supervisors Athletic Director & Coaches Student Group Advisors & Student Advisors | Faculty/Administrators/Supervisors Athletic Director & Coaches Student Group Advisors & Student Advisors | Faculty/Administrators/Supervisors Athletic Director & Coaches Student Group Advisors & Student Advisors | Faculty/Administrators/Supervisors Athletic Director & Coaches Student Group Advisors & Student Advisors |

District Office, Human Resources Department (when an employee is involved): 618-393-2982, ext. 5521

Responsive Procedures:

Pursuant to policy, IECC will investigate reports of sexual violence and misconduct. A victim may request, and IECC will evaluate, interim protective measures to address victim safety, including obtaining and enforcing a no-contact order or order of protection.

Upon receipt of a report of sexual violence or misconduct, IECC will initiate a prompt, fair and thorough investigation through the Title IX Coordinator. The victim/complainant and respondent(s) will be afforded the opportunity to present information and witnesses, and IECC will make a good faith effort to contact and interview any witnesses identified by the parties or, including those no longer at the College. IECC strictly prohibits retaliation against the complainant, respondent, or other witnesses.

Upon conclusion of the investigation, the Title IX or Deputy Title IX Coordinator will notify the victim/complainant of the determination and of any remedies offered or provided by IECC to the victim and any disciplinary sanctions on the respondent(s) that directly relate to the victim/complainant. A victim/complainant and a student respondent may utilize the appeal process provided by policy upon conclusion of the investigation.

Confidential Options for Reporting:

The following confidential advisors have been identified to provide support to victims. These advisors are not required to report any information about an incident to the Title IX Coordinator without a victim's permission:
 CAISA, Robinson, IL (serving Lincoln Trail, Olney Central, and Wabash Valley) 618- 544-9379
 After-Hours Crisis Hotline: 866-288-4888
 SAFE, Mt. Vernon, IL (serving Frontier) 618-244-9330
 After-Hours Crisis Hotline: 800-625-1414

Additional Off-Campus Resources:

The following local health, mental health, counseling and advocacy services are available for victims. At a victim's request, IECC personnel identified above can assist victims in accessing these services.

- a. IECC Employee Assistance Program 1-855-775-4357 or www.rsli.acieap.com
- b. Illinois Coalition Against Sexual Assault: 217-753-4117 or www.icasa.org
- c. National Sexual Assault Hotline: 800-656-HOPE(4673); <https://www.rainn.org/get-help/national-sexual-assault-hotline>
- d. National Domestic Violence Help Line: 877-TO END DV (877-863-6338); http://www.cityofchicago.org/dam/city/depts/fss/supp_info/DV/MODVsafteycardEnglish.pdf
- e. AARDVARC – An Abuse, Rape and Domestic Violence Aid and Resource Collection at www.aardvarc.org
- f. The Illinois Coalition Against Domestic Violence: 217-789-2830; http://www.ilcadv.org/about_icadv/contact.asp
- g. Illinois Attorney General's Office: 1-800-228-3368; www.ag.state.il.us/victims/
- h. Illinois Crime Victims Bill of Rights 725 ILCS 120-1; <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1970&ChapterID=54>
- i. Illinois Crime Victims Compensation Program: 800-228-3368; <http://www.ag.state.il.us/victims/cvc.html>
- j. Illinois Department of Children and Family Services: 800-25-ABUSE (800-252-2873); <http://www.state.il.us/dcfs/index.shtml>

| <u>Frontier Comm. College</u> | | <u>Lincoln Trail College</u> | | <u>Olney Central College</u> | | <u>Wabash Valley College</u> | |
|--------------------------------|--------------|------------------------------|----------|------------------------------|----------|------------------------------|----------|
| Fairfield Police | 911 | Robinson Police | 911 | Olney Police | 911 | Mt. Carmel Police | 911 |
| Wayne Co. Sheriff | 842-6631 | Crawford Co. Sheriff | 546-1515 | Richland Co. Sheriff | 395-7481 | Wabash Co. Sheriff | 262-4186 |
| *Fairfield Memorial | 842-2611 | *Crawford Memorial | 544-3131 | *Richland Memorial | 395-2131 | *Wabash General | 262-8621 |
| 303 NW 11 th Street | | 1000 N Allen Street | | 800 E. Locust Street | | 1418 College Drive | |
| Fairfield, IL | 62837-2601 | Robinson, IL | 62454 | Olney, IL | 62450 | Mt. Carmel, IL | 62863 |
| SAFE | 618-244-9330 | CAISA | 544-9379 | CAISA | 544-9379 | CAISA | 544-9379 |
| Wayne Family Counseling | | Crawford Family Counseling | | Richland Family Counseling | | Depot Counseling | |
| Regular Hours | 842-2125 | Regular Hours | 546-1021 | Regular Hours | 395-4306 | Regular Hours | 262-7473 |
| 24 Hour Crisis | 395-5026 | 24 Hour Crisis | 395-5026 | 24 Hour Crisis | 395-5026 | | |

** Indicates health care options which provide rape kits and/or Sexual Assault Nurse Examiners. Seeking medical treatment also serves to preserve physical evidence of sexual violence.*

Appendix A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking:

| | |
|---|--------------------------------|
| Frontier Community College 2 Frontier Drive Fairfield, IL 62837 Phone: (618) 842-3711 | Megan Black Eric Resor |
| Lincoln Trail College 11220 State Highway 1 Robinson, IL 62454 Phone: (618) 544-8657 | Tyler Browning Rena Gower |
| Olney Central College 305 North West Street Olney, IL 62450 Phone: (618) 395-7777 | Linda Horn Doug Shipman |
| Wabash Valley College 2200 College Drive Mt. Carmel, IL 62863 Phone: (618) 262-8641 | Tiffany Cowger John Day |
| Workforce Education John A. Logan College Carterville, IL 62918 Phone: (618) 985-3741 | Laurel Taylor Kim Underwood |
| District Office 233 East Chestnut Street Olney, IL 62450 Phone: (618) 393-2982 | Bonnie Chaplin Alex Cline |

The Chief Executive Officer shall update Appendix A as necessary.

Recommendation: The CEO recommended that second reading be waived for both policies and that the revised foregoing Policy 100.17 Sexual Harassment and Policy 100.31 Preventing Sexual Harassment be considered together, and that both policies be approved.

Board Action: Trustee Brenda Culver made a motion to waive second reading and approve 100.17 Sexual Harassment and Policy 100.31 Preventing Sexual Harassment as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. 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– “Policy Second Readings” – None.

AGENDA #9 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#9-A.: Employee Satisfaction Survey Results: Each fall, IECC employees are given the opportunity to review the operation of the District and its four colleges. Employees identify their work location, classification, whether they were employed full or part-time and their years of service. Detailed survey results were emailed to the members of the Board. For Fiscal Year 2017, the survey results show that employees are largely satisfied with their employment and the operation of the District.

The CEO recommended acceptance of the Employee Satisfaction Survey Results.

Board Action: Trustee Al Henager made a motion to accept results of the Employee Satisfaction Survey Results as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. 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.

#9-B.: Resolution declaring the intention of the District to issue \$6,250,000 Funding Bonds for the purpose of paying claims against the District:

The CEO recommended approval of the intent to issue funding bonds. The actual issuance of the bonds would occur after the February 21, 2017 Board of Trustees meeting. The CEO recommended approval of intent to issue Funding Bonds in the amount not to exceed \$6,250,000.

Board Action: Trustee Brenda Culver made a motion that the Board adopt the following resolution: that the Board conducted a Bond Issuance Notification Hearing (BINA) hearing; that public comment and testimony was requested and accepted if offered; that required notices were posted and published as required; and that the Board confirms its intent to sell bonds. 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, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. 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.

#9-C. Agreement with First Midstate Inc.: The CEO recommended the District retain First Midstate, Incorporated to act as placement agent with respect to the issuance of \$6,250,000 more or less in General Obligation Community College Bonds.

Board Action: Trustee Al Henager made a motion that the Board retain First Midstate Inc. to act as placement agent for the issuance of \$6,250,000 more or less in General Obligation Community College Bonds. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. 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.

