

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**March 17, 2020**



**Location:**

**Lincoln Trail College  
11220 State Highway 1  
Robinson, IL 62454-5707**

**Dinner – 6:00 p.m. – Cafeteria  
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**

**March 17, 2020  
7:00 p.m.  
Lincoln Trail**

1. Call to Order & Roll Call .....Chairman Fischer
2. Disposition of Minutes .....Interim CEO Holt
3. Appoint Acting Board Secretary.....Fischer
4. Recognition of Student Trustee Corey Hall .....Fischer
5. Recognition of Visitors and Guests .....Fischer
  - A. Visitors and Guests
  - B. IECEA Representative
6. Public Comment
7. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
8. Policy First Reading (and Possible Approval) .....Martin
  - A. Policy to Address a Complaint (100.16)
9. Policy Second Reading..... Holt
  - A. None
10. Staff Recommendations for Approval
  - A. Dual Credit Agreement between IECC and High School Districts.....Martin
  - B. Resolution Providing for the Issue of General Obligation Community College Bonds, Series 2020, of the District, for the purpose of altering and repairing the District’s physical facilities for energy conservation, health or safety, environmental protection or handicap accessibility purposes, 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..... Hawkins

- C. Tax Abatement Resolution.....Hawkins
  - D. Van Lease – LTC.....Hawkins
  - E. Recommendation for IECC Chancellor ..... Holt
11. Bid Committee Report..... Hawkins
- A. TRIO Travel Bid
  - B. FCC Title III - Mason Hall Medical Lab Remodel
  - C. OCC/WVC Roof Replacement
  - D. OCC Title III – Drone and Welding Lab
12. District Finance
- A. Financial Report ..... Hawkins
  - B. Approval of Financial Obligations ..... Hawkins
13. Chief Executive Officer’s Report..... Holt
14. Executive Session..... Holt
15. Approval of Executive Session Minutes
- A. Written Executive Session Minutes..... Holt
  - B. Audio Executive Session Minutes ..... Holt
16. Approval of Personnel Report ..... Holt
17. Collective Bargaining..... Holt
18. Litigation ..... Holt
19. Other Items
20. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Bob Boyles Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, February 18, 2020.

Prior to the Board meeting Chairman Fischer presented retiring Board Secretary Renee Smith a bouquet of roses and expressed the Board’s appreciation for her 42 years of service to the District.

**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, Brenda K. Culver, G. Andrew Fischer, Alan Henager, Jan Ridgely. Also present was Corey Hall, 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:

Marilyn Holt, Interim Chief Executive 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.

Tara Buerster, Director of Human Resources.

Alex Cline, Director of Information & Communications Technology.

Ryan Hawkins, Chief Finance Officer/Treasurer.

Holly Martin, Chief Academic Officer.

Mike Thomas, Dean of Workforce Education

Renee Smith, Assistant to CEO/Board Secretary.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held January 21, 2020 were presented for disposition.

**Board Action to Approve Minutes:** Student Trustee Corey Hall made a motion to approve minutes of the foregoing meeting as prepared. Trustee Brenda Culver 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 – “Seating of Trustee to Fill Board Vacancy”** – At the direction of the Chairman, Board Secretary Renee Smith administered the oath of office to Barbara Shimer. Trustee Shimer will fill the vacancy and complete the term of office created when James Lane stepped off the Board in November 2019. Ms. Shimer’s term will run until the next election on April 6, 2021.

**Roll Call:** Following the administration of oath of office to Ms. Shimer, the Secretary was directed to call 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, Brenda K. Culver, G. Andrew Fischer, Alan Henager, Jan Ridgely, Barbara Shimer. Also present was Corey Hall, 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.

**#5. “Conduct a public hearing concerning the issuance of \$3,850,000 Protection Health Safety Bonds”:** The Chairman announced that the next agenda item for the Board of Trustees was a public hearing concerning the intent to issue \$3,850,000 Non-Taxable Protection Healthy Safety Bonds for the purpose of altering and repairing its physical facilities for energy conservation, health or safety, environmental protection or handicapped accessibility.

**#5-A. Motion to Convene a public hearing concerning the issuance of \$3,850,000 Protection Health Safety Bonds for the purpose of altering and repairing its physical facilities for energy conservation, health or safety, environmental protection or handicapped accessibility:** 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 \$3,850,000 Protection Health Safety Bonds for the purpose of altering and repairing its physical facilities for energy conservation, health or safety, environmental protection or handicapped accessibility and that the Board reconvene into regular session immediately following the conclusion of the hearing Student Trustee Corey Hall seconded the motion. The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

**#5-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, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer, Student Trustee Corey Hall. Trustees absent: None. The Chair declared that a quorum was present and the Bond Issuance Notification Hearing was then open at 7:08 p.m.

**#5-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.

**#5-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.

**#5-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, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

**#6-A. Visitors & Guests:** Visitors and guests present were recognized, including family members of Renee Smith, retiring Board Secretary.

**#6-B. IECEA Representative:** Rob Mason was in attendance and remarked that he was present because the faculty seniority listing and reemployment of faculty was being considered for Board approval during the Personnel Report.

**AGENDA #7 – “Public Comment”** – None.

**AGENDA #8 – “Reports”** –

**#8-A. Report from Trustees:** None.

**#8-B. Report from Presidents:** Electronic reports were presented from each of the colleges.

**#8-C. Report from Cabinet:** None.

**AGENDA #9 – “Policy First Readings (and Possible Approval)”** – None.

**AGENDA #10– “Policy Second Readings”** – None.

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

**#11-A. Selection of First Midstate, Inc. as Underwriter/Placement Agent and Chapman and Cutler LLP as bond/disclosure counsel to the Underwriter/Placement Agent with respect to the District’s General Obligation Community College Bonds:** Ryan Hawkins reviewed information on the selection of bond counsel. The CEO recommended approval of First Midstate, Inc. as Underwriter/Placement Agent and Chapman and Cutler LLP.

**Board Action:** Trustee Gary Carter made a motion to approve the Selection of First Midstate, Inc. as Underwriter/Placement Agent and Chapman and Cutler LLP as bond/disclosure counsel to the Underwriter/Placement Agent with respect to the District’s General Obligation Community College Bonds as recommended. Student Trustee Corey Hall seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#11-B. Fiscal Year 2021 Tuition and Fee Rates:** The Cabinet recommended that tuition be increased for FY2021. The tuition increase was approved based on the tuition and fee schedule. The CEO recommended approval of the following increase in tuition.

**IECC - Recommended Tuition / Fee Increases for FY 2021**  
February 18, 2020

**1. Tuition (Per Credit Hour):**

	FY 2021 Recommendation	FY 2020 Actual	Per Cr. Hr. Increase	Additional Revenue Generated	Estimated Waivers	Additional Revenue Available
In-District	\$ 100.00	\$ 92.00	\$ 8.00	\$ 574,640	\$ (258,588)	\$ 316,052
Out-of-District	\$ 278.18	\$ 278.18	\$ -	\$ -	\$ -	\$ -
Out-of-State	\$ 341.51	\$ 341.51	\$ -	\$ -	\$ -	\$ -
Special Out-of-District	\$ 105.00	\$ 98.00	\$ 7.00	\$ 15,400	\$ -	\$ 15,400
Special Indiana Rate	\$ 135.00	\$ 125.00	\$ 10.00	\$ 22,000	\$ -	\$ 22,000
				<u>\$ 612,040</u>	<u>\$ (258,588)</u>	<u>\$ 353,452</u>

**2. Online Tuition (Per Credit Hour):**

	FY 2021 Recommendation	FY 2020 Actual	Per Cr. Hr. Increase
In-District	\$ 100.00	\$ 92.00	\$ 8.00
Special Out-of-District	\$ 105.00	\$ 98.00	\$ 7.00
Out-of-District	\$ 135.00	\$ 125.00	\$ 10.00
Out-of-State	\$ 135.00	\$ 125.00	\$ 10.00

**Board Action:** Trustee Gary Carter made a motion to approve the increase in tuition rates as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees

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

**#11-C. Calendar Year Report on 403(b):** Ryan Hawkins presented the annual monitoring report of the IECC 403(b) plan. The Standard is the administrator of the approved 403(b) program for employees of the district. At the end of calendar year 2019, the plan had assets of \$4,813,762. The CEO recommended acceptance of The Standard's Review of the IECC 403(b) Plan.

**Board Action:** Trustee Al Henager made a motion to accept the Standard's Monitoring Report of the IECC 403(b) Plan as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#11-D. – 11-G. Articulation Agreements with Southern Illinois University at Carbondale:** Holly Martin reviewed four articulation agreements between IECC and Southern Illinois University at Carbondale for smooth transfer into SIU Carbondale's Bachelor of Science (B.S.) degree in Health Care Management (HCM) in the College of Applied Sciences and Arts. These four agreements are listed in full in the Board Agenda. The IECC degrees that would transfer would be the Associate in Science, the Associate in Arts, the Associate in Science & Arts, and the Associate in General Studies. The CEO recommended approval of the four agreements and the Chairman stated, if desired, all four agreements could be taken on one motion.

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

**#11-H. Marathon Real Property Tax Assessment Settlement Agreement:** The Crawford County Taxing Districts have been in negotiation with Marathon Petroleum Company LP (Marathon) regarding the property tax assessment of their two main parcels (the Refinery) for the four upcoming tax years. The Taxing Districts have reached a real property settlement agreement with Marathon that will provide for a combined assessment of \$209,260,072 for tax years 2019 through 2022. This increase in assessed valuation will provide for just under \$900,000 in additional property tax payments by Marathon, with approximately \$56,000 of that coming to the District. The Marathon Petroleum Company LP Robinson Refinery Real Property Tax Assessment Settlement Agreement is for the four year period (tax years 2019 – 2022). The CEO recommended approval of the Marathon Real Property Tax Assessment Settlement Agreement as presented in full in the Board Agenda.



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

**#11-I. Memorandum of Understanding with OCC Foundation:** The CEO recommended approval of a Memorandum of Understanding with the Olney Central College Foundation to temporarily cover the cost of remodeling of two classroom spaces at West Richland Center and procurement of various supplies and equipment needs for instructional purposes in the revised welding and newly created Unmanned Aerial Systems program.

**Memorandum of Understanding  
Allocation of Funding for Title III – OCC  
Renovation of West Richland Center and Equipment Needs**

This memorandum of understanding (MOU) is entered into between Illinois Eastern Community Colleges – Olney Central College (IECC) and the Olney Central College Foundation (OCCF) based on action taken by both boards.

