

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**May 17, 2022**



**Location:**

**Lincoln Trail College  
11220 State Highway  
Robinson, IL 62454**

<https://zoom.us/j/98425725617>

Meeting ID: 984 2572 5617  
Dial in number: 312 626 6799 US (Chicago)

**Dinner & Meeting – 6:15 p.m. – Room 118, Williams Hall**

*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**

**May 17, 2022**

**6:15 p.m.**

**Lincoln Trail College  
Room 118, Williams Hall**

<https://zoom.us/j/98425725617>

Meeting ID: 984 2572 5617

Dial in number: 312 626 6799 US (Chicago)

- 1. Call to Order & Roll Call ..... Chairman Carter
- 2. Disposition of Minutes ..... Chancellor Gower
- 3. Recognition of Visitors and Guests ..... President Atallah
  - A. Visitors and Guests
  - B. IECEA Representative
- 4. Public Comment
- 5. Reports
  - A. Trustees
  - B. Chancellor
  - C. Presidents
  - D. Cabinet
- 6. Policy First Reading (and Possible Approval) .....Gower
  - A. Policy 400.8 Minimum Faculty Qualifications Requirements
  - B. Policy 500.32 Open Admission
  - C. Policy 500.37 International Student Health Insurance
- 7. Policy Second Reading .....Gower
  - A. None
- 8. Staff Recommendations for Approval
  - A. Athletic Training Agreement LTC/ Crawford Memorial Hospital .....Gower
  - B. FY23 Activity Fee Allocations .....Gower

- C. Course Fees.....Gower
- D. Affiliation Agreements.....Gower  
  - Newton Care Center/Sarah Bush Lincoln Health Center/Wabash Christian Retirement Center/Cozy Corner/Kiddie Kollege/Wayne Co. Health Department/Deaconess Hospital
- 9. Bid Committee Report.....Gower
  - A. Synchronous Learning Classrooms
- 10. District Finance
  - A. Financial Report ..... Hawkins
  - B. Approval of Financial Obligations ..... Hawkins
- 11. Executive Session.....Gower
- 12. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes.....Gower
  - B. Audio Executive Session Minutes .....Gower
- 13. Approval of Personnel Report.....Gower
- 14. Collective Bargaining.....Gower
- 15. Litigation .....Gower
- 16. Other Items
- 17. 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, April 19, 2022.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman Gary Carter called the meeting to order at 6:15 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, Roger Browning, Gary Carter, Brenda K. Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Also present was Raechel Hnetkovsky, 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:

Ryan Gower, Chancellor of Illinois Eastern Community Colleges.

Jay Edgren, President of Frontier Community College.

Zahi Atallah, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Matt Fowler, President of Wabash Valley College.

Ryan Hawkins, Chief Financial Officer/Treasurer.

Alex Cline, Director of Information & Communications Technology.

Andrea McDowell, Director of Human Resources.

Renee Smith, Board Secretary.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, March 15, 2022 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Brenda Culver made a motion to approve minutes of the foregoing meeting as prepared. 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 and the Chair declared the “Ayes” have it and the motion carried.

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

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

**#3-B. IECEA Representative:** Rob Mason provided remarks and indicated XXXXXX.

**AGENDA #4 – “Public Comment”** – None

**AGENDA #5 – “Seating of Student Trustee”** – Rachel Hnetkovsky took the Oath of Office as administered by the Board Secretary.

**AGENDA #6 – “Reports”** –

**#6-A. Report from Trustees:** Trustee Ridgely reported he attended the Edwards County High School Awards Program and again challenged other trustees to participate in their local high school award programs.

**#6-B. Report from Chancellor:** Dr Gower provided additional details in addition to his electronic report.

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

**#6-D. Report from Cabinet:** None.

**AGENDA #7 – “Policy First Readings (and Possible Approval)”** –

**#7-A. Policy 500.4 Course Repeat:** Dr. Gower recommended approval of revisions to the following policy:

**STUDENT – 500.4**

**Course Repeat Policy (500.4)**

Date Adopted: August 16, 1994

Revised: April 17, 2018

Revised: August 20, 2019

Revised: April 19, 2022 (Pending Board Approval)

Students of Illinois Eastern Community Colleges may repeat a course under any one of the provisions described below. Students planning to transfer should familiarize themselves with the receiving college’s policy on repeat courses as they differ from one institution to the next.

~~A. — A student may repeat a course without formal written permission of the college when one of the~~

~~—following three conditions is met (indicating eligibility of credit hour grant funding):~~

A. **Course Identified as Repeatable in the Course Description.** Many courses are pre-approved by the Illinois Community College Board as repeatable due to the nature of their content. For these courses, the following apply:

- No formal written permission required to enroll in the course up to the number of times indicated as repeatable.
- All credit hours, up to the number of times indicated as repeatable, will be used in computing the student's earned credit hours.
- All course grades, up to the number of times indicated as repeatable, will be used in computing the student's cumulative grade point average and appear on the student's transcript with an I (Included in GPA) in the R Column.
- The Board of Trustees established tuition rate shall apply.

B. **Course NOT Identified as Repeatable in the Course Description.** (NOTE: Students should contact their financial aid representative before repeating a course that's not identified as repeatable in the course description as it may impact their financial aid.) The majority of courses are not repeatable, but may be repeated under the following conditions:

C.

1. **Repeat Due to Grade Less Than C or a Withdraw, First Repeat.** ~~If, during the student's first initial enrollment in the course, the student completed the course and~~ earned less than a grade of C or withdrew after midterm, the student may enroll one additional time. ~~The following apply:~~

- No formal written permission required to enroll in the course.
- The higher ~~of the grades and its credit~~ will be used in computing the student's earned credit hours and cumulative grade point average.
- The higher grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grade will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
- The Board of Trustees established tuition rate shall apply.