#9-D. Affiliation Agreement: The CEO recommended approval of an affiliation agreement for the Office Careers Program at Olney Central College with Larsson, Woodyard & Henson, for their offices located in Paris and Casey, Illinois.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for Olney Central College's Office Careers Program with Larsson, Woodyard & Henson as recommended and as presented in full in the Board agenda. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. 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 – “Bid Committee Report” –

#10-A. FCC Concession Stand Construction: The CEO presented the following recommendations of the Bid Committee for approval:

The Bid Committee recommends acceptance of the bid received that meets all the specifications from David Lear Construction for a total of \$118,142.32. These bids are contingent upon the Frontier Community College Foundation receiving financing to fund the project.

| FCC Concession Stand Construction | |
|---|------------------|
| Company | Total Bid |
| Illini Builders Company of Olney Olney, Illinois | \$225,742.00 |
| K. Wohltman Construction, Inc. Effingham, Illinois | \$185,779.00 |
| Lear Construction, Inc. Albion, Illinois | \$118,142.32 |

Board Action: Trustee Gary Carter made a motion to approve the recommendation of the bid committee for the construction of a Concession Stand at Frontier Community College. 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, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “District Finance” – The following District financial matters were presented.

#11-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of December 31, 2016.

#11-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for January 2017, totaling \$863,860.75, 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 January 2017, in the amounts listed. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. 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 – “Chief Executive Officer's Report” – CEO Terry Bruce provided a report covering the following items:

1. Easement for City of Olney
2. Program Approval and Changes January 1, 2016 through December 31, 2016
3. Enrollment

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 Board of Trustees did not hold an executive session at the regular meeting, December 13, 2016.

AGENDA #15 – “Approval of Personnel Report” – Tara Buerster presented the following amended Personnel Report and the CEO recommended approval.

400.1. Employment of Personnel

A. Faculty

1. Karen Marks, Nursing Instructor, OCC/FCC, effective August 10, 2017

400.2. Retirement Ratification

A. Faculty

1. Byford Cook, Advanced Manufacturing Instructor, WVC, effective June 1, 2017

ADDENDUM

400.3. Resignation Ratification

A. Professional Non-Faculty Non-Exempt

1. Barbara Webster, Coordinator of Financial Aid, LTC, effective February 8, 2017

Board Action to Amend Personnel Report: Trustee Al Henager made a motion to amend the Personnel Report, to add an addendum as presented. Student Trustee Gideon Raley 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.

Board Action to Approve Amended Personnel Report: Trustee Brenda Culver made a motion to approve the amended Personnel Report as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #16 – “Collective Bargaining” – None.

AGENDA #17 – “Litigation” – None.

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Al Henager made a motion to adjourn. Student Trustee Gideon Raley seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:40 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

HR 400.4 Leave and Benefit Policy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2017
RE: Policy 400.4 Leave & Benefit Policy

In accordance with Public Act 99-084, the new Employee Sick Leave Act, an employer who offers paid sick leave to employees must allow employees to use no less than half of their annual sick time accrual for absences due to an illness, injury, or medical appointment of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

IECC currently has a policy to allow employees to use up to six days per year of sick time for personal emergency. However, according to this new law we need to adjust our personal emergency policy to allow employees to use up to half of annual sick time accrual as personal emergency time. The following policy revision addresses the changes that need to be made to the current leave policy.

I recommend the Board waive the second reading and approve the revised policy.

TLB/rs

Attachment

Leave and Benefit Policy - Administrative, Professional/Non-Faculty, Secretarial/Clerical, Technical, Custodial/Maintenance/Security, and Other Employees Not Covered by the Collective Bargaining Agreement (400.4)

Date Adopted: May 20, 1997

Revised: November 15, 2005

Revised: June 20, 2006

Revised: December 12, 2006

Revised: August 18, 2009

Revised: February 21, 2017 (pending Board approval)

The purpose of the leave and benefit policy is to describe the Board-approved leave days and benefits. Unless otherwise noted, leave days described below are not paid out upon termination.

- A. Sick Leave. Each full-time employee shall, on the first day of employment of the employee's initial year, be granted a pro-rated share of working days up to a total of seventeen (17) sick leave days with pay.

After the initial year of employment and at the beginning of every fiscal year thereafter, each full-time employee will receive days of sick leave according to the following schedule:

| <u>Years of Continuous Full-time Service</u> | <u>Sick Leave Days Per Year</u> |
|--|---------------------------------|
| 2-9 | 12 |
| 10-15 | 15 |
| 16-20 | 18 |
| 21-25+ | 21 |

Any unused sick leave days will be allowed to accumulate.

The Chief Executive Officer/Chief Operating Officer or a designee may require the employee on sick leave to provide a statement from the employee's physician. In addition, the Chief Executive Officer/Chief Operating Officer may require that the employee be examined by a physician determined by the Chief Executive Officer/Chief Operating Officer. In the latter case, the cost of the examination will be borne by the Board of Trustees.

Personal Emergency Leave. Employees may use a designated amount of sick time for personal emergency each year for things such as illness, injury, medical appointment of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent or for other reasons of personal emergency. Advance approval for such leave shall be secured from the employee's immediate supervisor, as soon as possible. Employees may use the following days as personal emergency based on the following schedule:

| <u>Years of Continuous Full-time Service</u> | <u>Personal Emergency Days allowed per Year</u> |
|--|---|
| <u>Initial Year</u> | <u>Up to ½ of sick days awarded at time of employment</u> |
| <u>2-9</u> | <u>6</u> |
| <u>10-15</u> | <u>7.5</u> |
| <u>16-20</u> | <u>9</u> |
| <u>21-25+</u> | <u>10.5</u> |

B. Personal Leave. A full-time employee shall be granted, without loss of pay or benefits, two (2) leave days per fiscal year for personal reasons. Application for such leave should be made five (5) days prior to time said leave is desired to the employee's immediate supervisor. Unused personal days shall accumulate as sick leave to a maximum of fourteen (14) additional sick days.

C. Required Court Appearance Leave. Full-time employees shall be granted leave with pay to appear in court as a witness or a member of a jury. Compensation received for such court appearances shall accrue to the College District.

Part-time hourly employees: Part-time employees who 1) work 20 hours or more per week and 2) have been employed by IECC for 6 months or more will be eligible for required court appearance leave. Part-time employees who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

Part-time faculty: Part-time faculty who 1) teach at least 3 hours for the semester and 2) have been employed by IECC for more than one semester will be eligible for required court appearance leave. Part-time faculty who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

- D. Funeral Leave. Full-time employees shall be granted funeral leave for the purpose of attending the funeral, without loss of pay, under the following terms and conditions.

Three Days of Leave at Full Pay – For a death within the immediate family, which means the full-time employee's spouse, child, parent, sibling, parent-in-law, or member of the immediate household of the employee.

One Day Leave at Full Pay. For a death of a near relative.

- E. Leave of Absence. The CEO may grant up to 2 weeks leave of absence without pay to a full-time employee. The Board may grant up to one year's leave of absence without pay to a full-time employee, and up to an additional year upon request and Board approval. Such leaves may be granted for advanced study, exchange teaching or assignment, travel, governmental service, or other personal reasons. Applications for leaves shall be filed with the President and then the Chief Executive Officer/Chief Operating Officer not later than 90 days prior to the beginning of the date that the leave would commence.

Vacation, sick, personal days, and other benefits shall not accrue during an employee's unpaid leave of absence. An employee may, however, elect to continue to participate in the District group insurance plan at the employee's sole expense, provided the employee makes acceptable arrangements to pay the premium during the term of his/her unpaid leave.

- F. Absences Due to Attendance at Educational Meetings and Conferences. Approved attendance at educational meetings and conferences may be granted without loss of salary. Attendance must be approved in advance by the employee's immediate supervisor in accordance with established guidelines. Employees authorized to represent the college or district shall be allowed expenses according to the regulations of the District.

- G. Personal Emergency Leave. ~~For reasons of personal emergency, a full-time employee may use up to six days per year of accumulated sick leave. Advance approval for such leave shall be secured from the employee's immediate supervisor.~~

- HG. Accounting. An accounting of accumulated sick leave will be made semi-annually.

- I.H Insurance Benefits. Major medical and dental insurance shall be made available for full-time employees.

Full-time employees electing to carry dependent coverage may have the premiums for this coverage deducted through payroll deductions.

- J. I. Modified-Time Employees. Leave policy provisions for modified-time employees shall be prorated according to time employed in relation to full-time employees.