In consideration of the covenants and conditions hereafter set forth, IECC and OCCF agree to the following:

**1. Background**

IECC is recipient to a Title III grant through the Department of Education that is annually awarded for five years. The first year of the grant began October 1, 2018. As part of the Title III grant, IECC is to renovate approximately 1,395 square feet of classroom space for an Unmanned Aerial Systems Lab and approximately 2,178 square feet for a welding lab at West Richland Center. The grant also provides for the necessary equipment and supplies for each of these new and revised programs at Olney Central College. Construction and procurement for the programs is to occur in years two and three of the grant. IECC is restricted by IL State statute in its ability to borrow funds in the same manner as a corporate entity. Funding for these items is not available in the year in which procurement is to occur, but provided for in years three, four, and five of the grant.

**2. Services**

The OCCF has funds available and interest in assisting IECC in accomplishing the objectives of the grant, by supplying financial assistance. Accordingly, the OCCF will pay for the renovation and equipment expenses and invoice IECC the cost outlaid for the Unmanned Aerial Systems and Welding programs.

Total estimated need is \$461,886 to be paid by the following schedule:

Year 2	\$ 48,126.00
Year 3	\$ 71,086.00
Year 4	\$ 140,287.00
Year 5	\$ 202,387.00

**Board Action:** Trustee Brenda Culver made a motion to approve the Memorandum of Understanding with the Olney Central College Foundation as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#11-J. Homefield Energy Contract:** The District has been monitoring the trends in electrical rates and has contacted Homefield Energy to extend the District’s contract which expires in November 2020. Homefield Energy has made a proposal for an electrical power purchase contract. Under the Homefield proposal, the District would pay the following prices for the electrical power portion of the District’s electricity bill:

Nov 2020 - Nov 2021	_____4.198 cents per kWh
Nov 2021 – Nov 2022	_____4.340 cents per kWh
Nov 2022 – Nov 2023	_____4.464 cents per kWh

The CEO recommended that the Board approve a 24-month contract with Homefield Energy beginning November 2020 for electric power service.

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

**#11-K. Academic Calendar 2021-2023:** The CEO recommended approval of the following Academic Calendar for 2021-2023 as proposed.

**Academic Calendar  
2021-2022**

**2021 Fall Semester**

August.....	10-11	Faculty Workshop
August.....	12-13, 16	Registration, Testing
August.....	17	First Day of Classes
September .....	6	Colleges Closed. Labor Day
September .....	17	Constitution Observance Day. Classes in session
October.....	8	No Classes. District Faculty/Staff Professional Development Day

October.....	11	Colleges Closed. Columbus Day
October.....	12	Midterm
November.....	11	Colleges Closed. Veteran's Day
November.....	25-26	Colleges Closed. Thanksgiving
December .....	8	Last Day of Classes
December .....	9-10	Final Exams
December .....	13-14	Final Exams
December .....	15	Last Day of Semester.

**(Colleges closed December 20, 2021 – December 31, 2021. Winter Break)**

**2022 Spring Semester**

January .....	3	Colleges Open
January .....	5	Faculty Workshop
January .....	6-7	Registration, Testing
January .....	10	First Day of Classes
January .....	17	Colleges Closed. Martin Luther King, Jr. Day
February .....	21	Colleges Closed. President's Day
March .....	4	Midterm
March .....	7	No Classes. Casimir Pulaski Holiday
March .....	8-13	No Classes. Spring Break
April .....	15	Colleges Closed. Spring Holiday
May .....	6	Last Day of Classes
May .....	9-12	Final Exams
May .....	13	Last Day of Semester/Graduation

**2022 Intersession**

May .....	16	First Day of Classes
May .....	24	Midterm
May .....	30	Colleges Closed. Memorial Day
June .....	3	Last Day of Intersession

**2022 Summer Session**

June .....	6	First Day of Classes
June .....	30	Midterm
July.....	4	Colleges Closed. Independence Day
July.....	28	Last Day of Classes
July.....	29	Finals
August.....	1	Finals

**Academic Calendar  
2022-2023**

**2022 Fall Semester**

August..... 11-12	Faculty Workshop
August..... 15-17	Registration, Testing
August..... 18	First Day of Classes
September .....5	Colleges Closed. Labor Day
September .....16	Constitution Observance Day. Classes in Session
October.....4	No Classes. District Faculty/Staff Professional Development Day
October..... 10	Colleges Closed. Columbus Day
October..... 13	Midterm
November..... 11	Colleges Closed. Veteran’s Day
November..... 24-25	Colleges Closed. Thanksgiving.
December .....9	Last Day of Classes
December ..... 12-15	Finals
December ..... 16	Last Day of Semester

**(Colleges Closed December 20, 2022 –January 2, 2023. Winter Break)**

**2023 Spring Semester**

January .....3	Colleges Open.
January .....4	Faculty Workshop
January ..... 5-6	Registration, Testing
January .....9	First Day of Classes
January ..... 16	Colleges Closed. Martin Luther King, Jr. Day
February .....20	Colleges Closed. President’s Day
March .....3	Midterm
March .....6	No Classes. Casimir Pulaski Holiday Observed
March ..... 7-12	No Classes. Spring Break
April .....7	Colleges Closed. Spring Holiday
May .....5	Last Day of Classes
May ..... 8-11	Final Exams
May .....12	Last Day of Semester/Graduation

**2023 Intersession**

May .....15	First Day of Classes
May .....23	Midterm
May .....29	Colleges Closed. Memorial Day
June .....2	Last Day of Intersession

**2023 Summer Session**

June .....5	First Day of Classes
June .....29	Midterm
July.....4	Colleges Closed. Independence Day
July.....27	Last Day of Classes
July.....28 & 31	Finals

**Board Action:** Trustee Al Henager made a motion to approve the Academic Calendar for 2021-2023 as drafted by Tara Buerster and Rodney Raney. Student Trustee Corey Hall seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#11-L. Intent to Consider Renewal of Contracts for Presidents:** Contracts for the two year period from September 1, 2020 to August 30, 2022 are up for renewal for each President of each college. To ensure compliance with public notice requirements, the Board wishes to announce the intention to consider the contracts at the regular Board meeting on April 21, 2020.

**Board Action:** Trustee Gary Carter made a motion to approve the intention to consider the contract of each President of each college at the April 21, 2020 Board of Trustees meeting. Student Trustee Corey Hall seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#11-M. Affiliation Agreements:** The CEO recommended approval of affiliation agreements with Cotillion Ridge for the Basic Nurse Assistant Program at LTC and with Clay County Hospital for the Medical Office Assistant Program at OCC. The agreements are listed in full in the Board Agenda.

**Board Action:** Trustee Brenda Culver made a motion to approve the standard affiliation agreements with Clay County Hospital and Cotillion Ridge as presented in full in the Board agenda. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #12 – “Bid Committee Report”** – The following bid committee report was presented for approval:

TO: Board of Trustees

FROM: Bid Committee

DATE: February 18, 2020

RE: Nursing Simulator Manikins

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

The Bid Committee recommends acceptance of the bid received from Pocket Nurse for three (3) manikins for a total of \$84,133.64. This will be funded by the Illinois Board of Higher Education FY20 Nursing School Grant Award 601-00-1592. Alternate bids were received from Laerdal and Pocket Nurse for 3 manikins above the two originally requested.

<b>Company</b>	<b>Total Bid</b>
CAE Healthcare, Sarasota, FL	\$26,556.44
Laerdal, Wappingers Falls, NY	\$64,258.62
Pocket Nurse, Monaca, PA	\$56,975.03

<b>Company</b>	<b>Alternate Bid Received for 3 Manikins</b>
Laerdal, Wappingers Falls, NY	\$84,692.02
Pocket Nurse, Monaca, PA	\$84,133.64

Respectfully submitted,

Ryan Hawkins  
Marilyn Holt  
Renee Smith

Department: Nursing.

Source of Funds: Funded by the Illinois Board of Higher Education FY20 Nursing School Grant Award 601-00-1592 (\$70,000).

Rationale for Purchase: The proposal received meets all specifications required.

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

**REQUEST FOR PROPOSAL  
ILLINOIS EASTERN COMMUNITY COLLEGES**

Recipient of Illinois Board of Higher Education FY20 Nursing School Grant Award 601-00-1592.

**TIME AND PLACE OF BIDS**

Notice is hereby given that sealed bids for the Nursing Simulator Manikins shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL, 62450 until 10 a.m. local time, on Tuesday, February 11, 2020, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

**METHOD OF BIDDING**

Unit Costs Bids will be received for the following:

- (2) Nursing Anne Simulators with Articulating Arms and Legs; to include brunette wig, brown pupil set, ostomy set, blood pressure cuff, manikin lubricant spray, simulated blood, adult gown, and quick setup guide.
- (2) SimPad PLUS for Nursing Anne Simulator with SimPad PLUS Handheld Remote.
- (2) LLEAP for SimPad PLUS including license key for providing access to Manual Mode, Automatic Mode, and Log Viewer Application, Lithium Ion Battery, AC Adapter with Power Cord, USB Cable, Ethernet Cable, Wrist Strap, Protective Sleeve, Nametags, Manikin Strap, Headset, Microphone, and Quick Start Guide.
- (2) All in One Panel PC Instructor Patient Monitor; touchscreen capability required.
- ValuePlus Nursing Anne Simulator Platinum to include: Extended warranty and preventative maintenance agreement for up to 24 months for each manikin; loaner coverage and onsite preventative maintenance required.
- On-Site training and set up to be included in the cost of the bid.

Bids should include all items bid as one contract price.

**PREPARATION OF BIDS**

Bids shall be executed in accordance with attached forms, and delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

**METHOD OF BID EVALUATION**

Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

**SALES TAX**

Retailers Occupational Sales Taxes are not applicable for this project.

## **SHIPPING & HANDLING**

All freight and delivery must be included in bid.

## **SPECIAL PROVISIONS**

Nondiscrimination: There will be no discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin by the owner or contractor.

Certification of Eligibility: Prior to contract award, all bidders must certify that neither it nor any person or firm that has an interest in the bidder's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

No subcontracts shall be made to any person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

The penalty for making false statement is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

Debarment, Suspension, Ineligibility, and Voluntary Exclusions: No contract will be awarded to a bidder, nor its principals, that is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.



**Specifications for Nursing Simulator Manikins**

**NURSING SIMULATOR MANIKINS**

- (2) Nursing Anne Simulators with Articulating Arms and Legs; to include brunette wig, brown pupil set, ostomy set, blood pressure cuff, manikin lubricant spray, simulated blood, adult gown, and quick setup guide.
- (2) SimPad PLUS for Nursing Anne Simulator with SimPad PLUS Handheld Remote.
- (2) LLEAP for SimPad PLUS including license key for providing access to Manual Mode, Automatic Mode, and Log Viewer Application, Lithium Ion Battery, AC Adapter with Power Cord, USB Cable, Ethernet Cable, Wrist Strap, Protective Sleeve, Nametags, Manikin Strap, Headset, Microphone, and Quick Start Guide.
- (2) All in One Panel PC Instructor Patient Monitor; touchscreen capability required.
- ValuePlus Nursing Anne Simulator Platinum to include: Extended warranty and preventative maintenance agreement for up to 24 months for each manikin; loaner coverage and onsite preventative maintenance required.
- On-Site training and set up to be included in the cost of the bid.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO OLNEY CENTRAL COLLEGE, 305 N. WEST STREET, OLNEY, ILLINOIS 62450. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

TOTAL BID \$ \_\_\_\_\_

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

Certified Vendor in accordance with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act:  Yes  No If yes, you must attach a copy of the current letter of certification.