2. ~~If a course has been approved by the ICCB to be repeated, the student may repeat the course as~~

~~—many times as approved by ICCB; or, [This is A. now]~~

3.2. **Repeat After 4 Years to Upgrade Skills, First Repeat.** If the last time the student completed the course was at least four years ~~prior previously, and the student repeated the course~~ may enroll one additional time to upgrade his/her skills in that area. ~~This option may only be utilized once per course.~~ The following apply:

- No formal written permission required to enroll in the course.
- The higher grade will be used in computing the student's earned credit hours and cumulative grade point average.
- The higher grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grade will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
- The Board of Trustees established tuition rate shall apply.

~~The Board of Trustees established tuition rate shall apply.~~ [Moved above to A & B]

~~C.~~ **3. Repeats After the First Repeat.** For a student who wishes to repeat a course after the first repeat, the following apply:

- Formal written permission is required.
- The highest grade will be used in computing the student's earned credit hours and cumulative grade point average.
- The highest grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grades will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
- ~~When a student repeats a course that is not eligible for credit hour grant funding (eligibility outlined in section A above),~~ All students, except international students, will pay the equivalent of the applicable out-of-state tuition rate for the course enrolled; ~~For~~ international students, ~~will pay~~ the Board of Trustees established tuition rate ~~shall apply~~.

~~B.~~ **C. Repeats Under Provisions of an IECC Educational Guarantee Policy.** A student may repeat a course in accordance with the ~~with formal written permission of the college when the student has previously completed the course and was claimed for credit hour grant funding. The student may be claimed for retaking the course if the student uses his/her option to retake the course tuition free under the college's educational guarantee program.~~ provisions set forth in the Educational Guarantee Policies, ~~shall apply~~ 500.18 and 500.19. Impact to the student's transcript will be per A. or B. above depending upon whether the course was repeatable or not.

~~D.~~ ~~For courses that were approved by ICCB to be repeated, all grades will appear on the transcript and~~  
~~—be calculated in the GPA.~~[This is A. now]

~~E.~~ ~~For any other courses that are repeated grades are recorded on the student's transcript. The higher of~~  
~~—the grades and its credit will be used in computing the cumulative grade point average. [Moved above to~~  
B. 1 and B. 2., with revisions.]~~The other course grade(s) will be suffixed with an "R" to indicate the~~  
~~course was repeated and will not be used in computing grade point average.~~

**Board Action:** Trustee Roger Browning made a motion to waive second reading and approve the Policy 500.4 Course Repeat as presented. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. 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.

**#7-B. Policy 400.29 Paid Administrative Leave for COVID-19:** Dr. Gower recommended approval of the following policy:

**HUMAN RESOURCES 400.29**

## **Paid Administrative Leave for COVID-19**

Date Adopted: April 19, 2022

As a public community college, Illinois Eastern Community Colleges is required to abide by the Public Community College Act. Public Act 102-0697 amends the Public Community College Act to provide paid leave for reasons related to COVID-19. IECC will adhere to Public Act 102-0697 and will extend the benefits to all employees regardless of vaccination status.

**Board Action:** Trustee Brenda Culver made a motion to waive second reading and approve the Policy 400.29 Paid Administrative Leave for COVID-19 as presented. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #8 – “Policy Second Readings”** – None.

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

**#9-A. “Truck Driving Student Fee”** – Chancellor Gower recommended a revised fee structure and an increase in the Truck Driving Student Fee. This increase is attributed to the actual increased cost of operating a semi-truck. The current Truck Driving Student Fee for the program is \$2,000.00 (40 hours X \$50). Effective Fall Semester 2023, the Truck Driving Student Fee will assess a Truck Driving Student fee of \$2,674.80 for AY23 (40 hours X \$66.87)

**Board Action:** Trustee John Brooks made a motion to approve the increase in the Truck Driving Student Fee. Trustee Raechel Hnetkovsky seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. 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 passed.

**#9-B. “Student Professional Liability Fee”** - Chancellor Gower recommended a change in structure and an increase in fees for specific programs that are assessed a Student Professional Liability Fee.

**Board Action:** Trustee Brenda Culver made a motion to revise the structure and increase to certain fees for programs assessed a Student Professional Liability Fee as recommended. Trustee Roger Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.



**#9-C. “Affiliation Agreements”-** IECC enters into affiliation agreements with area health care facilities. The Chancellor recommended approval of affiliation agreements with Robinson Rehab & Nursing, Horizon Health Community Hospital, and Horizon Health at Fox River.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreements. Trustee Brady Waldrop seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10 – “Bid Committee Report”** – Chancellor Gower reviewed the bid committee recommendation for the WVC Gymnasium Floor Resurfacing and recommended approval of the following report:

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

The Bid Committee recommends acceptance of the bid received from Brightspark Travel for a total of \$81,000.00.

Company	Bid
Big Country Tours Hudson, FL	\$84,260
Brightspark Travel Chicago, IL	\$81,000
CE Tours Allen TX	\$87,987.76
Gerber Tours New York, NY	\$86,396
Good News Travel Greenville, SC	\$99,770
QuintTrips Austin, TX	\$103,288.90

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Renee Smith

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

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

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

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for April, 2022 totaling \$2,486,433.98 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 April 2022, in the amounts listed. Trustee Roger Browning seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. 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 – “Executive Session”** – The Board of Trustees did hold an executive session at this meeting. Trustee Brenda Culver made a motion to go into closed session under Open Meeting Act exceptions 2(c) 1 Employment/Appointment Matters and 2(c) 11 Litigation. Trustee Barbara Shimer seconded that motion and the Board went into closed session at 7:34 p.m. A motion to adjourn was made by Trustee Brenda Culver and seconded by Trustee Jan Ridgely, the Executive Session adjourned at 8:29 p.m. and returned to regular and open session. Separate minutes were prepared for the meeting.

**AGENDA #13 – “Approval of Executive Session Minutes”** – The following actions were taken relative to executive session minutes. #13-A. Written Executive Session Minutes: The Chairman recommended that written minutes and audio recorded minutes of an executive session held during the regular meeting Tuesday, March 15, 2022 be approved and remain closed at this time.