- K. J. Holidays and Breaks. Paid holidays for all full-time employees include, Christmas, and New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans'

Day, Thanksgiving and the following Friday.

The administration establishes winter break for full-time employees in accordance with the academic calendar. Full-time employees who are required to work over winter break shall be given floating holiday leave equivalent to the time they were required to work over winter break. This floating holiday leave does not accumulate from year to year, and must be used prior to the end of the fiscal year during which it is acquired. Application for such floating leave should be made five (5) days prior to the time said leave is desired to the employee's immediate supervisor.

Full-time employees shall be granted one (1) floating holiday per fiscal year. Floating holidays do not accumulate and must be used during the fiscal year. Full-time employees must have been employed before March 1 to be eligible for the floating holiday. Application for such leave should be made five (5) days prior to time said leave is desired to the employee's immediate supervisor (effective July 1, 2003).

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Acceptance of No Petition Certificate

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2017
RE: Acceptance of No Petition Certificate

The Board, at the regular board meeting on January 17, 2017, adopted a “Resolution of Intent to issue Funding Bonds”. Following that resolution, a “Notice of Intent to issue Funding Bonds” was published on January 18, 2017, which began a petition period of 30 days following the publication of the notice.

The petition period for a request for a referendum on the District’s intent to issue Funding Bonds expired on February 17, 2017, and Board Secretary Renee Smith now files with the Board a **No Petition Certificate** stating that no petition was filed requesting that the proposition be submitted to voters of this District.

I ask the Board’s acceptance of the attached No Petition Resolution.

TLB/akb

Attachment

STATE OF ILLINOIS)
) SS
COUNTY OF RICHLAND)

NO PETITION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “*Board*”) of Illinois Eastern Community College District No. 529, counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), and as such official I do further certify that pursuant to a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, and directing that notice of such intention be published as provided by law.

(the “*Resolution*”) duly adopted by the Board on the 17th day of January, 2017, notice of intention of the District to issue Funding Bonds (the “*Notice*”) was published on the 18th day of January, 2017, in the *Mt. Carmel Register*, the same being a newspaper of general circulation in the District, and was not posted electronically on the District’s World Wide Web pages.

I do further certify that no petition has ever been filed in my office as Secretary of the Board, or has ever been presented to me as such official, requesting that the proposition to issue Funding Bonds be submitted to the voters of the District, but that I provided a petition form regarding the same to every individual requesting one.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 21st day of February, 2017.

Secretary, Board of Trustees

Agenda Item #8B

Resolution providing for the issue of Taxable General Obligation Community College Bonds, Series 2017A, of the District, for the purpose of paying claims against said District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2017
RE: Approval of Series 2017A Taxable General Obligation Community College Bonds

The District has now met all legal requirements for the issuance of \$6,250,000 Taxable General Obligation Community College Bonds, for the purpose of paying claims against the District.

On December 13, 2016, the Board Chairman called for a public hearing concerning the intent of the Board to issue Funding Bonds. The Board conducted a public hearing concerning such issuance on January 17, 2017. On January 18, 2017, the Board published a Notice of Intent to issue the bonds, which began a 30-day petition period. There were no objections filed within this 30-day period.

If the Board were to issue the bonds in the amounts approved, the bond underwriters have prepared a document showing the estimated amounts of principal due on the Bonds from 12/1/18 through 12/1/21. The exact amount of interest will not be known until such bonds are sold.

\$6,250,000 Taxable General Obligation Bonds Repayment Schedule:

| <u>Date</u> | <u>Principal Due</u> | <u>Interest Due</u> * | <u>Levy Amount</u> * |
|-------------|----------------------|-----------------------|---------------------------|
| 12-01-2018 | \$ 1,460,000 | TBD | 15.00 cents per \$100 EAV |
| 12-01-2019 | \$ 2,070,000 | TBD | 15.00 cents per \$100 EAV |
| 12-01-2020 | \$ 2,150,000 | TBD | 15.00 cents per \$100 EAV |
| 12-01-2021 | \$ 570,000 | TBD | |
| TOTALS | \$ 6,250,000 | | |

* Levy is for currently outstanding bonds plus this proposed bond issue. Interest costs will not be known until the bonds are actually sold in the private market. Current estimates are that the rate will be somewhere in the 2.5% to 3% range.

Recent Tax Levy history (bonds and interest only):

| | |
|----------------------------------|----------------------------|
| 2014 (actual) | 15.68 cents per \$ 100 EAV |
| 2015 (actual) | 14.94 cents per \$ 100 EAV |
| 2016 (actual) | 15.07 cents per \$ 100 EAV |
| 2017 (est. - with this issuance) | 15.00 cents per \$ 100 EAV |
| 2018 (est. - with this issuance) | 15.00 cents per \$ 100 EAV |
| 2019 (est. - with this issuance) | 15.00 cents per \$ 100 EAV |
| 2020 (est. - with this issuance) | 15.00 cents per \$ 100 EAV |

The interest rate is based upon best market estimates and will be subject to final bond sale interest rates. It is not anticipated that the sale rate of interest will be substantially different than the rate projected. The tax levies are based upon existing known Equalized Assessed Valuation (EAV) and projects only slight growth in EAV. **If there were to be any growth in EAV above 1%, the tax levies would be lower than shown.**

The resolution which follows authorizing the issuance of the Taxable General Obligation Community College Bonds is a draft and includes several blank items. The table above supplies much of the information that will be inserted in the blanks. The remainder will be provided after the private placement bond sale.

I ask the Board's approval of the final resolution authorizing the issuance of \$6,250,000 Taxable General Obligation Community College Bonds, Series 2017A.

TLB/akb

Attachment

MINUTES of a regular public meeting 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, held at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, in said Community College District at 7:00 o'clock P.M., on the 21st day of February, 2017.

* * *

The meeting was called to order by the Chairman, and upon the roll being called, Dr. G. Andrew Fischer, the Chairman, and the following Trustees were physically present at said location: Brenda Culver, John D. Brooks, Michael Correll, Gary Carter, Alan Henager and Jan Ridgely and Gideon Raley (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chairman announced that the next item for consideration was the issuance of \$6,250,000 general obligation bonds to be issued by the District pursuant to Article 3A of the Public Community College Act for the purpose of paying claims against the District, and that the Board of Trustees would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The Chairman also summarized the pertinent terms of said proposal and said bonds, including the length of maturity, rates of interest, purchase price and tax levy for said bonds.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the issue of \$6,250,000 Taxable General Obligation Community College Bonds, Series 2017A 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, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

* * *

WHEREAS, the Board of Trustees (the “*Board*”) 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 (the “*District*”), has by resolution (the “*Intent Resolution*”) declared its intention to, pursuant to Article 3A of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), issue funding bonds of the District in the aggregate principal amount of \$6,250,000 as therein provided for the purpose of paying outstanding and unpaid claims against the District (the “*Claims*”); and

WHEREAS, pursuant to and in accordance with the provisions of said Article of the Act and the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”), notice of intention to issue said bonds was published in the *Mt. Carmel Daily Republican Register*, the same being a newspaper having general circulation within the District, an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, having heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, at least thirty (30) days have expired since the date of the publishing of such notice of intention to issue said bonds, and no petition with the requisite number of valid signatures thereon has been filed with the Secretary of the Board requesting that the proposition to issue said bonds be submitted to the legal voters of the District; and

WHEREAS, the Claims are in not less than the aggregate amount of \$6,250,000, all as identified and set forth in detail in the Intent Resolution heretofore duly adopted by the Board; and

WHEREAS, there are no funds on hand and available to apply toward the payment of any part of the Claims in the aggregate amount of \$6,250,000; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue said bonds in the aggregate amount of \$6,250,000 for the purpose of paying the Claims; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that \$6,250,000 of said bonds be issued at this time; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Board, on the 13th day of December, 2016, adopted a resolution calling a public hearing (the "*Hearing*") for the 17th day of January, 2017, concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Mt. Carmel Daily Republican Register*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 17th day of January, 2017, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 17th day of January, 2017; and

WHEREAS, it is necessary and in the best interests of the District that the District's outstanding Taxable General Obligation Community College Bonds (Alternate Revenue Source),

Series 2017 (the “*Alternate Bonds*”), be called for redemption in advance of their maturity, and it is necessary and desirable to make such call for the redemption of the Alternate Bonds on their earliest possible call date, and provide for the giving of proper notice to the registered owners of the Alternate Bonds:

NOW, THEREFORE, Be It and It Is Hereby Resolved by 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, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Authorization. It is hereby found and determined that the Board has been authorized by law to borrow the sum of \$6,250,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District in said amount, the proceeds of said bonds to be used for paying the Claims, and it is necessary and for the best interests of the District that there be issued at this time \$6,250,000 of said bonds.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of \$6,250,000 for the purpose aforesaid and that bonds of the District (the “*Bonds*”) shall be issued in said amount and shall be designated “Taxable General Obligation Community College Bonds, Series 2017A”.