TO: Board of Trustees  
FROM: Bid Committee  
DATE: February 18, 2020  
RE: On Highway Engine

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

The Bid Committee recommends acceptance of the bid received from JBH Technologies for a total of \$91,193 for the On Highway Engine, pending final approval by the United States Department of Commerce.

Company	Total Bid
JBH Technologies, Glenview, IL	\$91,193

Respectfully submitted,

Ryan Hawkins  
Marilyn Holt  
Renee Smith

Department: Wabash Valley Diesel Equipment Technology.

Source of Funds: This bid is partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration for \$600,000. The equipment in this grant will be paid for 50% by the EDA and 50% by IECC.

Rationale for Purchase: The proposal received meets all specifications required.

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

**REQUEST FOR PROPOSAL  
ILLINOIS EASTERN COMMUNITY COLLEGES**

Recipient of U.S. Department of Commerce, Economic Development Administration Grant  
Award  
06-79-06113.

**TIME AND PLACE OF BIDS**

Notice is hereby given that sealed bids for the Equipment shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL, 62450 until 10 a.m. local time, on Tuesday, February 11, 2020, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

**METHOD OF BIDDING**

Unit Costs Bids will be received for the following:

Equipment Contract #1

**PREPARATION OF BIDS**

Bids shall be executed in accordance with attached forms, and delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

**METHOD OF BID EVALUATION**

Bids will be awarded to the lowest responsible bidder.

**SALES TAX**

Retailers Occupational Sales Taxes are not applicable for this project.

**SHIPPING & HANDLING**

All freight and delivery must be included in bid.

**SPECIAL PROVISIONS**

Buy America: To the greatest extent practicable, contractors are encouraged to purchase American-made equipment and products with funding provided under EDA financial assistance.

Federal Participation Disclosure: This project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.

Nondiscrimination: There will be no discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin by the owner or contractor.

Certification of Eligibility: Prior to contract award, all bidders must certify that neither it nor any person or firm that has an interest in the bidder's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

No subcontracts shall be made to any person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

The penalty for making false statement is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

Debarment, Suspension, Ineligibility, and Voluntary Exclusions: No contract will be awarded to a bidder, nor its principals, that is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

**Equipment Contract #1**

**ON HIGHWAY ENGINE SPECIFICATIONS**

- 15L tier 4 final on-highway engine with 400-500 HP rating.
- In-line 6 cylinder with VGT.
- XPI fuel system.
- Engine braking.
- 1450-1850 ft-lbs of torque.
- 2017 EPA certification.
- 1800-2000 rpm governed speed with a 1000 ft-lbs clutch engagement torque.
- Single module aftertreatment device.

Turn Key training module fully assembled on a stand ready to run.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO WABASH VALLEY COLLEGE, 2200 COLLEGE DRIVE, MT. CARMEL, ILLINOIS 62863. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

TOTAL BID \$ \_\_\_\_\_

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

Certified Vendor in accordance with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act:  Yes  No      If yes, you must attach a copy of the current letter of certification.

**Board Action:** Trustee Al Henager made a motion to approve the bid committee report recommendation as presented for Nursing Simulator Manikins at OCC and for a On Highway Engine for WVC. Trustee Brenda Culver seconded the motion and on a recorded roll call vote the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #13 – “District Finance”** – The following District financial matters were presented.

**#13-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of January 31, 2020.

**#13-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for February, 2020, totaling \$725,119.02, 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 February 2020, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #14 – “Chief Executive Officer's Report”** – Mrs. Holt presented a report of upcoming events that involve the Trustees.

**AGENDA #15 – “Executive Session”** – The Board of Trustees went into Executive Session under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, and under Section 2(c) (11) Litigation. Trustee Brenda Culver made a motion to go into closed session at 8:45 p.m.. The motion was seconded by Trustee Gary Carter and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried. Following a brief break the closed session meeting began at 8:53 p.m.

The closed session adjourned and reconvened in open public session after a motion was made by Trustee Brenda Culver and the motion was seconded by Trustee Barbara Shimer. 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 closed meeting was adjourned and the regular open meeting reconvened at 10:46 p.m.

**AGENDA #16 – “Approval of Executive Session Minutes” –**

**#16-A. Written Executive Session Minutes:** Trustee Brenda Culver made a motion to approve the written executive session minutes for the closed meeting held during the regular meeting, Tuesday, January 21, 2020. Student Trustee Corey Hall Seconded the motion. A voice vote was taken and the Chair declared the “Ayes” have it and the motion passed.

**#16-B. Audio Recordings of Executive Session:** Trustee Brenda Culver made a motion to approve the audio recordings of executive session minutes for the closed meeting held during the regular meeting, Tuesday, January 21, 2020. Student Trustee Corey Hall Seconded the motion. A voice vote was taken and the Chair declared the “Ayes” have it and the motion passed.

**AGENDA #17 – “Approval of Personnel Report”** – Tara Buerster presented the following Personnel Report and the CEO recommended approval.

**PERSONNEL REPORT**

**400.1. Employment of Personnel**

**A. Classified**

1. Cameron Percy, Technology Systems Specialist, DO, effective February 19, 2020.
2. Brady Martin, TRIO Upward Bound Counselor, DO/WVC, effective February 20, 2020.

**400.2. Reemployment of Bargaining Unit Faculty for the 2020-2021 Academic Year**

**A. Continuation of Tenure**

- |                      |                       |
|----------------------|-----------------------|
| 1. Scott Balding     | 21. Steve Hnetkovsky  |
| 2. Reno Bemont       | 22. Jason Hortin      |
| 3. Shasta Bennett    | 23. Kathleen Hudson   |
| 4. Sarah Bergbower   | 24. Anne Hustad       |
| 5. Tammie Bohnhoff   | 25. Laurie Jenkins    |
| 6. Cynthia Boyce     | 26. John Kendall      |
| 7. Tyler Boyles      | 27. Andrew King       |
| 8. C. Allen Brown    | 28. Aaron Lineberry   |
| 9. Carrie Brown      | 29. Curtis Marshall   |
| 10. Carla Cadwalader | 30. Logan Marshall    |
| 11. Rebecca Carmack  | 31. Rob Mason         |
| 12. Jay Carter       | 32. Christian Mathews |
| 13. Laurel Cutright  | 33. Travis Matthews   |
| 14. David Denton     | 34. Rodney Maxey      |
| 15. Cheryl Dill      | 35. Amie Mayhall      |
| 16. Wanda Douglas    | 36. Andrew McMurray   |
| 17. Jacy Ghast       | 37. Mary Linda Monge  |
| 18. Todd Gill        | 38. Mary Morris       |
| 19. Pauletta Gullett | 39. Kelly Payne       |
| 20. Nixie Hnetkovsky | 40. Jodi Peach        |



41. Kyle Peach
42. Brenda Phegley
43. Andrew Pittman
44. Richard Poskin
45. Lisa Rauch
46. Doug Robb
47. Anurahda Roy
48. Eric Scheller
49. Kimberley Schucker
50. Nick Short
51. Shirley Smithenry
52. Philip Thorsen
53. William Tucker
54. Kristi Urfer
55. Brian Wick
56. David Wilderman
57. Angelia Williams
58. Jill Winter
59. Winifred Ann Wolven

**B. Initial Tenure**

1. Wade Baker
2. Joseph Brown
3. Tyler Browning
4. Megan Bunnage
5. Karen Marks
6. Heather Sandy
7. Beth Wilson

**C. Non-Tenure**

1. Lonnie Barnes
2. Brittany Caparas
3. Becky Coleman
4. Juliana Fleming
5. Chelsea Gemeinhardt
6. Justin Gephart
7. Jared Gullett
8. Ronda Hockgeiger
9. Gerry Kinney
10. Jasmyne Lewis
11. Tina Lindley
12. Vanessa Lowe
13. Jessica McDonald
14. Cori Witsman

**400.3. Reemployment of Non-Bargaining Unit Faculty for the 2020-2021 Academic Year**

**A. Continuation of Tenure**

1. Jayson Hoffman
2. Rick Lamb
3. Leonard Mitchell
4. Wesley Taylor

**B. Non-Tenure**

1. Wendy Coles
2. Bill Jankousky
3. Joe Lampley
4. Calvin Melvin

#### **400.4. Bargaining Unit Faculty Seniority List 2019-2020**

##### Accounting

20 yrs. Kristi Urfer (includes one-year seniority for 2019-20 academic year)  
10 yrs. John Kendall (includes one-year seniority for 2019-20 academic year)

##### Administrative Information Technology

8 yrs. John Kendall  
\* 6 yrs. Shasta Bennett  
\* 6 yrs. Amie Mayhall

##### Advanced Manufacturing

11 yrs. Jay Carter (includes one-year seniority for 2019-20 academic year)

##### Agricultural Technology

\* 13 yrs. Steve Hnetkovsky (includes one-year seniority for 2019-20 academic year)  
\* 13 yrs. Doug Robb (includes one-year seniority for 2019-20 academic year)

##### Art

9 yrs. Michael Conn (*Dean of Instruction, effective Summer 2017*)  
3 yrs. Heather Sandy (includes on year seniority for 2019-20 academic year)

##### Automotive Service Tech

17 yrs. Rodney Maxey (includes one-year seniority for 2019-20 academic year)  
12 yrs. Tyler Boyles (includes one-year seniority for 2019-20 academic year)  
4 yrs. Brian Wick

##### Chemical Sciences

5 yrs. Aaron Lineberry (includes one-year seniority for 2019-20 academic year)  
1 yr. Chelsea Gemeinhardt (includes one-year seniority for 2019-20 academic year)

##### Collision Repair Technology

2.5 yrs. Lonnie Barnes (includes one-year seniority for 2019-20 academic year)

\*/\*\*/\*\*\*\*/\*\*\*\*/\*\*\*\*\* = same seniority

##### Computer Telephony

7 yrs. Travis Matthews

### Diesel Equipment Technology

18 yrs. Scott Balding (includes one-year seniority for 2019-20 academic year)  
8 yrs. Eric Scheller (includes one-year seniority for 2019-20 academic year)