**Board Action:** Trustee Roger Browning made a motion to approve, as prepared, written minutes and audio recorded minutes of an executive session held March 15, 2022, but that executive session minutes of that date will remain closed and not be opened to public inspection at this time. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter, Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. 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 – “Approval of Personnel Report”** – Andrea McDowell presented the following Personnel Report and the Chancellor recommended approval.

#### **400.1. Employment of Personnel**

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

1. Ken Anderson, CETL Instructional Designer, DO, effective April 25, 2022.
2. Alexandre Morais, Men & Women's Soccer Coach, LTC, effective June 1, 2022.
3. James Glash, Head Men's Basketball Coach, OCC, effective April 25, 2022.

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

1. Curtis Miller, College Admission Representative, DO/OCC, effective May 11, 2022.

**C. Classified**

1. Jandi Cravens, Office Assistant, LTC, effective April 25, 2022.

**400.2. Temporary Contract**

**A. Faculty**

1. Billy Fornwalt, Truck Driving Instructor, WVC, effective May 16, 2022.

**400.3. Change in Status**

**A. Administrative**

1. Andrea Puckett, Director of Financial Aid, DO, to Program Director Financial Aid, DO, effective April 25, 2022.

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

1. Ryan Wilborn, Technology Support Specialist, DO, to Banner Systems Administrator, DO, effective April 25, 2022.

**C. Classified**

1. Ashley Gonzalez, Office Assistant, Adult Ed, FCC, to Office Assistant, Business Office, FCC, effective April 25, 2022.

**400.4. Resignation Ratifications**

**A. Professional, Non-Faculty, Exempt**

1. Sheri Gray, Director of Instructional Services, OCC, effective August 1, 2022.

**B. Classified**

1. Taylor Held, TRIO Upward Bound Counselor, DO/OCC, effective April 5, 2022.
2. Amy Hohlbaugh, Student Services Specialist, DO/FCC, effective May 13, 2022.
3. Lucas Harms, Custodian, WVC, effective March 29, 2022.
4. Terry Chrtt, Information Systems Technician, FCC, effective May 14, 2022.

**400.5. Retirement Ratification**

**A. Administrative**

1. Sandra Craig, Director of the Learning Resource Center, WVC, effective August 1, 2022.

**Board Action to Approve Personnel Report:** Trustee Roger Browning made a motion to approve the personnel report as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Roger Browning, Gary Carter,

Brenda Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. 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 #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

**AGENDA #17 – “Other Items”** - None.

**AGENDA #18 – “Adjournment”** – Student Trustee Raechel Hnetkovsky made a motion to adjourn. 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. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:46 p.m.

Minutes of a special meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Training Room at the IECC West Richland Center, 320 East North Avenue, Noble, Illinois, on Friday, April 29, 2022 at 10:00 a.m.

**Notice of Special Meeting:** Gary Carter, Chairman of the Board of Trustees called this special meeting. Notice of the meeting was given at least 48 hours before the meeting, to each member of the Board and to news media. A copy of the notice was also posted at the main office of this community college district. The notice specified the date, time and place of the meeting, and the purpose thereof.

**Purpose:** The purpose of this special meeting is to be a working meeting of the Board of Trustees with a focus on building on the IECC District's Strengths.

**AGENDA #1 – “Call to Order & Roll Call”** – The Chair called the meeting to order at 10:00 a.m. and the Chairman directed the Secretary to call the roll.

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

John D. Brooks, Roger Browning, Gary Carter, Brenda K. Culver, Jan Ridgely, Barbara Shimer, Brady Waldrop. Trustees absent: None. Student Trustee Present: Raechel Hnetkovsky. 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:  
Dr. Ryan Gower, Chancellor.  
Renee Smith, Board Secretary.

**AGENDA #2 – “Recognition of Visitors & Guests”** – None.

**AGENDA #3 – “Public Comment”** – None.

**AGENDA #4 – “Strategic and Long Term Planning”** – Board members heard a presentation given by Chancellor Ryan Gower who led an interactive discussion and session on successfully moving the District forward. No formal actions were taken during the meeting.

**AGENDA #5 – “Executive Session”** – There was no executive session held at this meeting.

**AGENDA #6 – “Other Items”** – None.

**AGENDA #6 – “Adjournment”** – Trustee Brenda Culver made a motion to adjourn. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 2:25 p.m.

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**



**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports  
Trustees  
Chancellor  
Presidents  
Cabinet**

**Agenda Item #6**

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

**A. Policy 400.8 Minimum Faculty Qualifications Requirements**

**B. Policy 500.32 Open Admission**

**C. Policy 500.37 International Student Health Insurance**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: May 17, 2022  
RE: Minimum Faculty Requirements/Qualifications (400.8)

In recent years the Department of Education repealed the regional monopoly rules which applied to higher-learning accrediting agencies in the United States. With this action, accreditors were no longer tied to a territory, allowing them to compete nationwide. Thus, any reference to “regional” accrediting agencies is no longer accurate. Policy 400.8 has been updated to reflect preferred language.

The proposed policy revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 400.8 as presented.

Attachment

RG/am

## HUMAN RESOURCES - 400

### **Minimum Faculty Requirements/Qualifications (400.8)**

Date Adopted: December 19, 1989

Date Revised: November 15, 2011

Date Revised: June 16, 2015

Date Revised: December 8, 2015

Date Revised: XXXXX, 2021 (Pending Board Approval)

Administration will determine the need for faculty personnel to fill vacancies or to meet changing enrollment or changing demands within each area of instruction and will follow the minimum qualification requirements as listed below:

Transfer Programs: Preparation shall include a master's degree with 18 graduate hours in the academic field, discipline, or subfield. The primary method of determination shall be by credentials, however other secondary methods may be considered when determining qualified faculty, such as tested experience, related training, and academic experience in the course and/or discipline area. Tested experience includes, but is not limited to, a breadth and depth of experience outside of the classroom in real-world situations relevant to the specific field, discipline or subfield to be taught; certifications or licensure in the field, discipline or subfield; and compliance with legal, governmental, and professional requirements, if applicable.