The Bonds shall be dated _____, 2017, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$100,000 each and authorized integral multiples of \$5,000 in excess thereof (but no single Bond shall represent installments of principal maturing on more than one date), shall be numbered 1 and upward, and the Bonds shall

become due and payable serially (subject to option of prior redemption as hereinafter set forth) on December 1 of each of the years, in the amounts and bearing interest per annum as follows:

| YEAR OF MATURITY | PRINCIPAL AMOUNT | RATE OF INTEREST |
|------------------|------------------|------------------|
| 2018 | \$ | % |
| 2019 | | % |
| 2020 | | % |
| 2021 | | % |

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on June 1 and December 1 of each year, commencing on December 1, 2018. Interest on each Bond shall be paid by check or draft of _____, _____, Illinois (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signature of the Chairman and Secretary of the Board, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer of the Board (the “*Treasurer*”), as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District

and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. The District shall cause books for the registration and for the transfer of the Bonds as provided in this resolution to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District for the Bonds. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said principal corporate trust office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby

be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending on such interest payment date.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

Section 5. Form of Bond. The Bonds shall be in substantially the following form; *provided, however*, that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions", shall be omitted and paragraphs [6] through [9] shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
NO. _____

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

**COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON,
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE**

COMMUNITY COLLEGE DISTRICT No. 529

TAXABLE GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2017A

See Reverse Side for
Additional Provisions

Interest Maturity Dated
Rate: ____% Date: December 1, 20__ Date: _____, 2017

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the "District"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 1 and December 1 of each year, commencing December 1, 2018, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal corporate trust office of _____,

_____, Illinois, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, by its Board of Trustees, has caused this Bond to be signed

by the manual or duly authorized facsimile signatures of the Chairman and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

SPECIMEN
Chairman, Board of Trustees

SPECIMEN
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN
Treasurer, Board of Trustees

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:

_____, Illinois

This Bond is one of the Bonds described in the within mentioned resolution and is one of the Taxable General Obligation Community College Bonds, Series 2017A 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.

_____,
as Bond Registrar

By _____
SPECIMEN
Authorized Officer

[Form of Bond - Reverse Side]

COMMUNITY COLLEGE DISTRICT NO. 529

**COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON,
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE AND STATE OF ILLINOIS**

TAXABLE GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2017A

[6] This Bond is one of a series of bonds issued by the District to pay claims against the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

[7] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal corporate trust office of the Bond Registrar in _____, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in the denomination of \$100,000 each and authorized integral multiples of \$5,000 in excess thereof. This Bond may be exchanged at the principal office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the Bond Resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending on such interest payment date.

[9] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal

hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 6. Sale of Bonds. The Bonds hereby authorized shall be executed as in this resolution provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to _____, _____, Illinois (the "*Purchaser*"), upon receipt of the purchase price therefor, the same being par, plus accrued interest to date of delivery, if any; the contract for the sale of the Bonds heretofore entered into is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such a price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon the sale of the Bonds exceed the maximum rate otherwise authorized by Illinois law; the contract for the sale of the Bonds is in the best interests of the District and that no person holding an office of the District either by election or appointment,

holds any prohibited interest, either directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the contract for the sale of the Bonds; the surety bond executed by the Treasurer in connection with the issuance of the Bonds as required by Section 3-19 of the Public Community College Act is hereby approved and shall be filed with the County Clerk of each county in which any part of the District is situated; and the Bonds before being issued shall be registered, numbered and countersigned by said Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any preliminary term sheet or any final term sheet relating to the Bonds and before the Board at the time of the adoption hereof is hereby ratified, approved and authorized; the execution and delivery of said final term sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the contract for the sales of the Bonds, this Resolution, said preliminary term sheet, said final term sheet and the Bonds.

Section 7. Tax Levy. In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

| FOR THE YEAR | A TAX SUFFICIENT TO PRODUCE THE SUM OF: | |
|--------------|---|---|
| 2016 | \$ | for interest and principal up to and including June 1, 2018 |
| 2017 | \$ | for interest and principal |
| 2018 | \$ | for interest and principal |
| 2019 | \$ | for interest and principal |
| 2020 | \$ | for interest and principal |

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

Section 8. Filing of Resolution. Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2016 to 2020, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general educational purposes of the District,

and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Bond and Interest Fund of 2017A” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer of the Board.

Section 9. Use of Bond Proceeds. The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Accrued interest received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying and canceling the Claims, and that portion thereof not needed to pay such costs shall be used solely and only to pay and cancel the Claims. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

Section 10. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 11. Duties of Bond Registrar. If requested by the Bond Registrar, the Chairman and Secretary of the Board are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;

(d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 12. Call of the Alternate Bonds. In accordance with the redemption provisions of the resolution authorizing the issuance of the Alternate Bonds, the District by the Board does hereby make provision for the payment of and does hereby call (subject only to the delivery of the Bonds) all of the outstanding Alternate Bonds for redemption on _____, 2017. The registrar for the Alternate Bonds is hereby authorized and directed to give timely notice of the call for redemption of the Alternate Bonds. The form and time of the giving of such notice regarding the redemption of the Alternate Bonds shall be as specified in the resolution authorizing the issuance of the Alternate Bonds.

Section 13. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 14. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted February 21, 2017.

Chairman, Board of Trustees

Secretary, Board of Trustees

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: Dr. G. Andrew Fischer, Brenda Culver, John D. Brooks, Michael Correll, Gary Carter, Alan Henager and Jan Ridgely.

The following Trustees voted NAY: _____

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records 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, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF RICHLAND)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary 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 (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 21st day of February, 2017, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of \$6,250,000 Taxable General Obligation Community College Bonds, Series 2017A 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, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 21st day of February,
2017.

Secretary, Board of Trustees

Agenda Item #8C

Identity Theft Prevention Program - Program Status Report 2016

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE February 21, 2017

RE: Identity Theft Prevention Program
Identity Theft Prevention Program Status Report for 2016

Illinois Eastern Community Colleges participates in the Federal Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a “creditor” and student accounts are “covered accounts” subject to the Red Flags Rule which required IECC to develop and implement an identity theft prevention program. IECC’s Identity Theft Prevention Program and Identity Theft Prevention Policy 100.23 were developed and approved by the Board on March 17, 2009.

In January of 2017, the Identity Theft Prevention Team reviewed and updated the prevention program as necessary. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training to their assigned departments and areas. The Release of Student Information Guidelines are included as part of the identity theft training. In 2016, training was completed in these subjects between February 2016 and April 2016.

There were no reports regarding the detection of any red flags in 2016.

I recommend the Board’s acceptance of the IECC’s Identity Theft Prevention Program and the Status Report for 2016.

TLB/rs

Attachment

Illinois Eastern Community Colleges

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

Identity Theft Prevention Program

Approved by the Cabinet: February 8, 2017 (pending)
Approved by the Board of Trustees: February 21, 2017
(pending)

Background

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) issued regulations (Red Flags Rule) requiring financial institutions and creditors to develop and implement written identity theft prevention programs. The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transaction (FACT) Act of 2003. Under the Rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The Red Flags Rule became effective January 1, 2008, with a mandatory compliance date of November 1, 2008; however, on October 22, 2008, the FTC granted a delay of enforcement of the new Red Flags Rule until May 1, 2009.

IECC Identity Theft Prevention Program Requirement

Illinois Eastern Community Colleges participates in the Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a creditor and student accounts are covered accounts subject to the Red Flags Rule which requires IECC to develop and implement an identity theft prevention program.