### Early Childhood Development

7 yrs. Carla Cadwalader (includes one-year seniority for 2019-20 academic year)

### Electrical Distribution Systems

1 yr. Gerry Kinney (includes one-year seniority for 2019-20 academic year)

### Electronics Technology

4 yrs. Jay Carter

### English

36 yrs. Brenda Phegley (includes one-year seniority for 2019-20 academic year)  
25 yrs. William Tucker (includes one-year seniority for 2019-20 academic year)  
19 yrs. Winifred Wolven (includes one-year seniority for 2019-20 academic year)  
16 yrs. Kelly Payne (includes one-year seniority for 2019-20 academic year)  
11 yrs. Mary Morris (includes one-year seniority for 2019-20 academic year)

### Gunsmithing

11 yrs. Brian Wick (includes one-year seniority for 2019-20 academic year)

### Health Informatics

5 yrs. Jodi Peach (includes one-year seniority for 2019-20 academic year)

### Health Programs

6 yrs. Pauletta Gullett  
4.5 yrs. Laurie Jenkins  
.5 yr. Jared Gullett (includes one-half year seniority for 2019-20 academic year)

\*/\*\*/\*\*\*\*/\*\*\*\*\*/\*\*\*\*\* = same seniority

### History

30 yrs. David Denton (includes one-year seniority for 2019-20 academic year)  
7 yrs. Andrew McMurray (includes one-year seniority for 2019-20 academic year)  
2 yrs. Cynthia Boyce

### Humanities

6 yrs. Cynthia Boyce (includes one-year seniority for 2019-20 academic year)

### Industrial Maintenance Tech

6 yrs. Logan Marshall (includes on year seniority for 2019-20 academic year)

### Life Science

33 yrs. Anuradha Roy (includes one-year seniority for 2019-20 academic year)  
21 yrs. Richard Poskin (includes one-year seniority for 2019-20 academic year)  
20 yrs. Christian Mathews (includes one-year seniority for 2019-20 academic year)  
\* 17 yrs. Nixie Hnetkovsky (includes one-year seniority for 2019-20 academic year)  
\* 17 yrs. Carrie Brown (includes one-year seniority for 2019-20 academic year)  
14 yrs. Nick Short (includes one-year seniority for 2019-20 academic year)  
7 yrs. Todd Gill (includes one-year seniority for 2019-20 academic year)  
5 yrs. Sarah Bergbower (includes one-year seniority for 2019-20 academic year)

### Marketing Business Management

26 yrs. David Wilderman (includes one-year seniority for 2019-20 academic year)

### Mathematics

27 yrs. C. Allen Brown (includes one-year seniority for 2019-20 academic year)  
19 yrs. Laurel Cutright (includes one-year seniority for 2019-20 academic year)  
13 yrs. Kimberly Schucker (includes one-year seniority for 2019-20 academic year)  
9.5 yrs. Mary (Linda) Monge (includes one-year seniority for 2019-20 academic year)  
8 yrs. Tammie Bohnhoff (includes one-year seniority for 2019-20 academic year)

### Medical Office Assistant

\* 11 yrs. Shasta Bennett (includes one-year seniority for 2019-20 academic year)  
\* 11 yrs. Amie Mayhall (includes one-year seniority for 2019-20 academic year)

\*/\*\*/\*\*\*/\*\*\*\*/\*\*\*\*\* = same seniority

### Microcomputer Support Specialist

3 yrs. Travis Matthews

### Music

7 yrs. Andrew Pittman (includes one-half year seniority for 2019-20 academic year)

4 yrs. Rebecca Carmack (includes one-year seniority for 2019-20 academic year)

3 yrs. Wade Baker (includes one-year seniority for 2019-20 academic year)

### Nursing

27.5 yrs. Kathleen Hudson (includes one-year seniority for 2019-20 academic year)  
15 yrs. Anne Hustad (includes one-year seniority for 2019-20 academic year)  
\* 14 yrs. Shirley Smithenry (includes one-year seniority for 2019-20 academic year)  
\* 14 yrs. Angelia Williams (includes one-year seniority for 2019-20 academic year)  
13.5 yrs. Cheryl Dill (includes one-year seniority for 2019-20 academic year)  
11.5 yrs. Theresa Marcotte (Associate Dean effective March 14, 2016)  
9 yrs. Wanda Douglas (includes one-year seniority for 2019-20 academic year)  
6 yrs. Jay Ghist (includes one-year seniority for 2019-20 academic year)  
5 yrs. Pauletta Gullett (includes one-year seniority for 2019-20 academic year)  
\*\* 3 yrs. Megan Bunnage (includes one-year seniority for 2019-20 academic year)  
\*\* 3 yrs. Karen Marks (includes one-year seniority for 2019-20 academic year)  
\*\* 3 yrs. Beth Wilson (includes one-year seniority for 2019-20 academic year)  
\*\*\* 2.5 yrs. Becky Coleman (includes one-year seniority for 2019-20 academic year)  
\*\*\* 2.5 yrs. Brittany Caparas (includes one-half year seniority for 2019-20 academic year)  
\*\*\*\* 2 yrs. Jasmyne Lewis (includes one-year seniority for 2019-20 academic year)  
\*\*\*\* 2 yrs. Julianna Fleming (includes one-year seniority for 2019-20 academic year)  
\*\*\*\*\* 1 yr. Laurie Jenkins (includes one-year seniority for 2019-20 academic year)  
\*\*\*\*\* 1 yr. Vanessa Lowe (includes one-year seniority for 2019-20 academic year)  
\*\*\*\*\* 1 yr. Cori Witsman (includes one-year seniority for 2019-20 academic year)

### Physics

21 yrs. Robert Mason (includes one-year seniority for 2019-20 academic year)  
9.5 yrs. Andrew King (includes one-year seniority for 2019-20 academic year)

### Process Technology

.5 yr. Tina Lindley (includes one-half year seniority for 2019-20 academic year)

\*/\*\*/\*\*\*\*/\*\*\*\*\*/\*\*\*\*\* = same seniority

### Psychology

\* 11 yrs. Jason Hortin (includes one-year seniority for 2019-20 academic year)  
\* 11 yrs. Philip Thorsen (includes one-year seniority for 2019-20 academic year)

### Radio/TV Broadcasting

14 yrs. Kyle Peach (includes one-year seniority for 2019-20 academic year)

### Radiography

\* 7 yrs. Carol Kocher (includes one-year seniority for 2019-20 academic year)  
\* 7 yrs. Lisa Rauch (includes one-year seniority for 2019-20 academic year)

### Remedial Education

2 yrs. Travis Matthews

### Social Services

.5 yr. Ronda Hockgeiger (includes one-half year seniority for 2019-20 academic year)

### Speech

17 yrs. Jill Winter (includes one-year seniority for 2019-20 academic year)  
2 yrs. Jessica McDonald (includes one-year seniority for 2019-20 academic year)

### Sport Management

3 yrs. Tyler Browning (includes one-year seniority for 2019-20 academic year)

### Telecommunications Technology

8 yrs. Travis Matthews (includes one-year seniority for 2019-20 academic year)  
2 yrs. Justin Gephart (includes one-year seniority for 2019-20 academic year)

### Truck Driving

2.5 yrs. Joseph Brown (includes one-year seniority for 2019-20 academic year)

\*/\*\*/\*\*\*/\*\*\*\*/\*\*\*\*\* = same seniority

### Welding

9 yrs. Reno Bemont (includes one-year seniority for 2019-20 academic year)  
8 yrs. Curtis Marshall (includes one-year seniority for 2019-20 academic year)

## **400.5. Non-Bargaining Unit Faculty Seniority List 2019-2020**

### Coal Mining Technology (non-bargaining unit)

12 yrs. Donald Bennett (includes one-year seniority for 2019-20 academic year)  
8 yrs. 1 mo. Rick Lamb (includes one-year seniority for 2019-20 academic year)

	8 yrs.	Leonard Mitchell (includes one-year seniority for 2019-20 academic year)
	7.5 yrs.	Jayson Hoffman (includes one-year seniority for 2019-20 academic year)
*	6 yrs.	Michael Thomas (Dean of Workforce Ed, effective 9-22-10)
*	6 yrs.	Michael Woods (includes one-year seniority for 2019-20 academic year)
	4.5 yrs.	Wesley Taylor (includes one-year seniority for 2019-20 academic year)
	2 yrs. 2 mo.	Joseph Lampley (includes one-year seniority for 2019-20 academic year)
**	1.5 yrs.	Wendy Coles (includes one-year seniority for 2019-20 academic year)
**	1.5 yrs.	Calvin Melvin (includes one-year seniority for 2019-20 academic year)
	1 yr.	Bill Jankousky (includes one-year seniority for 2019-20 academic year)

\*/\*\* = same seniority

#### **400.6. Consideration of Contracts**

##### **A. Administrative**

1. Gerald Edgren Jr., President, Frontier Community College
2. Ryan Gower, President, Lincoln Trail College
3. Rodney Raney, President, Olney Central College
4. Matthew Fowler, President, Wabash Valley College

#### **400.7. Retirement Ratifications**

##### **A. Faculty**

1. Carol Kocher, Assistant Professor, OCC, effective June 1, 2020.

##### **B. Professional/Non-Faculty**

1. Susan Renee Smith, Executive Assistant to the Chief Executive Officer/Board Secretary, DO, effective March 1, 2020.

##### **C. Classified**

1. Chris Murphy, Maintenance/ Custodian, OCC, effective May 23, 2020.

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

**AGENDA #18 – “Collective Bargaining”** – None.

**AGENDA #19 – “Litigation”** – None.

**AGENDA #20 – “Other Items”** – None.

**AGENDA #21 – “Adjournment”** – Trustee Al Henager made a motion to adjourn. Trustee Barbara Shimer 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 10:58 p.m.

Approved:     Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_



**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**  
**Appoint Acting Board Secretary**

**Agenda Item #4**

**Recognition of Student Corey Hall**

**Agenda Item #5**

**Recognition of Visitors and Guests**

- A. Visitors and Guests**
- B. IECEA Representative**

**Agenda Item #6**

**Public Comment**

**Agenda Item #7**

**Reports**

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

**Agenda Item #8**

**Policy First Reading (and Possible Approval)**



**Agenda Item #8A**

**Policy to Address a Complaint (100.16)**

**MEMORANDUM**

TO: Board of Trustees

FROM: Marilyn Holt

DATE March 17, 2020

RE: **Revisions to Policy 100.16 Policy to Address a Complaint**

The Deans and Chief Academic Officer recently reviewed policy 100.16 and have made minor corrections and added clarifying language to improve the policy.