Basic Skills Courses: Preparation shall include a Bachelor's degree with course work in the academic area to be taught.

Career and Technical Education Programs: Preparation shall include a bachelor's degree in the field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in the specific occupational area to be taught; certifications or licensure in the field, discipline, or subfield; and compliance with legal, governmental, and professional requirements, if applicable. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.

#### Acceptable Coursework

- A. All undergraduate credit must be earned from ~~regionally accredited institutions~~ an institution accredited by an institutional accreditation agency recognized by the U.S. Department of Education in courses associated with the discipline in which the instructor shall teach.
- B. All graduate credit hours must be earned ~~at regionally accredited institutions~~ from an institution accredited by an institutional accreditation agency recognized by the U.S. Department of Education in courses at the graduate level with the major emphasis in either professional educational studies or the discipline in which the individual shall teach.
- C. Credit for graduate work done at foreign universities may be given at the discretion of the Board.

The District shall work with current and new faculty, who are otherwise performing well, to ensure that they meet the above requirements/qualifications. In some instances, a written education plan may be established for a faculty member.

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: May 17, 2022  
RE: Open Admission Policy (500.32)

As a result of the annual catalog review, enhancements to IECC's Open Admission Policy 500.32 were recommended. Revisions include simplifying the language and adding content that's historically been provided in the course catalog, but not previously integrated into policy.

These proposed policy changes have been reviewed by Cabinet and I would ask the Board to waive the second reading and approve Policy 500.32 as presented.

Attachment

RG/am

STUDENT - 500

**Open Admission Policy (500.32)**

Date Adopted: October 16, 2018

Revised: XXXXXX, 2022 (Pending Board Approval)

Students ~~who are qualified to complete a program~~ shall be admitted to Illinois Eastern Community Colleges (IECC) through an open admission process, in accordance with all requirements ~~respecting qualifications and preferences~~ set forth in Illinois ~~Complies Compiled~~ Statutes, [110 ILCS 805/3-17](#) and [805/3-28](#) and in ~~consideration of the~~ guidelines established by the Illinois Community College Board.

Admission to ~~the college~~ IECC shall not guarantee ~~the~~ admission to all courses or programs of study. ~~When space is limited in specific programs, IECC accepts those students best academically qualified, with preference given to students residing in the district or attending under a CAREER agreement.~~

IECC reserves the right to deny admission to any applicant when it is deemed IECC's standards of student conduct might be put in jeopardy by such admission.

Illinois Eastern Community Colleges shall publish the open admission policy, procedures, and requirements in the catalog and on the website.

Admission to the college shall not guarantee financial aid eligibility.



MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: May 17, 2022  
RE: International Student Health Insurance

22 CFR 62.14 requires that all international students enrolled in institutions of higher education carry health insurance. It has been common practice at IECC to require health insurance of international students, but there has been no formal policy detailing this requirement and no accompanying procedure that specifies when and how often compliance with this regulation is verified.

The policy states that coverage is mandatory and will be added to the international student's account. Students can waive the IECC provided coverage by providing proof of comparable coverage in the United States that meets federal requirements. Coverage for each international student will be assessed on a per semester basis.

These proposed policy changes have been reviewed by Cabinet and I would ask the Board to waive the second reading and approve Policy 500.37 as presented.

Attachment

RG/cg

**International Student Health Insurance Policy (500.37)**

Date Adopted: \_\_\_\_\_

Health insurance is mandatory for all international students enrolled at IECC campuses. International students who have F-1 and J-1 student visa categories are required to enroll in the IECC provided international insurance plan.

The insurance premium for this coverage will be added to the international students' accounts. The premium will be assessed on a semester basis.

IECC shall enter into an agreement with an insurance provider to make available an IECC provided international insurance plan. The IECC provided international insurance plan will meet the minimum requirements of 22 CFR 62.14.

Certain students may be eligible to waive out of the IECC provided international insurance plan by providing proof of comparable health insurance coverage that meets the minimum requirements of 22 CFR 62.14.

**Agenda Item #7**

**Policy Second Reading**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Athletic Training Agreement LTC/ Crawford Memorial Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Dr. Ryan Gower  
DATE: May 17, 2022  
RE: Athletic Training Services Agreement with Crawford Memorial Hospital and Lincoln Trail College

Crawford Memorial Hospital and Lincoln Trail College have requested approval for a new Athletic Training Services Agreement.

Lincoln Trail College has been extremely satisfied with the services provided under an existing agreement and LTC wishes to extend services for the next academic year. The new agreement developed in conjunction with CMH would provide a full-time athletic trainer for LTC events. ***The term of the agreement would be for three years with an annual cost of \$7,250.***

I ask the Board's approval of the Athletic Training Services Agreement with Crawford Memorial Hospital.

Attachment

RG/sc

ATHLETIC TRAINING SERVICES AGREEMENT

This ATHLETIC TRAINING SERVICES AGREEMENT (this "Agreement") is entered into as of

\_\_\_\_\_ 2022 (the "Effective Date") by and between CRAWFORD HOSPITAL DISTRICT (D/B/A

CRAWFORD MEMORIAL HOSPITAL), an Illinois special district of government (hereinafter, "CMH"), and ILLINOIS EASTERN COMMUNITY COLLEGES (hereinafter, the "College") (each of CMH and the College, a "Party" and collectively the "Parties").

RECITALS

WHEREAS, CMH and the College desire to have CMH provide certain athletic training services to Lincoln Trail College (hereinafter, "Lincoln Trail Campus"), as set forth herein.