The Red Flags Rule allows Illinois Eastern Community Colleges to design and implement an identity theft prevention program that is appropriate to our size, complexity and the nature of our operation. Programs must contain reasonable policies and procedures to:

- identify relevant “Red Flags” and incorporate them into the program;
- detect the red flags that the program incorporates;
- respond appropriately to detected red flags to prevent and mitigate identity theft; and
- ensure that the program is updated periodically to reflect changes in risks.

Definitions

Red Flag – A red flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Identity Theft – Identity theft is a fraud committed or attempted using the identifying information of another person without authority.

Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made periodically over time such as a tuition or fee installment payment plan. Student accounts and loans administered by IECC are covered accounts.

Creditor – A creditor is defined as someone who regularly extends, renews or continues credit. Illinois Eastern Community Colleges is considered a creditor due to our participation in the following activities:

- Participation as a school lender in the Federal Direct Student Loan Program;
- Offering institutional loans to students, faculty, or staff;
- Offering a plan of payment or fees throughout the semester, rather than requiring full payment at the beginning of the semester.

Personal Information – Personal information is identifying information which is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number,

government passport number, employer or taxpayer identification number, computer's Internet Protocol address, or routing code.

Red Flags

Red Flags are relevant patterns, practices, and specific activities that signal possible identity theft and fall in the following five categories:

- alerts, notifications or warnings from consumer reporting agencies;
- suspicious documents;
- suspicious personally identifying information, such as a suspicious address change;
- unusual use of, or other suspicious activity related to, a student account; and
- notices from students, victims of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by IECC.

Identification and Examples of Red Flags

In order to identify relevant Red Flags, IECC has reviewed the types of accounts offered and maintained, the methods provided to open and access these accounts, and previous experiences with identity theft. IECC identified the following twenty-six (26) Red Flags in the below five categories.

Alerts, Notifications, or Warnings from Consumer Reporting Agency

1. If a fraud or active duty alert is included with a consumer report.
2. If a consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. If a consumer reporting agency provides a notice of address discrepancy.
4. If a consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an application, such as:
 - a. A recent and significant increase in the volume of inquiries;
 - b. An unusual number of recently established credit relationships;
 - c. A material change in the use of credit, especially with respect to recently established credit relationships, or
 - d. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Suspicious Documents

5. If documents provided for identification appear to have been altered, forged or inauthentic.
6. If the photograph or physical description on the identification is not consistent with the appearance of the student presenting the identification.
7. If other information on the identification is not consistent with the information provided by the student.

8. If other information on the identification is not consistent with readily accessible information that is on file with Illinois Eastern Community Colleges, such as a signature on a registration form or other document.
9. If a document appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

10. If personal identifying information provided is inconsistent when compared against external information sources used by Illinois Eastern Community Colleges such as inconsistent birth dates or addresses.
11. If personal identifying information provided by the student is not consistent with other personal identifying information provided by the student. For example, there is a lack of correlation between the SSN range and the date of birth.
12. If personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example;
 - a. The address on the document is the same as the address provided on a fraudulent document, or
 - b. The phone number on the document is the same as the number provided on a fraudulent document.
13. If personal identifying information provided is a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example:
 - a. The address on the document is fictitious, a mail drop or a prison; or
 - b. The phone number is invalid or is a pass through to a pager or answering service.
14. If the SSN provided is the same as that submitted by other students.
15. If the address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other students.
16. If the student fails to provide all required personal identifying information on a document or in response to notification that the information is incomplete.
17. If personal identifying information provided is not consistent with personal identifying information that is on file with Illinois Eastern Community Colleges.
18. If Illinois Eastern Community Colleges uses challenge questions, the student cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, the Student Account

19. If shortly following the notice of a change of address for a student account, Illinois Eastern Community Colleges receives a request for the addition of other authorized users on the account.

20. If a student account is used in a manner commonly associated with patterns of fraud. For example, the student fails to make the first payment or makes an initial payment but no subsequent payments.
21. If a student account is used in a manner that is not consistent with established patterns of activity on the account. For example, nonpayment when there is no history of late or missed payments or a material change in usage patterns.
22. If a student account that has been inactive for a reasonably lengthy period of time is used.
23. If mail sent to the student is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the student's account.
24. If Illinois Eastern Community Colleges is notified that the student is not receiving paper account statements.
25. If Illinois Eastern Community Colleges is notified of unauthorized charges or transactions in connection with the student's account.

Notices from Students, Victims of Identity Theft, Law Enforcement Authorities or Others

26. If Illinois Eastern Community Colleges is notified by a student, a victim of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by IECC.

Detection and Response to Red Flags

Detection

In order to detect any of the Red Flags identified above associated with student accounts, IECC staff will take the following steps to obtain and verify the identity of a student by:

- Requiring certain identifying information such as name, date of birth, academic records, home address, mother's maiden name, or other identification; and
- Verifying the student's identity at time of issuance of any student records, academic information or financial aid by reviewing driver's license or other government-issued photo identification.

For existing student accounts, IECC staff will take the following steps to monitor transactions on an account by:

- Verifying the identification of students if they request information in person, via telephone, via facsimile or via email;
- Verifying the validity of requests to change billing address by mail or email and providing the student with a reasonable means of promptly reporting incorrect billing address changes; and
- Verifying changes in banking information given for billing and payment purposes.

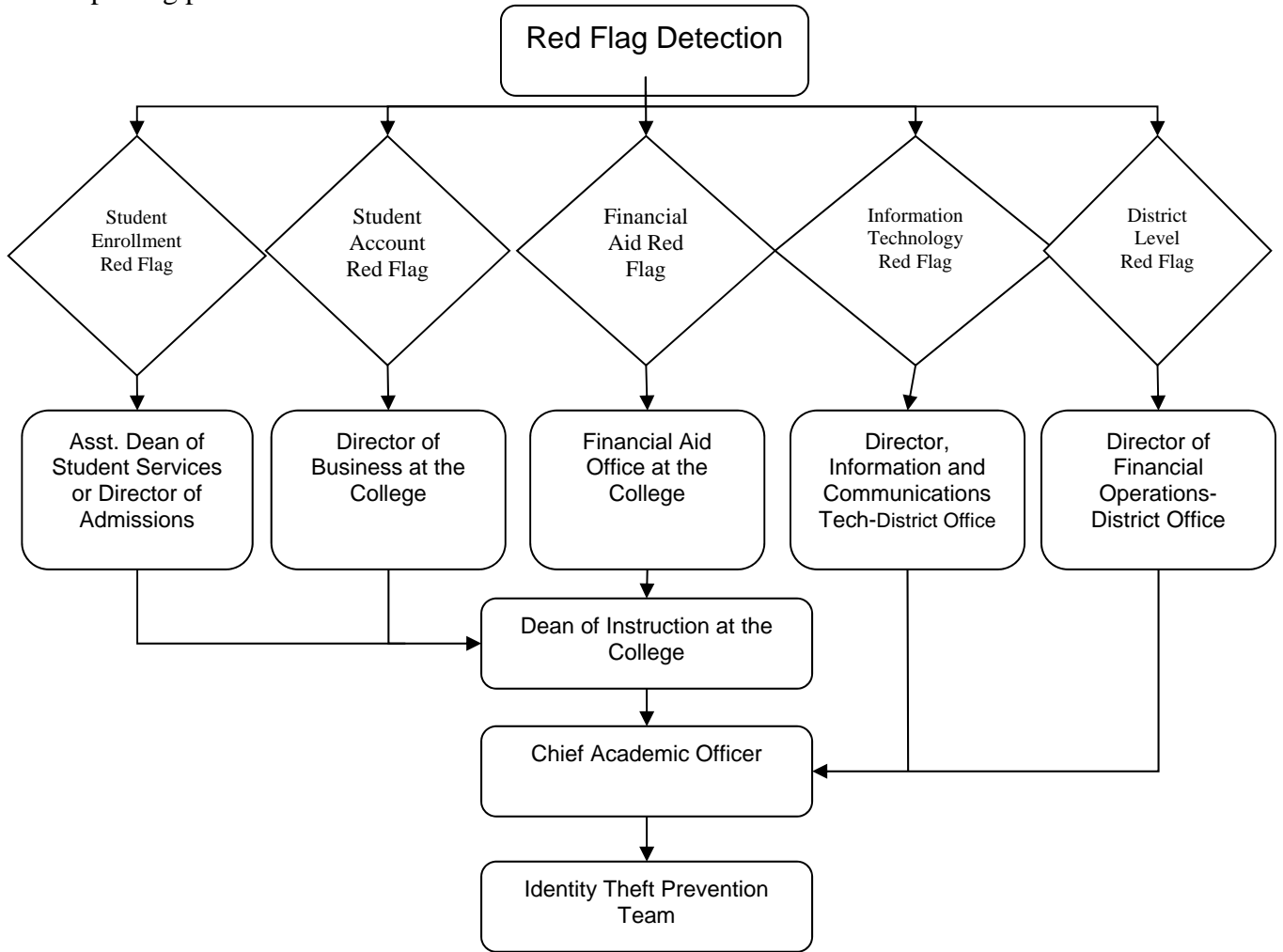
Response

In the event IECC staff detects any identified Red Flags, action steps may include, but are not limited to, one or more of the following, depending on the degree of risk posed by the Red Flag:

- Monitoring a student account for evidence of identity theft;
- Contacting the student;
- Changing any passwords, security codes or other security devices that permit access to a student account;
- Reopening a student account with a new account number;
- Providing the student with a new identification number;
- Not opening a new student account;
- Closing an existing student account;
- Not attempting to collect on a student account or not selling a student account to a debt collector;
- Notifying law enforcement;
- Filing or assisting in filing a Suspicious Activities Report; or
- Determining that no response is warranted under the particular circumstances.

Any employee who detects a Red Flag associated with student enrollment will notify the Assistant Dean of Student Services or the Director of Admissions. Employees who detect a Red Flag with a student account will notify the college's Director of Business or the Director of Financial Operations at the District Office. The Financial Aid Office shall be notified if any Red Flag is detected within the financial aid area. Any Information

Technology related Red Flag will be reported to the Director of Information and Communications Technology. All detections of Red Flags will be reported to the College Deans and the Dean of Academic and Student Support Services. The Identity Theft Prevention Team will review any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft. The flowchart below outlines this reporting process:



Identity Theft Prevention Team

Chris Cantwell
 Bonnie Chaplin
 Alex Cline
 Tiffany Cowger
 Mary Johnson
 Doug Shipman

Chief Academic Officer
 Director of Financial Operations
 Director of Information and Communications Technology
 Assistant Dean of Student Services
 Coordinator of College Support Services
 Director of Business

Prevention and Protection of Student Identifying Information

In order to prevent and mitigate identity theft, IECC will take the following steps with respect to internal operating procedures to protect student identifying information:

- Ensure IECC website is secure or provide clear notice that the website is not secure;
- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
- Ensure office computers with access to student account information are password protected;
- Limit use of social security numbers;
- Ensure computer virus protection is up to date;
- Require and keep only student information that is necessary for college purposes; and
- Provide identity theft information on IECC's webpage in the Consumer Information/Student Right to Know section.
- Provide Release of Student Information Guidelines to new and current staff who work with student accounts, student records, financial aid or other personal identifiable information.

Program Administration

Program Oversight and Reports

The Identity Theft Prevention Program is the responsibility of the administration of the District Office and the Colleges. Approval of the initial program and policy must be appropriately documented and approved by the Cabinet and the Board of Trustees. The Chief Academic Officer (CAO) at the District Office is responsible for developing and implementing the program. An Identity Theft Prevention Team was formed and is responsible for monitoring and updating the program. The Identity Theft Prevention Team is responsible for ensuring appropriate training of IECC staff on the program, for reviewing any staff reports regarding the detection of Red Flags, and for reviewing the steps for preventing and mitigating identity theft. The CAO will report annually or as needed to the Cabinet on the effectiveness of the program, significant incidents involving identity theft and IECC's response, and recommendations for material changes to the program. The CAO will update the program as necessary.

Training

IECC staff with responsibilities in the areas of student accounts, student records, and financial aid will receive annual training as part of this prevention program. Training shall include detection and recognition of red flags, appropriate handling of notices, and action steps. Staff training shall be conducted for any other employees and all new employees for whom it is reasonably foreseeable may come into contact with student accounts or personally identifiable information. To ensure maximum effectiveness, employees will continue to receive additional training as changes to the program are made.

Service Provider Arrangements

In the event IECC engages a service provider to perform an activity in connection with one or more student accounts, IECC will take the following steps to make every reasonable effort that the service provider performs its activity in accordance with policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

1. Provide service providers with IECC's Identity Theft Prevention Program; and,
2. Request service providers to certify that they have received, and will abide by IECC's Identity Theft Prevention Program, and will report any Red Flags to the IECC employee with primary oversight of the service provider.

Program Updates

The Identity Theft Prevention Team will periodically review and update this program to reflect changes in risks to students and the soundness of IECC from identity theft. The program will be re-evaluated to determine whether all aspects are up to date and applicable in the current business environment. Red flags will be reviewed and may be revised, replaced, or eliminated as determined.

Program Status and Report as of February 2017

In January of 2017, the Identity Theft Prevention Team reviewed and updated the prevention program as necessary. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training to their assigned departments and areas. The Release of Student Information Guidelines are included as part of the identity theft training. In 2016, training was completed in these areas between February 2016 and April 2016.

There were no reports regarding the detection of any red flags in 2016.

Agenda Item #8D

New Program Fee - Electrical Distribution

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2017
RE: New Program Fee – Electrical Distribution

The Electrical Distribution Program at Frontier utilizes new supplies each year and must maintain equipment in operable order. The Program currently bears the cost of these consumables and equipment upkeep.

Frontier proposes to charge a Program fee to Electrical Distribution students of \$50 per student, per semester, to offset the cost of purchasing consumable supplies and upkeep of equipment. This new fee will be effective Summer Term 2017.

I recommend that the Board approve this \$50 per student, per semester program fee for the Electrical Distribution Program.

TLB/rs

Agenda Item #8E

Calendar Year Report - 403(b) Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2017
RE: Calendar Year Report – 403(b) Plan

Since 2009, the District has administered the IECC 403(b) Plan for the benefit of its employees using an IRS approved plan provided by our plan advisor, J. W. Terrill Retirement Services. Submitted for the Board's review and acceptance is the Calendar Year 2016 Report for the IECC 403(b) Plan.

Under the plan, employees can defer salary, up to IRS determined limits, into many different investment alternatives provided by the plan. The IECC plan promotes diversification and investing based on an employee's chosen risk tolerance.

There is currently no matching contribution by the District, however employee participation is encouraged and the benefits of participation are explained to employees throughout the year. Plan assets at December 31, 2016 totaled \$3,226,920. This represents an increase of \$579,920 over plan assets the previous calendar year.

The CEO, CFO, and Board members have a fiduciary responsibility to monitor the plan. Due to the length of the monitoring report, the report has been sent to the Board under separate cover.

I ask the Board's acceptance of the Calendar Year 2016 Report for the IECC 403(b) Plan.

TLB/akb

Agenda Item #8F

FY2018 Tuition and Fee Rates

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2017
RE: FY2018 Tuition and Fee Rates

The Cabinet has reviewed current tuition rates, enrollment, peer institution tuition rates, peer institution enrollment trends, and the uncertainty of the state to fully fund the community college system. Based on this review, it is the recommendation of the Cabinet that tuition and fees be increased for FY2018 as outlined on the following attachment.

These rates represent a \$2 increase to the Student Support Fee, a \$5 increase to the Maintenance Fee and a new Activity Fee to support student activities. The new Activity Fee would be a flat fee of \$60 to students taking six (6) or more credit hours in the Fall or Spring semesters.

These rates will allow the District to remain competitive with peer institutions, and current projections are that IECC will continue to rank among the lowest tuition and required fees of any of the 39 community college districts in Illinois.