Proposed changes include:

- 1) Notes that discrimination complaints (Title IX and disability) utilize a different process.
- 2) Changes “dean of instruction” to “appropriate dean” to ensure the Associate Dean of Nursing & Allied Health is the person in charge of Nursing and Allied Health complaints and the Assistant Deans of Student Services address Student Services related complaints.

The Cabinet has approved this revision and I recommend the Board waive the second reading and approve the revisions to the above policy.

MH/ai

Attachment

**Policy to Address a Complaint (100.16)**

Date Adopted: November 17, 1998

Revised and combined with Policy 500.12: October 20, 2009

Revised: September 15, 2015

This policy applies to all employees, faculty, and students of Illinois Eastern Community Colleges District 529, and applies to all complaints except for sexual harassment complaints, discrimination complaints, student readmission petitions, and grievances under the faculty collective bargaining contract. The purpose is to provide for the prompt and equitable resolution of complaints.

Employees, faculty, and students are entitled to due process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by a supervisor or administrative officer to the next higher authority and through appropriate successive steps to the Chair of the Board of Trustees or his/her designee. Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

Days are defined as days in which the district office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be adhered to unless there has been mutual agreement between the complainant and the administrator to extend the time limits. Failure by the administration at any step of the process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step. Failure on the part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.

**Employees and faculty** shall follow the steps defined below for complaints other than sexual harassment complaints and grievances under the faculty collective bargaining contract.

Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her immediate supervisor. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.

Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the college President. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. Employees reporting directly to the Chief Executive Officer shall

advance to Step 3; employees reporting directly to the Board of Trustees shall advance to Step 4. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.

Step 3: Within five days of receipt of the response under Step 2, the complainant shall file his/her appeal with the Chief Executive Officer. A written response shall be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 4 shall apply.

Step 4: Within five days of receipt of the response under Step 3, the complainant shall file his/her appeal with the Chair of the Board of Trustees, or his/her designee. The Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five working days of receipt of the complaint or appeal. The Chair or his/her designee of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.

**Students** shall follow the steps defined below for complaints other than ~~sexual harassment~~ discrimination complaints and readmission petitions. These complaints include, but are not limited to, academic, grading, and institutional decisions which directly affect a student. Readmission petitions are governed by procedures detailed in the section on readmission in the college catalog.

Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her instructor or service provider. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.

Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the appropriate Dean of the College/Instructor. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.

Step 3: Within five days of receipt of the response under Step 2, the complainant shall file an appeal with the President. The President shall appoint an Appeal Committee composed of two students, two faculty members, and one administrator. The Committee's recommendation will be forwarded to the President within ten days. The President will render a written decision concerning the appeal within five days from receiving the Committee's recommendation. If the matter is not resolved, then Step 4 shall apply.

Step 4: Within five days of receipt of the response under Step 3, the complainant may file an appeal with the Chief Executive Officer. A written response will be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.

Step 5: Within five days of receipt of the response under Step 4, the complainant may file an appeal with the Chair of the Board of Trustees or his/her designee. The Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five days of receipt of the appeal. The Chair or his/her designee of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.

**Agenda Item #9**

**Policy Second Reading**

**None**

**Agenda Item #10**

**Staff Recommendations for Approval**

**Agenda Item #10A**

**Dual Credit Agreement between IECC and High School Districts**



**Agenda Item #10A**

**Dual Credit Agreement Between IECC & High School Districts**

MEMORANDUM

TO: Board of Trustees  
FROM: Marilyn Holt  
DATE: March 17, 2020  
RE: Dual Credit Agreement between IECC and High School Districts

The Board of Trustees had previously approved a dual credit agreement that could be presented to each of IECC's sixteen high school district boards. The dual credit agreement outlines the requirements for juniors and seniors to receive both high school and college credit for approved courses.

The dual credit agreement was distributed to all 16 high schools in IECC's district for review and adoption. To date, all 16 high school boards have approved and signed the agreement.

I recommend that the Chairman be authorized to sign the dual credit agreements that have been submitted by the high school districts.

MH/ai

Attachment

Illinois Eastern Community College District #529  
Dual-Credit Agreement

STATEMENT OF AGREEMENT

The Board of Trustees of Illinois Eastern Community College District #529 (hereinafter referred to as “IECC”) and the Board of Education for \_\_\_\_\_ Unit District #\_\_\_\_\_ (hereinafter referred to as “High School”) agree to enter into a partnership to provide Dual-Credit courses for academic and occupational education that will be accessible and beneficial to high school students within the boundaries of IECC. This Agreement shall become effective on July 1, 2019.

I. STATEMENT OF PURPOSE

Dual-Credit courses expand student access to higher education and provide challenging occupational experiences to qualified high school students during their junior and senior years, and reduce the cost of a college education for students and their families.

Successful completion of courses will enable students to simultaneously earn college credit and satisfy high school graduation requirements. This is an excellent benefit to students that will support transition to college, increase job opportunities, and expand career exploration.

By aligning program content and reducing curricular duplication, dual-credit impacts the way educators, students and institutions connect. It builds on the cooperation developed through previous articulation structures and raises interaction to a higher level. Secondary-to-postsecondary program linkages are strengthened and what develops is a truly seamless program that engages faculty at both levels in the structuring, planning, and teaching of a truly integrated program of study.

II. GUIDELINES

- A. “Dual-Credit Course” means a college course taken by a high school student for credit at both the college and high school level (Dual Credit Quality Act (110 ILCS 27/)).
- B. Dual-Credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Education, the Higher Learning Commission, and the policies and standards of IECC and the High School. These policies, regulations, and standards apply whether courses are offered at IECC colleges, off-campus sites, including distance learning and online, or at the High School.
- C. IECC and the High School will jointly select Dual-Credit courses. These courses offered for dual-credit will be first-year courses in ICCB approved degree and certificate programs, with IECC providing a current master course syllabus for each course offered through this Agreement. High School will ensure that all objectives for the Dual-Credit courses are met and will provide appropriate materials (i.e., course outline, approved text,

syllabus assessments, and other supplemental materials determined necessary) to indicate compliance with these objectives.

- D. Multiple measures for placement will be used to determine a student's readiness for college-level courses and programs. This includes analysis of nationally standardized test scores; analysis of high school and/or college transcripts including, coursework completed and grade point average; and remedial and/or previous college coursework completed (IECC Student Placement Policy (500.13)).
- E. Academic advising services, course registration assistance, and other academic support services will be provided jointly by IECC and the High School.
- F. Matters of student discipline will be handled cooperatively between IECC and the High School.
- G. The High School shall identify and recommend faculty to IECC for Dual-Credit course instruction. Faculty teaching Dual-Credit courses shall satisfy the Illinois State Board of Education requirements and the educational and professional standards and requirements of the Higher Learning Commission, the Illinois Community College Board, IECC, and High School. IECC shall review and approve High School Faculty teaching dual-credit courses.
- H. Pursuant to this Agreement, all Dual-Credit tuition and universal fees charged to the student will be waived while all applicable course fees will be charged to either the student or the High School, pursuant to the model (below) being utilized:
  - i. **Model A: Taught at High School by High School instructor**  
IECC will waive tuition and universal fees for students enrolled in Dual-Credit courses taught by High School instructors during the regular High School day at the High School facility or college-approved facility only. The High School will provide all of the required books, supplies, uniforms, or other required course materials, for their students.
  - ii. **Model B: Taught by College instructor**  
IECC will provide and pay for a college instructor to teach Dual-Credit courses. The student will purchase their own books, supplies, uniforms, or other required course materials; however, college tuition and universal fees will be waived. Although tuition and universal fees are waived, a per-student, per-course Dual-Credit Course Fee determined by IECC Board of Trustees will be charged to the High School when utilizing this model as well as any relevant fees outlined in the annual course articulation agreements.
- I. Dual credit courses offered at the High School in conjunction with IECC shall be published by the High School with all fees and costs. All fees and costs will be communicated to the high school upon approval of the courses.
- J. IECC and the High School will jointly supervise and evaluate High School faculty teaching Dual-Credit courses. The High School shall be responsible for hiring and

compensating High School faculty that teach Dual-Credit. IECC faculty who teach Dual-Credit courses will be compensated according to guidelines approved by the IECC Board of Trustees.

- K. Dual-Credit courses offered during the regular school day shall have equipment and classroom/laboratory space provided by the host site.
- L. IECC and the High School will jointly conduct monitoring, evaluation and assessment of Dual-Credit courses. To ensure Dual-Credit courses are equivalent to those courses offered at IECC in quality and rigor, the following evaluation methods shall be conducted on all Dual-Credit courses:
  - i. Student Learning Outcomes shall be evaluated for consistency between Dual-Credit and IECC courses.
  - ii. Course content, course delivery, and course rigor shall be evaluated by the Dean of Instruction or his/her designee, in consultation with the High School Superintendent or his/her designee. This evaluation shall be conducted through form annually and in-person every three years. The evaluation completed by IECC shall not impact the instructor's performance evaluation at the high school.
- M. By consultation and mutual agreement with the CEO of IECC and the Superintendent of High School, or their designees, may address items not covered in this Agreement.
- N. The Parties will annually review this Agreement and make any needed changes. This Agreement will terminate at the end of IECC academic year or High School year, whichever comes later, unless extended by agreement of the parties.

### III. BOARD APPROVAL

The Board of Trustees of Illinois Eastern Community College District #529

By: \_\_\_\_\_  
Chairman Date

\_\_\_\_\_ Unit District # \_\_\_\_\_ Board of Education

By: \_\_\_\_\_  
President/Chairman Date

**Agenda Item #10B**

**Resolution Providing for the Issue of General Obligation Community College Bonds, Series 2020, of the District, for the purpose of altering and repairing the District's physical facilities for energy conservation, health or safety, environmental protection or handicap accessibility purposes, 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:** Marilyn Holt

**DATE:** March 17, 2020

**RE:** Approval of Series 2020 General Obligation Community College Bonds

The District has now met all legal requirements for the issuance of \$3,850,000 in General Obligation (tax-exempt) Community College Bonds. On January 21, 2020, the Board Chairman called a public hearing concerning the intent of the board to issue Funding Bonds and PHS Bonds. The Board conducted a public hearing concerning such issuance on February 18, 2020. The proceeds of this issuance will be used for protection, health, and safety projects around the district.

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 and interest due on the Bonds from 12/1/21 through 12/1/23.