NOW, THEREFORE, in consideration of the mutual representations, warranties, covenants and other terms and conditions contained herein, the receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

1.1 CMH Athletic Trainers. CMH shall provide to College one or more of CMH's employed licensed athletic trainers (the "Athletic Trainer(s)") to perform the Services (as defined below). CMH may, in its sole discretion, utilize one or more student trainees who shall operate under the supervision of the Athletic Trainer(s).

1.2 Term and Termination. The term of this Agreement shall begin on the Effective Date, shall continue for a period of three (3) years, and shall automatically renew for like terms unless earlier terminated earlier by either Party. Either Party may, with or without cause and for any reason whatsoever, terminate this Agreement with thirty (30) days written notice to the other Party.

1.3 Services. During the term of this Agreement, Athletic Trainers shall perform for Lincoln Trail Campus the services listed in Schedule A ("Services"). CMH shall use commercially reasonable efforts to satisfy its obligations under this Agreement and shall keep the College informed on a regular basis as to CMH's ability to staff the events listed in Schedule A. College's sole remedy for any Athletic Trainer's failure to meet College's expectations regarding the provision of the Services is to notify CMH and request a replacement Athletic Trainer or to terminate this Agreement.

1.4 Consideration. Upon execution of this Agreement, College shall pay to CMH the sum of SEVEN THOUSAND TWO HUNDRED AND FIFTY & 00/100 DOLLARS (\$7,250.00) annually. In the event either Party terminates this Agreement before the expiration of the initial term or any renewal term, any moneys already paid to CMH for Services not performed shall be promptly reimbursed to the College in such amount as the Parties mutually agree.

1.5 Relationship of the Parties. In the exercise of their respective rights, and the performance of their respective obligations hereunder, the Parties are, and will remain, independent contractors. Nothing in this Agreement will be construed to constitute the Parties as partners, or principal and agent for any purpose whatsoever. Neither Party will bind, or attempt to bind, the other Party to any contract or other obligation, and neither Party will represent to any third party that it is authorized to act on behalf of the other Party to this Agreement. Athletic Trainers are the employees of CMH and not the College.

1.6 Notices. Any notice, request, instruction, or other document to be given hereunder by a Party shall be in writing and shall be deemed to have been given (a) when received, if given in person or by courier or a courier service, (b) on the date of transmission, if sent by facsimile or other wire transmission (receipt confirmed), or (c) five business days after being deposited in the mail, certified or registered, postage prepaid:

If to CMH:	If to the College:
Crawford Hospital District	Illinois Eastern Community Colleges
d/b/a Crawford Memorial Hospital	Lincoln Trail College
1000 North Allen Street	11220 State Highway 1
Robinson, Illinois 62454	Robinson, Illinois 62454-5707
Facsimile: (618) 546-2682	Facsimile: (618) 544-4705
Attention: Chief Executive Officer	Attention: Athletic Director

1.7 Indemnification. The Parties agree to defend, hold harmless and indemnify each other, their directors, officers and members from and against any and all losses, damages, claims, demands, suits, actions, expenses and liabilities, including reasonable attorneys' fees and expenses, associated therewith or with successfully establishing the right to indemnification hereunder, which arise out of, in connection with or result from any claim, action or other proceeding, that is based on: (i) the negligent actions or omissions of the indemnifying Party; and (ii) either Party's breach of any of the representations, warranties or covenants contained in this Agreement.

1.8 Confidentiality. The Parties shall comply with all federal and state laws pertaining to medical record confidentiality and disclosure. To the extent, and for so long as required, the Parties represent that they shall make all reasonable efforts to comply with the provisions of 42 U.S.C. 5 1171, et. seq. enacted by the Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated thereunder all amended from time to time, including but not limited to the requirement for a business associate agreement, if applicable.

1.9 Access to Books and Records. The Parties agree that they will allow the Comptroller General of the United States, Health and Human Services, and their duly authorized representatives, access to the contracts, books, documents, and records of both Parties until the expiration of four (4) years after the services are furnished under this Agreement. The access will be provided for in accordance with the provisions of 42 CFR 5 420.302 and related regulations. Furthermore, the Parties agree that if any of the value or cost of any work provided by a subcontractor of one Party to the other Party for any twelve (12) month period has a value of Ten Thousand and 00/100 Dollars (\$10,000) or more, the subcontractor will be required to sign a similar agreement to make its books and records available for such four (4) year period of time. The Parties further agree they will adhere to the Illinois Local Records Act, 55 ILCS 205/1, et. seq. and any other applicable legal requirement(s).



1.10 Tax Exempt Status. In the event the performance by either Party of any term, covenant, condition or provision of this Agreement should jeopardize CMH's tax exempt status, license, ability to participate in Medicare or Medicaid, or an accreditation by the Joint Commission on Accreditation of Healthcare Organizations or any other state or nationally-recognized accreditation organization, or violate any statute, regulation, ordinance, or be deemed unethical by any recognized body, agency, or association in the medical or hospital fields, CMH may at its option terminate this Agreement immediately.

College will provide:

- Basic athletic training supplies such as tape, pre-wrap, bandages, AED, etc.
- Additional fee of \$500.00 to cover cost of XLNTbrain concussion management software annually with contract fee.

1.11 Miscellaneous Provisions. (i) This Agreement constitutes the entire agreement between the Parties with respect to the subject matter set forth herein and supersedes any prior understandings, agreements, or representations by the Parties, written or oral, to the extent they relate in any way to the subject matter hereof; (ii) This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign any of its rights or obligations hereunder, directly or indirectly, without the prior written consent of the other Party; (iii) No amendment of any provision of this Agreement shall be valid unless the same shall be in writing and signed by each Party; (iv) No waiver by a Party of any provision of this Agreement or any default hereunder, whether intentional or not, shall be valid unless the same shall be in writing and signed by the Party making such waiver nor shall such waiver be deemed to extend to any prior or subsequent default hereunder or affect in any way any rights arising by virtue of any prior or subsequent such default; (v) This Agreement shall be governed by and construed and enforced in accordance with the domestic laws of the State of Illinois without giving effect to any choice or conflict of law provision or rule (whether the State of Illinois or any other jurisdiction) that would cause the application of laws of any jurisdiction other than the State of Illinois, and any dispute arising from this Agreement shall be venued in the state and federal courts of Crawford County, Illinois; (vi) This Agreement shall not confer any rights or remedies upon any person (including Athletic Trainer or any replacement employee) other than the Parties; (vii) The Parties have participated jointly in the negotiation and drafting of this Agreement, and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement; (viii) This Agreement may be executed using counterparts and shall be fully effective and enforceable upon exchange of such executed counterparts by facsimile or electronic transmittal; (ix) Each Party warrants and represents by its execution of the Agreement that it has full power and authority to enter into this Agreement, and this Agreement was adopted by its respective bodies with power to adopt upon proper resolution and vote at a meeting duly and lawfully called and with power to consider this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first  
above

written.