The increased revenue is necessitated by the state government's struggle to solve Illinois' financial crisis. The attached tuition and/or fee increase continues the District's effort to become less reliant on state funding. Below is the percentage of Operating Fund revenues by source for the last nine (9) years:

| | <u>State Government</u> | <u>Tuition & Fees</u> | <u>Local Property Taxes</u> |
|---------------|-----------------------------|-------------------------------|---------------------------------|
| FY2008 | 49.7% | 41.2% | 9.1% |
| FY2009 | 47.1% | 43.4% | 9.5% |
| FY2010 | 47.2% | 41.5% | 11.3% |
| FY2011 | 44.0% | 45.4% | 10.6% |
| FY2012 | 42.5% | 46.8% | 10.7% |
| FY2013 | 43.7% | 45.4% | 10.9% |
| FY2014 | 42.3% | 46.8% | 10.9% |
| FY2015 | 42.8% | 43.8% | 13.4% |
| FY2016 | 20.6% | 60.9% | 18.5% |

As indicated, IECC has experienced reduced state funding for operations, going from 49.7% of operating funds in FY2008 down to 20.6% of operating funds in FY2016. Although property tax rates have not increased, the percentage of the District's operating budget based on revenue received from property taxes has increased, as overall revenue has declined.

I ask the Board's approval of these proposed FY2018 tuition/fee rates, to be effective with the Summer 2017 term.

TLB/rs

Attachments

IECC Student Activity Fee

Beginning the Fall 2017 semester all students who are taking six or more college credits during a semester, at any of the four IECC colleges, will be assessed a \$60 Activity Fee. This \$60 fee will be charged during the Fall and Spring semesters, but will not be charged during the summer session. This fee is NOT applicable to dual credit students because those students pay a separate dual credit fee.

The fee supports a number of student activities such as the college unions, costs of student testing, parking maintenance, college publications, special projects, student senate, to supplement food services, other special events, special services, and student activities.

**IECC - Recommended Fee Increases for FY 2018
February 21, 2017**

1. Activity Fee (Flat Fee, Not per Credit Hour):

New Fee - a \$ 60 Activity Fee would be assessed to all students taking 6 credit hours or more of transferable college credits at any of the four IECC colleges. This fee would be charged only for the Fall and Spring semesters to support student activities such as the college unions, costs of student testing, parking maintenance, college publications, special projects, student senate, to supplement food services, other special events, special services, and student activities. This fee would not be applicable to dual credit students, who pay a separate dual credit fee.

2. Universal Fees (Per Credit Hour):

| | FY 2018 Recommendation | FY 2017 Actual | Recommended Increase |
|---------------------|-----------------------------------|---------------------------|---------------------------------|
| Technology Fee | \$ 5 | \$ 5 | \$ - |
| Student Support Fee | \$ 12 | \$ 10 | \$ 2 |
| Maintenance Fee | <u>\$ 15</u> | <u>\$ 10</u> | <u>\$ 5</u> |
| | <u>\$ 32</u> | <u>\$ 25</u> | <u>\$ 7</u> |

3. Tuition (Per Credit Hour):

| | FY 2018 Recommendation | FY 2017 Actual | Recommended Increase |
|-------------------------|-----------------------------------|---------------------------|---------------------------------|
| In-District | \$ 83.00 | \$ 83.00 | \$ - |
| Out-of-District | \$ 268.41 | \$ 268.41 | \$ - |
| Out-of-State | \$ 330.61 | \$ 330.61 | \$ - |
| Special Out-of-District | \$ 95.00 | \$ 95.00 | \$ - |
| Special Indiana Rate | \$ 120.00 | \$ 120.00 | \$ - |

New Revenue Generated:

| <u>Est. \$ 5 Increase in Maintenance Fee</u> | <u>Est. \$ 2 Increase in Student Support Fee</u> | <u>(New) flat \$60/semester Activity Fee for students taking 6 semester hours or greater during Fall & Spring semesters</u> | <u>New Money Generated</u> |
|---|---|--|---|
| \$ 600,000 | \$ 240,000 | \$ 280,000 | <u><u>\$ 1,120,000</u></u> |

Agenda Item #8G

**Affiliation Agreement with Lawrence Crawford Association
Associate Degree in Nursing**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2017
RE: Affiliation Agreement

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

IECC wishes to enter into affiliation agreements with Lawrence Crawford Association for Exceptional Citizens, located in Robinson, Illinois, for the Associate Degree in Nursing Program.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM
FCC - LTC - OCC - WVC**

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 23rd day of November, 2016 by and between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, OLNEY CENTRAL
COLLEGE ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE
PROGRAM (offered at Frontier Community College, Lincoln Trail College, Olney Central
College, and Wabash Valley College), hereinafter referred to as DISTRICT #529 and
Lawrence Crawford Association for Exceptional Citizens, Robinson, IL 62454
(Agency) (City) (State)

(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for
observation and participation by the students and faculty of the DISTRICT #529, Nursing
Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the
Associate Dean and/or Department Head of the Nursing Program on behalf of DISTRICT #529
and the Administrator, and the Director of Nursing Service on behalf of the AGENCY. The plan
and program will be organized and agreed to by said persons prior to the commencement of the
courses.

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

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

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

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

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

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

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

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange

with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

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

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

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

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

11. Nursing Faculty and nursing students shall be covered by liability insurance prior to any assignment for practice at the AGENCY.

12. Nursing Faculty and nursing students are responsible for health care costs related to incidents occurring in the clinical agencies.

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

14. A review of the agreement will be made every three years in the spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Nursing Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their nursing laboratory experience needed for graduation at the AGENCY.

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

AGENCY:

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING/PRACTICAL
NURSING CERTIFICATE PROGRAM:

Vice President or
Director of Nursing Services

Department Head of Nursing

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Adopted: 05/16

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
January 31, 2017**

| FUND | BALANCE |
|---------------------------------------|-----------------------|
| Educational | \$4,679,084.13 |
| Operations & Maintenance | \$864,450.42 |
| Operations & Maintenance (Restricted) | \$192,375.82 |
| Bond & Interest | \$672,270.59 |
| Auxiliary | \$642,734.07 |
| Restricted Purposes | \$86,747.94 |
| Working Cash | \$204,772.41 |
| Trust & Agency | \$590,056.30 |
| Audit | (\$4,727.99) |
| Liability, Protection & Settlement | \$706,936.19 |
| TOTAL ALL FUNDS | \$8,634,699.88 |

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
January 31, 2017

| | ALL FUNDS <hr/> Fiscal Year 2017 <hr/> |
|--|--|
| ASSETS: | |
| CASH | 8,634,700 |
| IMPREST FUND | 21,400 |
| CHECK CLEARING | 12,500 |
| INVESTMENTS | 15,590,000 |
| RECEIVABLES | 3,226,519 |
| ACCRUED REVENUE | - |
| INTERFUND RECEIVABLES | - |
| INVENTORY | 509,653 |
| OTHER ASSETS | 457,507 |
| TOTAL ASSETS AND OTHER DEBITS: | <hr/> 28,452,279 |
| LIABILITIES: | |
| PAYROLL DEDUCTIONS PAYABLE | 224,015 |
| ACCOUNTS PAYABLE | 225,482 |
| ACCRUED EXPENSES | - |
| INTERFUND PAYABLES | - |
| DEFERRED REVENUE | 55,000 |
| OTHER LIABILITIES | - |
| TOTAL LIABILITIES: | <hr/> 504,497 |
| EQUITY AND OTHER CREDITS: | |
| INVESTMENT IN PLANT | 2,672,727 |
| PR YR BDGTED CHANGE TO FUND BALANCE | 567,314 |
| FUND BALANCES: | |
| FUND BALANCE | 18,505,316 |
| RESERVE FOR ENCUMBRANCES | 6,202,425 |
| TOTAL EQUITY AND OTHER CREDITS | <hr/> 27,947,782 |
| TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS | <hr/> <hr/> 28,452,279 |

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF January 31, 2017

ALL FUNDS

FY 2017
 YEAR-TO-DATE

REVENUES:

| | |
|------------------------|------------|
| LOCAL GOVT SOURCES | 6,625,967 |
| STATE GOVT SOURCES | 5,021,372 |
| STUDENT TUITION & FEES | 12,315,273 |
| SALES & SERVICE FEES | 2,514,190 |
| FACILITIES REVENUE | 6,569 |
| INVESTMENT REVENUE | 90,826 |
| OTHER REVENUES | 109,173 |
| TOTAL REVENUES: | 26,683,370 |