**\$3,850,000 Tax-Exempt General Obligation Bonds at a Net Interest Cost of 7616%:**

	<u>Principal Due</u>	<u>Interest Due</u>	<u>Levy Amount</u>	<u>Prior Levies</u>	<u>Total Levies</u>
12/1/2020	\$ -	\$ -	\$ 995,364	\$ 729,300	\$ 1,724,664
12/1/2021	\$ 780,000	\$ 172,320	\$ 1,802,163	\$ -	\$ 1,802,163
6/1/2022	\$ -	\$ 43,044	\$ -	\$ -	\$ -
12/1/2022	\$ 1,740,000	\$ 43,044	\$ 1,349,119	\$ -	\$ 1,349,119
6/1/2023	\$ -	\$ 19,119	\$ -	\$ -	\$ -
12/1/2023	\$ 1,330,000	\$ 19,119	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 3,850,000</b>	<b>\$ 296,646</b>			

**Recent Tax Levy History (Bonds Only):**

2018 (actual)	13.49 cents per \$100 EAV
2019 (estimated)	13.56 cents per \$100 EAV
2020 (est. – with this issuance)	11.10 cents per \$100 EAV
2021 (est. – with this issuance)	11.60 cents per \$100 EAV
2022 (est. – with this issuance)	8.68 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 final rate of interest will be substantially different than the rate projected. The interest rates reflected include expenses of bond counsel, legal opinion, bond printing, reports of underwriters, implementation services, bond clearing expenses and other costs of the issuance. The tax levies are based upon existing known Equalized Assessed Valuation (EAV) and does not project any growth in EAV. If there were to be any growth in the EAV, the rate per \$100 would be lower than shown.

The resolution which follows authorizing the issuance of the 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.

I ask the Board's approval of the final resolution authorizing the issuance of \$3,850,000 General Obligation Community College Bonds, Series 2020.

MH/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 17th day of March, 2020.

\* \* \*

The meeting was called to order by the Chairman, and upon the roll being called, G. Andrew Fischer, the Chairman, and the following Trustees were physically present at said location: Brenda Culver, John Brooks, Barbara Shimer, Gary Carter, Alan Henager, Jan Ridgely and Corey Hall (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 a proposal had been received from \_\_\_\_\_, for the purchase of \$\_\_\_\_\_ protection, health and safety bonds to be issued by the District pursuant to Article 3A of the Public Community College Act, 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 \$\_\_\_\_\_ General Obligation Community College Bonds, Series 2020, 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 altering and repairing the District's physical facilities for energy conservation, health or safety, environmental protection or handicap accessibility purposes, 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 heretofore determined and does hereby determine that for the protection, health and safety of District students, employees or visitors it is necessary for energy conservation, health and safety, environmental protection and handicapped accessibility purposes that its physical facilities be altered or repaired as set forth in the certified estimates of a duly licensed architect or engineer (the "*Project*"); and

WHEREAS, the Board directs that the Project be undertaken, hereby approves the respective estimate for each such item, and determines that such alterations and repairs for energy conservation, health or safety, environmental protection or handicapped accessibility purposes will be made with funds not necessary for the completion of approved and recommended projects for fire prevention and safety; and

WHEREAS, it is hereby determined that there are not sufficient funds available in the operations and maintenance fund of the District to make such alterations or repairs as determined necessary for energy conservation, health and safety, environmental protection and handicapped accessibility purposes by the Board; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue bonds in the aggregate amount of \$3,850,000 for the Project as set forth in said certified estimates of a duly licensed architect or engineer; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Chairman of the Board, on the 21st day of January, 2020, executed an Order calling a public hearing (the "*Hearing*") for the 18th day of February, 2020, 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 *Olney Daily Mail*, 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 18th day of February, 2020, 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 18th day of February, 2020; and

WHEREAS, it is necessary and in the best interests of the District to issue bonds in the amount of \$\_\_\_\_\_:

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 \$3,850,000 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 the Project, and it is necessary and for the best interests of the District that there be issued at this time \$\_\_\_\_\_ 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 \$\_\_\_\_\_ for the purpose aforesaid; and that bonds of the District (the “Bonds”) shall be issued in said amount and shall be designated “General Obligation Community College Bonds, Series 2020.” The Bonds shall be dated \_\_\_\_\_, 2020, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$750,000 each and authorized integral multiples of \$1,000 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 (without option of prior redemption) 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
2021		
2022		
2023		

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, 2021. Interest on each Bond shall be paid by check or draft of \_\_\_\_\_ (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 signatures 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, 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 (the “*Bond Register*”) 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. 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 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 at the opening of business 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

General Obligation Community College Bond, Series 2020

See Reverse Side for  
Additional Provisions

Interest  
Rate: \_\_\_\_\_%

Maturity  
Date: December 1, 20\_\_

Dated  
Date: \_\_\_\_\_, 2020

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, 2021, 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 \_\_\_\_\_, 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: \_\_\_\_\_, 2020

CERTIFICATE

OF

AUTHENTICATION

Bond Registrar and Paying Agent:

\_\_\_\_\_

\_\_\_\_\_

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Community College Bonds, Series 2020, 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**

**General Obligation Community College Bond, Series 2020**

[6] This Bond is one of a series of bonds issued by the District for the purpose of altering and repairing the existing physical facilities of the District known as the Illinois Eastern Community College for the protection, health and safety of District students, employees or visitors, 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 \$750,000 each and authorized integral multiples of \$1,000 in excess thereof. This Bond may be exchanged at the principal corporate trust 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 authorizing 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 at the opening of business 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 \_\_\_\_\_ (the "Purchaser"), upon receipt of the purchase price therefor, the same being \$\_\_\_\_\_; the contract for the sale of the Bonds heretofore entered into (the "Purchase Contract") is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds

have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract; 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 execution and delivery of any Term Sheet relating to the Bonds (the "*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 Purchase Contract, this Resolution, the 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:

2020	for interest and principal up to and including June 1, 2022
2021	for interest and principal
2022	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 of The Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, Illinois (the “*County Clerks*”), and it shall be the duty of the County Clerks to annually in and for each of the years 2020 to 2022, 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 2020” (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. 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 the cost of the Project, and that portion thereof not needed to pay such costs is hereby ordered deposited into the Protection, Health and Safety Fund of the District. 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. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the “*Code*”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “*IRS*”) of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in

a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the Chairman, Secretary and Treasurer of the Board, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 11. Designation of Issue.* The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.



*Section 12. 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 13. 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 14. Record-Keeping Policy and Post-Issuance Compliance Matters.* On January 20, 2015, the Board adopted a record-keeping policy (the "*Policy*") in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 15. 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 16. 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 March 17, 2020.

---

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: G. Andrew Fischer, Brenda Culver, John Brooks, Barbara Shimer, 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 17th day of March, 2020, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of \$\_\_\_\_\_ General Obligation Community College Bonds, Series 2020, 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 altering and repairing the District's physical facilities for energy conservation, health or safety, environmental protection or handicap accessibility purposes, 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 17th day of March, 2020.

\_\_\_\_\_  
Secretary, Board of Trustees

**Agenda Item #10C**

**Tax Abatement**

**Agenda Item 10C**

TO: Board of Trustees

DATE: March 17, 2020

FROM: Marilyn Holt

RE: Tax Abatement Robinson-Crawford Enterprise Zone

The Robinson-Crawford County Enterprise Zone, which was originated on March 1, 1990 expired March 1, 2020. The City of Robinson and Crawford County applied for and received a renewal from the Illinois Department of Commerce and Economic Opportunity of its zone effective January 1, 2020. The enterprise zone encompasses much of the previous geographic region of the original zone.

As part of this renewal, the City of Robinson has asked the Board of Trustees to approve the abatement of ad valorem taxes on real property located within the newly designated enterprise zone to the extent the taxes to be collected were caused by the improvement, renovation, or rehabilitation of property within the enterprise zone.

The Resolution calls for the abatement of 100% of the taxes for a period of five years from the first year in which improvements are fully assessed and is limited to the terms of the Robinson-Crawford Enterprise Zone.

I ask the Board's approval of this requested tax abatement resolution.

MH/akb

Attachment

## TAX ABATEMENT RESOLUTION

The Board of Trustees of ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 does hereby adopt this Resolution as follows:

The County Clerk of Crawford County, Illinois, is hereby directed to abate ad valorem taxes imposed upon real property located within the Robinson Crawford Enterprise Zone as the result of the Establishment of an Enterprise Zone in the City of Robinson and Crawford County, Illinois subject to the Enterprise Zone Act of the State of Illinois effective January 1, 2020. Ordinance adopted by the City Council of the City of Robinson, Crawford County, Illinois on September 11, 2018 as Ordinance Number 2018-O – 26 and Ordinance adopted by the County Board, Crawford County, Illinois on September 13, 2018 as Ordinance Number 2018-O – 004 on which new improvements shall be renovated or rehabilitated, subject to the following conditions:

- a) No abatement shall be applicable to any such improvement project located within the boundaries of a Tax Increment Redevelopment Project District;
- b) Any abatement of taxes on any parcel shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements in such parcel;
- c) Such abatement shall be allowed only for non-residential, commercial and industrial property located within the zone area;
- d) Such abatement of taxes on any parcel shall be for, and only for, the taxes attributable to an increased assessed valuation of the parcel for the taxing period immediately preceding the issuance of a building permit for the qualified construction and renovation or rehabilitation;
- e) Such abatement shall be at the rate of 100 percent of the taxes for a period of five years, beginning with the first year in which the improvements are fully assessed. Such is limited to the term of the Robinson Crawford Enterprise Zone.

Upon roll call vote the following Trustees voted aye:

Upon roll call vote the following Trustees vote nay:

Passed and approved by the ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 at its regular Board meeting held on March 17, 2020 in Robinson, Illinois.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529

BY: \_\_\_\_\_

ATTEST

\_\_\_\_\_

Attachment

**Agenda Item #10D**

**Van Lease LTC**



MEMORANDUM

TO: Board of Trustees

FROM: Marilyn Holt

DATE: March 17, 2020

RE: Van Lease - LTC

The Lincoln Trail College Foundation has agreed to purchase a 2018 Chevrolet Express 350 Passenger LT Van.

I ask the Board's approval of the lease agreement.

MH/akb

Attachment

## LEASE WITH OPTION TO PURCHASE

This agreement entered into on the \_\_\_\_ day of March 2020, by and between the Lincoln Trail College Foundation, Robinson, Illinois (Lessor) and Illinois Eastern Community Colleges, Olney, Illinois (Lessee).

WITNESSETH:

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

**2018 Chevrolet Express 350 Passenger LT Van, 40,099 miles, VIN 1GAZGPF0J1260418**

The consideration to be paid for the lease shall be \$22,158.00, plus 2.00% simple interest to reflect a total lease amount, including interest of \$23,425.09, payable as follows:

1. Five payments of \$4,701.01 to be due and payable on or near the 16<sup>th</sup> day of January 2021, 2022, 2023, 2024, and 2025.
2. The final payment, due January 16, 2025, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above referenced vehicles for an additional one dollar (\$1.00) to be paid with the final payment.
4. For and during the term of the lease, title to the above referenced vehicle(s) shall be reflected in the name of the Lessor.
5. During the time of the lease, the Lessee takes full responsibility for the following obligations:
  - a. To provide and pay for all necessary expenses to operate the leased vehicle
  - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
  - c. To maintain proper insurance on said vehicle.