CRAWFORD HOSPITAL DISTRICT ILLINOIS EASTERN COMMUNITY COLLEGES (D/B/A  
CRAWFORD MEMORIAL HOSPITAL) CRAWFORD LINCOLN TRAIL COLLEGE

Signature: 

Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_

6-v.A-.e, Name: \_\_\_\_\_

Title:  \_\_\_\_\_ Title: \_\_\_\_\_

CRAWFORD HOSPITAL  
DISTRICT Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

SCHEDULE A SERVICES

Subject to the conditions set forth in the Agreement, CMH will provide athletic training services to College at the Lincoln Trail Campus consistent with the Illinois Athletic Trainers Practice Act, 225 ILCS 5/1, et. seq., as amended from time to time. Examples of the Services that may be provided include to the extent applicable:

- A. Selection, fitting, and maintenance of protective equipment;
- B. Assistance to the coaching staff in the development and implementation of conditioning programs;
- C. Counseling of athletes on nutrition and hygiene;
- D. Inspection of athletic training and playing facilities, equipment and supplies;
- E. Coordination with a licensed physician(s) to provide:
  - (i) Pre-competition physical exam and health history updates,
  - (ii) Game coverage or phone access to a physician or paramedic,
  - (iii) On-site and follow-up injury care,
  - (iv) Reconditioning programs, and

(v) Assistance on other matters pertaining to the health and well-being of athletes.

F. With a physician, determination of when an athlete may safely return to full participation post-injury; and

J. Maintenance of records of athletic injuries and treatments rendered.

Services shall be provided at the following events, listed in order of priority<sup>1</sup>:

- Home game coverage for men's and women's soccer, men's and women's basketball, volleyball, baseball and softball.
- Weekday Athletic Training Room Coverage for a minimum of two (2) hours on nongame coverage weekdays and one (1) hour on game coverage weekdays.
- Post-season tournament(s) coverage hosted at the Lincoln Trail Campus

---

<sup>1</sup> Should events overlap, CMH shall determine, in its sole discretion, which event shall be staffed. In the event of Athletic Trainer's inability to attend a scheduled event, whether due to injury or illness or for any other reason, CMH will promptly notify College.

**Agenda Item #8B**

**FY23 Activity Fee Allocations**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: May 17, 2022  
RE: FY2023 Activity Fee Allocations

Annually, \$2 per credit hour for all tuition actually collected is returned to the colleges to support student activities. The Presidents recommend student activity fee allocations at the colleges.

Attached is an analysis of these allocations and the recommendation for FY2023. There are minimal changes from last year's recommendations. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

I request approval of the Activity Fee Allocations for FY2023.

RG/akb

Attachment



**Agenda Item #8C**

**Course Fees**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: May 17, 2022  
RE: Recommended Changes to Course Fees

The addition of a new program, modifications to existing programs, and a review of schedule building practices has resulted in several recommended changes to course fees.

Next fall, WVC will enroll the first students in the **Physical Therapy Assistant** program. Ten courses in this curriculum have been identified as having costs that are appropriate to pass along to the student in the form of a student fee. A \$20 fee (per student/per course effective Fall 2022) is recommended for the following courses:

**Clinical Fees:**

1. PTA 1211 Clinical I
2. PTA 2249 Clinical II
3. PTA 2250 Clinical III

**Lab Fees:**

4. PTA 1203 PTA Clinical Processes
5. PTA 1205 Patient Care Interventions
6. PTA 1206 Functional Anatomy & Biomech.
7. PTA 1210 Field Experience for the PTA
8. PTA 2202 Musculoskeletal Therapy
9. PTA 2210 Multiple System Rehabilitation
10. PTA 2211 Neuromuscular Rehabilitation

The **Pharmacy Technician** program at Lincoln Trail College has migrated to a fully online delivery. As such, the \$40 Course Lab fee for PHM 1204 is no longer necessary. *We are notifying the Board of our intent to remove this fee.*



Revisions to the **Broadband Telecom** program at Lincoln Trail College require previously approved fees to be assigned to new courses. These changes are simply a reassignment of existing course fees and do not represent a new or increased cost to program participants.

1. TEL 1202 Networking Fundamentals (\$94)
2. TEL 1203 Combination Technician I (\$167.50)
3. TEL 1204 Outside Plant Technician I (\$375)
4. TEL 1232 Networking Fundamentals II (\$94)
5. TEL 1234 Outside Plant Technician II (\$375)

In a review of IECC courses that contain **science labs**, we found that our assignment of course fees was inconsistent from college to college and inconsistent with Board approved fees. The courses listed below have, varying over time and location, been assigned course fees in previous academic years. To bring consistency to our practices and to come into compliance with the requirement that student fees be approved by the Board of Trustees, we are requesting a \$10 fee (per student, per course effective Spring 2023) for the following classes:

1. CHM 1124 Elem Organic & Biochemistry
2. CHM 2120 Organic Chemistry
3. CHM 2122 Organic Chemistry
4. GEG 1104 Introductory Meteorology Lab
5. GEL 1110 General Geology
6. GEL 1112 Physical Geology
7. GEL 2111 Environmental Geology
8. LSC 1103 General Botany
9. LSC 1104 General Zoology
10. LSC 1106 Introduction to Biology
11. LSC 1109 Human Biology Lab
12. LSC 1111 Intro to Forensic Science
13. LSC 2104 Field Biology
14. LSC 2113 Human Cadaver Anatomy
15. PHY 1110 Survey of Physics
16. PHY 1111 Technical Physics I
17. PSC 1101 Intro to Physical Science
18. PSC 1112 Intro to Astronomy Lab
19. PSC 2101 Environmental Science

These recommendations have been reviewed and approved by Cabinet, and I now request Board approval of the changes as presented.