EXPENDITURES:

| | |
|--------------------------|------------|
| INSTRUCTION | 5,883,837 |
| ACADEMIC SUPPORT | 280,226 |
| STUDENT SERVICES | 879,944 |
| PUBLIC SERV/CONT ED | 4,235 |
| OPER & MAINT PLANT | 1,640,976 |
| INSTITUTIONAL SUPPORT | 5,954,810 |
| SCH/STUDENT GRNT/WAIVERS | 5,123,265 |
| AUXILIARY SERVICES | 3,397,451 |
| TOTAL EXPENDITURES: | 23,164,744 |

TRANSFERS AMONG FUNDS:

| | |
|------------------------------|---|
| INTERFUND TRANSFERS | 0 |
| TOTAL TRANSFERS AMONG FUNDS: | 0 |

| | |
|-------------------------------------|-----------|
| NET INCREASE/DECREASE IN NET ASSETS | 3,518,626 |
|-------------------------------------|-----------|

Illinois Eastern Community Colleges

Operating Fund Analysis

CASH BASIS

July 1, 2016 -- January 31, 2017

| | Education Fund | O & M Fund | Total Operating Funds |
|---|---------------------------|---------------------------|--------------------------------------|
| REVENUES: | | | |
| Local Government Sources | 2,646,055 | 1,133,771 | 3,779,826 |
| State Government Sources - Current Year | 5,021,372 | - | 5,021,372 |
| State Government Sources - Prior Year | - | - | - |
| Net Tuition and Fees | 3,084,648 | 903,895 | 3,988,543 |
| Sales & Service Fees | 26,603 | - | 26,603 |
| Facilities Revenue | - | 5,773 | 5,773 |
| Investment Revenue | 50,166 | 10,982 | 61,148 |
| Other Revenues | 73,426 | 170 | 73,596 |
| TOTAL REVENUES: | 10,902,270 | 2,054,591 | 12,956,861 |
| EXPENDITURES: | | | |
| Salaries | 7,561,355 | 493,596 | 8,054,951 |
| Employee Benefits | 1,380,021 | 124,130 | 1,504,151 |
| Contractual Services | 356,326 | 191,264 | 547,590 |
| Materials | 511,736 | 135,905 | 647,641 |
| Travel & Staff Development | 82,308 | 1,825 | 84,133 |
| Fixed Charges | 97,069 | 11,892 | 108,961 |
| Utilities | 39,099 | 618,829 | 657,928 |
| Capital Outlay | 48,037 | 5,651 | 53,688 |
| Other | 84,614 | - | 84,614 |
| TOTAL EXPENDITURES: | 10,160,565 | 1,583,092 | 11,743,657 |
| TRANSFERS : | | | |
| Interfund Transfers | (1,317,348) | - | (1,317,348) |
| TOTAL TRANSFERS: | (1,317,348) | - | (1,317,348) |
| NET INCREASE / (DECREASE) | (575,643) | 471,499 | (104,144) |

**OPERATING FUNDS
COMPARISON REPORT FY15-17**

| College | Category | FISCAL YEAR 2015 | | | FISCAL YEAR 2016 | | | FISCAL YEAR 2017 | | | % of Year |
|---------------------|----------|---------------------|----------------------|------------|---------------------|----------------------|------------|---------------------|---------------------|------------|------------|
| | | Anticipated Budget | Spent Thru January | % of Bdgt | Anticipated Budget | Spent Thru January | % of Bdgt | Anticipated Budget | Spent Thru January | % of Bdgt | |
| Frontier | Bills | | \$ 1,103,244 | | | \$ 1,054,767 | | | \$ 1,162,311 | | |
| | Payroll | | 1,170,671 | | | 1,246,330 | | | 1,156,702 | | |
| | Totals | \$ 4,283,530 | 2,273,915 | 53% | \$ 4,230,407 | 2,301,097 | 54% | \$ 3,989,274 | 2,319,013 | 58% | 58% |
| Lincoln Trail | Bills | | 1,368,088 | | | 1,252,081 | | | 1,266,165 | | |
| | Payroll | | 1,283,609 | | | 1,276,139 | | | 1,164,476 | | |
| | Totals | \$ 4,540,934 | 2,651,697 | 58% | \$ 4,505,520 | 2,528,220 | 56% | \$ 4,298,705 | 2,430,641 | 57% | 58% |
| Olney Central | Bills | | 1,709,982 | | | 1,583,777 | | | 1,393,449 | | |
| | Payroll | | 2,601,512 | | | 2,537,910 | | | 2,333,856 | | |
| | Totals | \$ 7,866,901 | 4,311,494 | 55% | \$ 7,696,886 | 4,121,687 | 54% | \$ 7,158,163 | 3,727,305 | 52% | 58% |
| Wabash Valley | Bills | | 1,881,569 | | | 1,899,350 | | | 2,016,800 | | |
| | Payroll | | 1,727,381 | | | 1,757,595 | | | 1,688,304 | | |
| | Totals | \$ 6,111,313 | 3,608,950 | 59% | \$ 6,176,922 | 3,656,945 | 59% | \$ 6,124,837 | 3,705,104 | 60% | 58% |
| Workforce Educ. | Bills | | 1,916,922 | | | 2,052,546 | | | 1,863,873 | | |
| | Payroll | | 780,165 | | | 731,103 | | | 640,664 | | |
| | Totals | \$ 5,577,344 | 2,697,087 | 48% | \$ 5,467,706 | 2,783,649 | 51% | \$ 4,956,047 | 2,504,537 | 51% | 58% |
| District Office | Bills | | 194,142 | | | 198,585 | | | 180,053 | | |
| | Payroll | | 565,537 | | | 606,353 | | | 609,525 | | |
| | Totals | \$ 1,318,178 | 759,679 | 58% | \$ 1,351,446 | 804,938 | 60% | \$ 1,349,414 | 789,578 | 59% | 58% |
| District Wide | Bills | | 1,025,003 | | | 845,043 | | | 929,800 | | |
| | Payroll | | 516,179 | | | 590,553 | | | 461,424 | | |
| | Totals | \$ 2,791,650 | 1,541,182 | 55% | \$ 2,771,726 | 1,435,596 | 52% | \$ 2,489,438 | 1,391,224 | 56% | 58% |
| GRAND TOTALS | | \$32,489,850 | \$ 17,844,004 | 55% | \$32,200,613 | \$ 17,632,132 | 55% | \$30,365,878 | \$16,867,402 | 56% | 58% |

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
January 31, 2017

| | <u>FY 2017</u> | | <u>FY 2016</u> | | <u>Increase</u> |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | <u>Amount</u> | <u>% of Total</u> | <u>Amount</u> | <u>% of Total</u> | <u>(Decrease)</u> |
| Salaries | 8,054,951 | 47.75% | 8,745,983 | 49.60% | (691,032) |
| Employee Benefits | 1,504,151 | 8.92% | 1,499,836 | 8.51% | 4,315 |
| Contractual Services | 547,590 | 3.25% | 379,212 | 2.15% | 168,378 |
| Materials | 647,641 | 3.84% | 752,211 | 4.27% | (104,570) |
| Travel & Staff Development | 84,133 | 0.50% | 115,377 | 0.65% | (31,244) |
| Fixed Charges | 108,961 | 0.65% | 139,715 | 0.79% | (30,754) |
| Utilities | 657,928 | 3.90% | 627,119 | 3.56% | 30,809 |
| Capital Outlay | 53,688 | 0.32% | 77,731 | 0.44% | (24,043) |
| Other | 5,208,359 | 30.88% | 5,294,948 | 30.03% | (86,589) |
| | <u>16,867,402</u> | <u>100.00%</u> | <u>17,632,132</u> | <u>100.00%</u> | <u>(764,730)</u> |

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**

Agenda Item #14

Approval of Personnel Report

Agenda Item #15

Collective Bargaining

A. Consideration of Faculty Contract Proposal

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

| | Funding Source | Estimated Budget | | | | | | | | |
|---------------------------------|----------------|---------------------|-----------------------|------------------|---------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|
| Student Center - WVC | CDB | \$4,029,400 | ██████████ | | | | | | | |
| Temp Building Replacement - LTC | CDB | \$1,495,500 | ██████████ | | | | | | | |
| Center for Technology - LTC | CDB | \$7,569,800 | ██████████ | | | | | | | |
| GRAND TOTAL | | \$13,094,700 | Board Approval | Materials | Begin Construction | 30% Completed | 60% Completed | 80% Completed | 100% Completed | Fully Accepted |

1/31/2017