LESSOR:

LINCOLN TRAIL COLLEGE FOUNDATION

BY: \_\_\_\_\_

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES

BY: \_\_\_\_\_

Lincoln Trail College Foundation  
 Illinois Eastern Community College District #529

Loan Amount \$22,158.00  
 Interest Rate 2%  
 Months 5  
 Payments \$4,701.01

Period	Payment	Principal	Interest	End. Balance
3/17/2020	\$ -	\$ -	\$ -	\$ 22,158.00
1/15/2021	\$ 4,701.01	\$4,331.71	\$ 369.30	\$ 17,826.29
1/14/2022	\$ 4,701.01	\$4,344.48	\$ 356.53	\$ 13,481.81
1/16/2023	\$ 4,701.01	\$4,431.37	\$ 269.64	\$ 9,050.44
1/16/2024	\$ 4,701.01	\$4,520.00	\$ 181.01	\$ 4,530.44
1/16/2025	\$ 4,621.05 *	\$4,530.44	\$ 90.61	\$ -

\* Final payment adjusted.

2018 Chevrolet Express 350 Passenger LT Van  
 1GAZGPF0J1260418

**Agenda Item #10E**

**Recommendation for IECC Chancellor**

## **Agenda Item #10E**

To: Board of Trustees

From: Marilyn Holt

Date: March 13, 2020

RE: Recommendation for IECC Chancellor

The IECC Board of Trustees conducted a national search for the Chancellor of the IECC District in the Fall of 2019. A Search Committee was appointed, faculty and staff as well as community members were interviewed, policy and procedures were determined, the position was announced, applications were received, and interviews were held. After careful consideration, the Board of Trustees has chosen Dr. Ryan Gower as the next Chancellor of Illinois Eastern Community Colleges.

Dr. Gower has served as President of Lincoln Trail College for the past four years. During his time at Lincoln Trail the college has increased the retention and graduation rates, introduced new academic programs, raised more than three million dollars from external sources, reconnected with their alumni, created fully funded professional development opportunities, modernized and expanded the facilities and grounds, and created new opportunities for the community to learn and grow.

Dr. Gower believes that exciting times are ahead for Illinois Eastern Community Colleges and that college campuses should be vibrant places full of hope, life, and promise. He is committed to working with the colleges to create environments that are conducive to transformational learning experiences. As Ryan stated, "A community college that understands its role in cultivating talent, creating engaged citizens, and delivering quality experiences for all residents makes the local community a more attractive place to live and work."

It is my recommendation that Dr. Ryan Gower serve as the Chancellor of Illinois Community Eastern Colleges starting May 11, 2020.

**Agenda Item #11**

**Bid Committee Report**

## BID COMMITTEE REPORT

March 17, 2020

### Olney Central College

1. TRIO Upward Bound 2020 Educational Trip

### Frontier Community College

1. FCC Mason Hall Medical Lab Remodel

### Olney Central College & Wabash Valley College

1. OCC & WVC Roof Replacement

### Olney Central College/West Richland Center

1. Drone Lab & Welding Lab/Shop Remodel

**Agenda Item #11A**

**TRIO Travel Bid**



**Agenda Item #11A**

TO: Board of Trustees

FROM: Bid Committee

DATE: March 17, 2020

RE: TRIO Upward Bound 2020 Educational Trip

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

The Bid Committee recommends acceptance of the bid received from Brightspark Travel for a total of \$69,864.

<b>Company</b>	<b>Total Bid</b>
Big Country Tours St. Ignace, MI	\$85,840
Brightspark Travel Chicago, IL	\$69,864
Gerber Tours Woodbury, NY	\$52,742
Good News Travels Greenville, SC	\$82,650 – 3 buses \$67,830 – 2 buses

Respectfully submitted,

Ryan Hawkins

Marilyn Holt

Alda Ingram

Department: TRIO Upward Bound.

Source of Funds: The TRIO Upward Bound programs are 100% federally funded through three grants by the U.S. Department of Education for \$349,742, \$301,913 and \$287,537. Bid award is subject to approval by Illinois Eastern Community Colleges.

Rationale for Purchase: The proposal from Brightspark Travel was the lowest responsible bidder in conformity with the bid specifications.

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

**Specifications for: TRIO Upward Bound Educational Trip 2020**

**Illinois Eastern Community College District #529**

**and TRIO Upward Bound**

**Award #P047A170026, #P047A170027 & #P047A171211**

*Please bid one “all-inclusive” price for entire trip, which would include all amenities, activities, transportation, etc., for items listed in these specifications.*

**Trip to:** Branson, Missouri.

**Depart from:** Olney Central College, 1091 West Parker Street, Olney, IL 62450 – Tuesday, July 7, 2020.

**Return to:** Olney Central College, 1091 West Parker Street, Olney, IL 62450 – Friday, July 10, 2020.

**Accommodations:** Up to 105 students (quad occupancy) with two (2) queen beds (students). Up to 11 staff (double occupancy) with two (2) queen beds (staff). (All rooms are to be located together as hotel allows).

**Activities/attractions must reflect a minimum of the following:**

- Titanic
- Pasghetti's
- Cavern Tour/White Water Rafting/Table Rock State Park Beach – Hiking
- Ripley's Believe It or Not
- Tanger Outlet
- Legends in Concert
- Dixie Stampede
- Branson Landing

**College visits:** Must have 1 – 2 University tours during the course of the trip. College of the Ozarks (preferred).

**Transportation:** Charter buses for up to 120 passengers, TV/DVD on each motor coach, Wi-Fi included.

**Lodging:** Three (3) night's stay in Branson, MO. (Hotel must have breakfast available to accommodate our group. (No outside door access or adjoining guest rooms)).

**Meals all included in price:** Meal allowances are acceptable, no less than \$15.00 per person/per meal. However, there must be at least one (1) group meal each day. All meals must be included.

**Security:** Security guards on each floor where student rooms are located in addition to 24-hour emergency service.

**Tour guides:** Two (2) professional tour guide directors/day.

**Additional services:** Planning and booking of activities

- Bags for participants optional
- Emergency tags/lanyards with 24-hour service contact information optional
- Health & accident insurance is required (per participant)
- Liability insurance is required
- Trip resource manual
- Trip delay protection
- \$1 million trip protection plan
- Bus drivers' and tour guides' rooms plus daily per diem and incidentals should be included in bid price
- All taxes and gratuities should be included in the bid price

**THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

*Please submit one "all-inclusive" price for all amenities/activities in the proceeding specifications.*

**Bid Form (Award #P047A170026, #P047A170027 & #P047A171211)**

TOTAL BID \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

The TRIO Upward Bound programs are 100% federally funded through three grants by the U.S. Department of Education for \$349,742, \$301,913 and \$287,537. Bid award is subject to approval by Illinois Eastern Community Colleges.

**Agenda Item #11B**

**FCC Title III Mason Hall Medical Lab Remodel**

**Agenda Item 11B**

TO: Board of Trustees  
FROM: Bid Committee  
DATE: March 17, 2020  
RE: FCC Mason Hall Medical Lab Remodel

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

The Bid Committee recommends acceptance of the bid received from Evrard Company Incorporated for a total of \$61,559.

<b>Company</b>	<b>Total Bid</b>
Evrard Company Incorporated Marion, IL	\$61,559
John Flach Builders Teutopolis, IL	\$68,500

Respectfully submitted,

Ryan Hawkins  
Marilyn Holt  
Alda Ingram

Department: Frontier Community College – Title III.

Source of Funds: This project is funded by the U.S. Department of Education through a Title III grant awarded to Frontier Community College.

Rationale for Purchase: The proposal from Evrard Company Incorporated meets the specifications required in the bid at the most cost-effective price in conformity with bid specifications.

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

### **Bid Information**

Notice is hereby given that sealed bids for the Frontier Community College Mason Hall Medical Lab Remodel, 2 Frontier Drive, Fairfield, IL for Illinois Eastern Community Colleges District 529, 233 E. Chestnut Street, Olney, IL, shall be received at Illinois Eastern Community Colleges District 529, 233 E. Chestnut Street, Olney, IL until 2:00 p.m. local time, on Tuesday, March 10, 2020, and then publicly opened. The IECC Board of Trustees reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

Lump Sum Bids will be received for the following: Contract No. 1: Complete Construction.



**Agenda Item #11C**

**OCC/WVC Roof Replacement**

**Agenda Item #11C**

TO: Board of Trustees  
FROM: Bid Committee  
DATE: March 17, 2020  
RE: OCC & WVC Roof Replacement

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

The Bid Committee recommends acceptance of the bid received from Joiner Sheet Metal-Roofing for a total of \$750,000.

<b>Company</b>	<b>Total Bid</b>
D. E. Martin Roofing Lebanon, IL	\$787,935
Industrial Services of Illinois Mattoon, IL	\$928,000
Joiner Sheet Metal-Roofing Highland, IL	\$750,000

Respectfully submitted,

Ryan Hawkins

Marilyn Holt

Alda Ingram

Department: IECC – PHS 2020 Projects.

Source of Funds: Series 2020 PHS Bonds.

Rationale for Purchase: The proposal from Joiner Sheet Metal-Roofing meets the specifications required in the bid at the most cost-effective price in conformity with bid specifications.

The “Advertisement for Bids” was placed in the Olney Daily Mail for one (1) day. In addition, individual invitations to bid were sent directly to potential vendors.

## **Bid Information**

Notice is hereby given that sealed bids for the

Olney Central College  
Wattleworth Hall Roof Replacement  
305 North West Street  
Olney, IL 62450-1099

and

Wabash Valley College  
Spencer Sports Center Roof Replacement  
2200 College Drive  
Mt. Carmel, IL 62863-2699

shall be received at Illinois Eastern Community Colleges District 529, 233 E. Chestnut Street, Olney, IL until 2:30 p.m. local time, on Tuesday, March 10, 2020, and then publicly opened. The IECC Board of Trustees reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

Lump Sum Bids will be received for the following: Contract No. 1: Complete Construction

**Agenda Item #11D**

**OCC Title III Drone and Welding Lab Remodel**

TO: Board of Trustees  
FROM: Bid Committee  
DATE: March 17, 2020  
RE: Drone Lab & Welding Lab/Shop Remodel

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

The Bid Committee recommends acceptance of the bid received from John Flach Builders for a total of \$105,000.

<b>Company</b>	<b>Total Bid</b>
Grunloh Construction Effingham, IL	\$109,000
John Flach Builders Teutopolis, IL	\$105,000
Kieffer Bros. Construction Mt. Carmel, IL	\$135,000

Respectfully submitted,

Ryan Hawkins  
Marilyn Holt  
Alda Ingram

Department: Olney Central College – Title III.