RG/sc

## **Agenda Item #8D**

### **Affiliation Agreements**

- **Newton Care Center**
- **Sarah Bush Lincoln Health Center**
- **Wabash Christian Retirement Center**
- **Cozy Corner**
- **Kiddie Kollege**
- **Wayne Co. Health Department**
- **Deaconess Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: May 17, 2022  
RE: Affiliation Agreements

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

IECC wishes to enter into a standard clinical affiliation agreement with the following organization:

- Newton Care Center
- Sarah Bush Lincoln Health Center
- Wabash Christian Retirement Center

IECC wishes to enter into a standard non-clinical affiliation agreement with the following organization:

- Cozy Corner
- Kiddie Kollege
- Wabash Christian Retirement Center
- Wayne County Health Department

IECC wishes to enter a non-Standard clinical agreement with the following:

- Deaconess Hospital

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

RG/sc

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

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

CLINICAL AFFILIATION AGREEMENT

THIS AGREEMENT is made and entered into as of the date of last signature by and

between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER

COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE

and WABASH VALLEY COLLEGE, for its degree and certificate programs (hereinafter

referred to as DISTRICT #529) and \_\_\_\_\_

\_\_\_\_\_ (hereinafter referred to as AGENCY): of \_\_\_\_\_ (city) (state)

\_\_\_\_\_.

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care which are appropriate for educational experiences for observation and participation by the students and IECC Faculty and/or staff of the DISTRICT #529, subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Administrator, and the

Director of Nursing Service or Department Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

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

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

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

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

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

This agreement forbids discrimination against any student on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other

protected category.

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

6. The IECC Faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new IECC Faculty member of DISTRICT #529 participating in the program will arrange with the appropriate department director or supervisor, on behalf of the AGENCY, for an orientation prior to the assignment of the new IECC Faculty member to any clinical area.

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

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

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

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or

liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program.

11. IECC Faculty and students shall be covered by occurrence type professional liability insurance in the amount of one million (\$1,000,000) per occurrence and five million (\$5,000,000) annual aggregate prior to any assignment for practice at the AGENCY.

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

13. This agreement will remain in effect until July 1, 2024 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their laboratory experience needed for graduation at the AGENCY.

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

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

Signature: \_\_\_\_\_  
Chair, IECC Board of Trustees

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon requests.



ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

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

NON-CLINICAL AFFILIATION AGREEMENT

THIS AGREEMENT is made and entered into as of the date of last signature by and

between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER

FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL

COLLEGE and WABASH VALLEY COLLEGE, for its degree and certificate programs

(hereinafter referred to as DISTRICT #529) and \_\_\_\_\_

\_\_\_\_\_ (hereinafter referred to as AGENCY): of \_\_\_\_\_

(state)

(city)

\_\_\_\_\_.

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for Internships by students of the DISTRICT, and

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

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

1. The AGENCY agrees to make its facilities available for internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. DISTRICT #529 Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the DISTRICT #529 Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The DISTRICT #529 Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the DISTRICT #529 Program Coordinator who will remove the student(s) from the internship.

This agreement forbids discrimination against any student on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction

record, physical or mental disability, genetic information, or any other protected category.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, DISTRICT #529 Program Coordinator and student(s). Compensation is not a requirement. Neither DISTRICT #529 or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through DISTRICT #529 prior to any assignment at the AGENCY.

8. This agreement will remain in effect until July 1, 2024 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 degree and certificate programs, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

---

Administrator, Hospital or Agency

---

Chair, IECC Board of Trustees

---

Date

---

Date

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

**AFFILIATION AGREEMENT BETWEEN  
DEACONESS HOSPITAL, INC.**

**AND**

**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**

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

**THIS AFFILIATION AGREEMENT** (“Agreement”) is made as of the 27 day of April, 2022 (“Commencement Date”) by and between Illinois Eastern Community College District #529 (“Educational Entity”), and Deaconess Hospital, Inc., an Indiana nonprofit corporation located in Evansville, Indiana, “Deaconess”) (Deaconess and Educational Entity sometimes hereinafter referred to individually as a “Party” and collectively as “Parties”).

**WITNESSETH:**

**WHEREAS**, Deaconess Health System, Inc. (“DHS”) is a regional nonprofit health care system that owns and operates health care facilities and clinics in Southern Indiana, Southern Illinois and Western Kentucky (the “Tri-State Region”) and whose purpose is to provide needed medical services to citizens in the Tri-State Region through its affiliates; and

**WHEREAS**, Deaconess is an affiliate of DHS and operates health care facilities in the Tri-State Region; and

**WHEREAS**, Educational Entity implements a clinical educational opportunity, or an observational opportunity, for participating students and faculty members (each are individually a “Student” and collectively “Students”) enrolled in those programs listed on Exhibit A, attached hereto and made a part hereof (this Agreement shall apply to each program listed and each program is hereinafter the “Program”); and

**WHEREAS**, for the mutual benefit of each Party hereto, Educational Entity and Deaconess desire to provide for the training and preparation of Students enrolled in a Program, using for training purposes the facilities and personnel of Deaconess, subject to the terms hereof.