Source of Funds: This project is funded by the U.S. Department of Education through a Title III grant awarded to Olney Central College.

Rationale for Purchase: The proposal from John Flach Builders meets the specifications required in the bid at the most cost-effective price in conformity with bid specifications.

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

**Agenda Item #12**  
**District Finance**

- A. Financial Report**
- B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
February 29, 2020**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$6,303,584.42
Operations & Maintenance	\$808,995.25
Operations & Maintenance (Restricted)	\$384,466.02
Bond & Interest	\$437,112.77
Auxiliary	\$1,986,193.74
Restricted Purposes	(\$471,352.93)
Working Cash	\$2,478,472.07
Trust & Agency	\$430,808.44
Audit	(\$670.36)
Liability, Protection & Settlement	<u>\$565,241.69</u>
<b>TOTAL ALL FUNDS</b>	<u><u>\$12,922,851.11</u></u>

Respectfully submitted,

Ryan Hawkins, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**February 29, 2020 & 2019**

	<b>ALL FUNDS</b>	
	<b>Fiscal Year 2020</b>	<b>Fiscal Year 2019</b>
<b>ASSETS:</b>		
CASH	\$.....12,922,851	\$.... 10,565,203
IMPREST FUND	21,300	21,300
CHECK CLEARING	14,500	12,500
CDB PROJECT TRUST	152,459	75,628
INVESTMENTS	15,175,000	18,750,000
RECEIVABLES	2,177,225	2,122,793
INVENTORY	431,572	452,424
OTHER ASSETS	463,650	462,250
FIXED ASSETS (Net of Depr)	15,837,379	16,290,104
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 47,195,936</b>	<b>\$..... 48,752,202</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ -	\$..... 195,385
ACCOUNTS PAYABLE	192,308	327,847
DEFERRED REVENUE	116,411	102,079
L-T DEBT GROUP (FUND 9)	3,647,603	7,370,668
OPEB (Prior Year Restated for GASB 75 Implementation)	15,780,483	15,228,583
<b>TOTAL LIABILITIES:</b>	<b>19,736,805</b>	<b>23,224,562</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	25,278,605	26,225,555
INVESTMENT IN PLANT (Net of Depr)	15,837,379	16,290,104
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(19,428,086)	(22,599,251)
RESERVE FOR ENCUMBRANCES	5,771,233	5,611,232
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>27,459,131</b>	<b>25,527,640</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$..... 47,195,936</b>	<b>\$....48,752,202</b>



Combined Statement of Revenues, Expenses,  
and Changes in Net Assets  
For the Periods Ended February 29, 2020 & 2019

	FY 2020 <u>YEAR-TO-DATE</u>	FY 2019 <u>YEAR-TO-DATE</u>
<b>REVENUES:</b>		
LOCAL GOVT SOURCES	\$ ,237,379	\$...6,949,782
STATE GOVT SOURCES	7,296,513	6,683,092
STUDENT TUITION & FEES	12,861,513	13,258,145
SALES & SERVICE FEES	2,296,179	2,439,080
FACILITIES REVENUE	17,650	20,332
INVESTMENT REVENUE	245,079	216,672
OTHER REVENUES	<u>213,857</u>	<u>942,240</u>
<b>TOTAL REVENUES:</b>	<u>30,168,170</u>	<u>30,509,343</u>
 <b>EXPENDITURES:</b>		
INSTRUCTION	6,981,261	6,951,238
ACADEMIC SUPPORT	309,251	317,140
STUDENT SERVICES	1,082,657	1,071,147
PUBLIC SERV/CONT ED	5,913	13,997
OPER & MAINT PLANT	2,123,542	1,956,107
INSTITUTIONAL SUPPORT	7,122,864	6,899,784
SCH/STUDENT GRNT/WAIVERS	5,593,990	5,662,906
AUXILIARY SERVICES	<u>4,069,165</u>	<u>3,863,448</u>
<b>TOTAL EXPENDITURES:</b>	<u>27,288,643</u>	<u>26,735,767</u>
 <b>TRANSFERS AMONG FUNDS:</b>		
INTERFUND TRANSFERS	<u>-</u>	<u>-</u>
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	<u>-</u>	<u>-</u>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>	 <u><u>\$.....2,879,527</u></u>	 <u><u>\$...3,773,576</u></u>

ILLINOIS EASTERN COMMUNITY COLLEGES											
OPERATING FUNDS ONLY											
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2018-2020											
		FISCAL YEAR 2018			FISCAL YEAR 2019			FISCAL YEAR 2020			
College	Category	Anticipated Budget	Spent Thru January	% of Bdgt	Anticipated Budget	Spent Thru January	% of Bdgt	Anticipated Budget	Spent Thru January	% of Bdgt	% of Year
Frontier	Bills		\$ 515,387			\$ 457,926			\$ 545,809		
	Payroll		1,322,832			1,361,391			1,326,510		
	Waivers		645,889			786,378			688,827		
	Totals	\$ 4,189,416	2,484,108	59%	\$ 4,550,604	2,605,695	57%	\$ 4,370,599	2,561,146	59%	67%
Lincoln Trail	Bills		679,178			822,656			746,893		
	Payroll		1,397,525			1,440,119			1,414,535		
	Waivers		815,088			765,555			840,830		
	Totals	\$ 4,531,653	2,891,791	64%	\$ 4,788,234	3,028,330	63%	\$ 5,365,117	3,002,258	56%	67%
Olney Central	Bills		1,055,604			1,080,359			1,104,852		
	Payroll		2,797,776			2,789,653			2,860,631		
	Waivers		611,917			624,305			734,479		
	Totals	\$ 7,303,330	4,465,297	61%	\$ 7,449,755	4,494,317	60%	\$ 7,669,580	4,699,962	61%	67%
Wabash Valley	Bills		835,420			908,837			998,953		
	Payroll		1,807,796			1,903,637			1,899,433		
	Waivers		1,206,496			1,326,945			1,434,861		
	Totals	\$ 6,136,568	3,849,712	63%	\$ 6,236,897	4,139,419	66%	\$ 6,449,215	4,333,247	67%	67%
Workforce Educ.	Bills		176,064			183,841			166,565		
	Payroll		675,215			653,256			652,243		
	Waivers		1,845,411			2,024,099			1,704,070		
	Totals	\$ 4,869,942	2,696,690	55%	\$ 4,258,339	2,861,196	67%	\$ 4,396,670	2,522,878	57%	67%
District Office	Bills		214,688			225,016			210,938		
	Payroll		690,699			734,221			695,552		
	Waivers		-			-			-		
	Totals	\$ 1,614,463	905,387	56%	\$ 1,519,023	959,237	63%	\$ 1,551,484	906,490	58%	67%
District Wide	Bills		1,021,468			1,263,192			1,567,422		
	Payroll		524,770			560,037			589,283		
	Waivers		116,206			136,124			191,119		
	Totals	\$ 2,705,152	1,662,444	61%	\$ 2,883,536	1,959,353	68%	\$ 3,107,121	2,347,824	76%	67%
GRAND TOTALS		\$31,350,524	\$ 18,955,429	60%	\$ 31,686,388	\$20,047,547	63%	\$32,909,786	\$20,373,805	62%	67%

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**February 29, 2020**

	<u>FY 2020</u>		<u>FY 2019</u>		<u>Increase (Decrease)</u>	
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>\$</u>	<u>%</u>
Salaries	\$ 9,438,187	46.33%	\$ 9,442,314	47.10%	\$ (4,127)	-0.044%
Employee Benefits	1,734,888	8.52%	1,849,923	9.23%	(115,035)	-6.218%
Contractual Services	1,066,275	5.23%	782,422	3.90%	283,853	36.279%
Materials	1,054,961	5.18%	1,088,454	5.43%	(33,493)	-3.077%
Travel & Staff Development	129,082	0.63%	127,306	0.64%	1,776	1.395%
Fixed Charges	77,132	0.38%	122,266	0.61%	(45,134)	-36.915%
Utilities	766,158	3.76%	802,342	4.00%	(36,184)	-4.510%
Capital Outlay	424,029	2.08%	93,134	0.46%	330,895	355.289%
Other	5,683,093	27.89%	5,739,387	28.63%	(56,294)	-0.981%
	<u>\$ 20,373,805</u>	<u>100.00%</u>	<u>\$ 20,047,548</u>	<u>100.00%</u>	<u>\$ 326,257</u>	<u>1.627%</u>

**Agenda Item #13**

**Chief Executive Officer's Report**

**Agenda Item #14**

**Executive Session**

**Agenda Item #15**  
**Approval of Executive Session Minutes**

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

**Agenda Item #16**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Marilyn Holt  
**DATE:** March 13, 2020  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the Personnel Report. Additional information for items 400.1, 400.3, 400.4, 400.6, 400.7, and 400.8 have been sent under separate cover.



# INDEX

- 400.1. Employment of Personnel**
- 400.2. Approval of Contract for Chancellor**
- 400.3. Title Change**
- 400.4. Temporary Contract**
- 400.5. Approval of Proposed Non-College Employment**
- 400.6. Termination of Employment**
- 400.7. Resignation Ratification**
- 400.8. Retirement Ratifications**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Classified

1. Justn Young, Office Assistant, FCC, effective March 30, 2020.

## 400.2. Approval of Contract for Chancellor

### A. Administrative

1. Ryan Gower, change from President, LTC, to Chancellor, DO, effective May 11, 2020

## 400.3. Title Change

### A. Professional Non-Faculty, Exempt

1. Brandon Weger, from Program Director of Student Learning Assessment, to Program Director, Institutional Assessment and Effectiveness, effective March 18, 2020.

## 400.4. Temporary Contract

### A. Professional Non-Faculty, Non-Exemp

1. Shawn Hall, Head Soccer Coach, LTC, effective May 8, 2020

## 400.5. Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Calendar Year</u>
Jared Gullett	Vincennes University Vincennes, IN	20

## 400.6. Termination of Employment

### A. Professional Non-Faculty

1. Anna Bunting, Manager of Food Service, WVC, effective March 18, 2020.

#### **400.7. Resignation Ratification**

##### **A. Classified**

1. Diana Tighe, Bookkeeper, DO, effective February 27, 2020.

#### **400.8. Retirement Ratifications**

##### **A. Faculty**

1. William Tucker, Assistant Professor, OCC, effective June 1, 2020.

##### **B. Professional Non-Faculty, Non-Exempt**

1. Judith Young, Manager of Food Service, LTC, effective May 1, 2020.

**Agenda Item #17**  
**Collective Bargaining**

**Agenda Item #18**

**Litigation**

**Agenda Item #19**

**Other Items**

**Agenda Item #20**

**Adjournment**