**NOW, THEREFORE**, in consideration of the covenants herein contained, the Parties hereto agree as follows:

Section 1. Duration and Review. The term of this Agreement shall be for a one (1) year initial term, commencing on the Commencement Date and concluding on the date that is one (1) year thereafter, and this Agreement shall automatically renew thereafter for additional one (1) year terms until terminated in writing by either party upon ninety (90) days’ prior written notice to the other party. In the event of termination of this Agreement, any Students then currently enrolled in a Program shall be given the opportunity to complete the Program for the then current placement.

Section 2. Mutual Covenants. The Parties mutually agree to the following:

(a) The Students shall at all times be deemed to be students of Educational Entity and in no circumstances shall be deemed as or otherwise permitted to be students, employees, agents, contractors, or affiliates of Deaconess during their participation in the Program. In addition, Students are exempt from and shall have no claim under this Agreement or otherwise against Deaconess for injuries related to workers' compensation, disability, unemployment insurance benefits or employee benefits of any kind.

(b) Deaconess reserves the right to require Educational Entity to suspend or remove any Student immediately from Deaconess's premises because of unsatisfactory work or violation of Deaconess's policies, procedures, standards, facilities, confidentiality requirements or code of ethics; provided, however, that Deaconess may immediately remove from Deaconess's premises any Student who poses an immediate threat or danger to patients, staff, visitors of the premises or the public or whose immediate removal is in the best interest of patient care and treatment.

(c) Prior to any Program participation at Deaconess, each Student shall be responsible for completing and providing to Deaconess and Educational Entity documented evidence of compliance with the following requirements:

- (i) Certificate of health from physician stating that Student is in good health, free of communicable diseases, and capable of performing assigned duties;
- (ii) Documentation of tuberculosis testing as follows:
  - a. if the Deaconess facility where the Program is being provided is located in Indiana: Results within the past twelve (12) months of a negative T-spot test, a negative PPD skin test or a negative QuantiFERON TB Gold blood test provided to Deaconess within a reasonable time prior to Program participation. Thereafter every year during this Agreement, Student must complete any TB testing or forms required by the applicable Deaconess department.
  - b. if the Deaconess facility where the Program is being provided is located in Kentucky: Results within the past twelve (12) months of a negative T-spot test, a negative PPD skin test or a negative QuantiFERON TB Gold blood test provided to Deaconess within a reasonable time prior to Program participation and thereafter every year during this Agreement. Student must also complete any TB testing or forms required by the applicable Deaconess department.
- (iii) Documentation of MMR immunity either by serologic titer or documentation of two (2) MMR vaccines given on or after age twelve (12) months of age.
- (iv) Reliable history of chicken pox or documentation of two (2) live chicken pox vaccinations.
- (v) Documentation, including dates, of hepatitis B series vaccination or a signed declination.
- (vi) Documentation of influenza vaccination during flu season every year during this Agreement.
- (vii) A documented criminal background check that meets Deaconess's requirements.
- (viii) Satisfactory evidence of urinalysis drug screen indicating that Student is negative for the presence of illegal drugs or the abuse of prescription or non-prescription drugs in accordance with Deaconess's Drug Free Work Place Policy.

- (ix) Documentation of instruction in and signed patient confidentiality (HIPAA) agreement.
- (x) Documentation of instruction in accordance with OSHA guidelines in the proper handling and cleanup of blood and other precautions related to blood borne pathogens and infection control.
- (xi) Any other documentation or health records reasonably requested by Deaconess.

Educational Entity shall be responsible for verification of each applicable requirement by each Student prior to Program participation and shall maintain documentation of compliance by each Student for the duration of the Program. Deaconess shall receive documented evidence of compliance prior to Program participation, and thereafter, Educational Entity shall provide copies or verification to Deaconess upon request. Deaconess shall not be liable in the event a Student who is not immune becomes infected with any diseases as a result of their association with Deaconess.

(d) Each Party hereto shall be responsible for its own acts and omissions and shall not be responsible for the acts or omissions of the other. Therefore, each Party agrees to indemnify and hold the other Party, its officers, directors, servants, agents and employees, as applicable, harmless from and against all claims, actions, liability and expenses (including costs of judgments, settlements, court costs and attorney's fees, regardless of the outcome of such claim or action) arising out of or related to any act or omission of the offending Party or its officers, directors, agents, or employees (including Students) related to the performance of this Agreement, including, but not limited to, personal injury, death, property damage or destruction and breach of patient confidentiality by any Student, employee, agent or servant of Educational Entity and any claims asserted by employees or students of one Party against the other Party for personal injuries sustained or allegedly sustained on the premises while engaged in activities pursuant to this Agreement. Each Party agrees to provide the other Party written notice of any such claim or action within thirty (30) days after receiving notice thereof or after it has knowledge of any other damage, loss or expense incurred by them resulting from the above acts or omissions.

(e) Neither Party will discriminate against any applicant or Student in nomination, selection or training because of religion, sexual orientation, gender, race, creed, disability, national origin, age or any other federal, state or local prohibition.

(f) Each Party shall comply with all federal, state, and municipal laws, rules and regulations which are applicable to the performance of this Agreement.

(g) Students shall be treated as trainees who have no expectation of receiving compensation or future employment from Deaconess or Educational Entity.

Section 3. Covenants of Educational Entity. Throughout the term hereof, Educational Entity agrees to perform or cause to be performed the following covenants:

(a) Notify Deaconess at least sixty (60) days prior to the beginning of each Program of the number of students it desires to place at Deaconess. Deaconess shall have the right to accept or reject that number based on the current level of staffing in the appropriate discipline.

(b) Direct and maintain primary responsibility for administration of the Program, including, but not limited to, selection and assignment of Students to the Program, curriculum

development, grading requirements for matriculation, credits, scheduling and clinical hours and shall provide general supervision of the Students.

(c) Provide to Deaconess the names and phone numbers of faculty/liaisons or Educational Entity contact person responsible for the general supervision of the Students.

(d) Provide to Deaconess a description of the expected clinical educational experience, including applicable activities and objectives for the Program, roles for the clinical experience, and clinical department assignments.

(e) Prior to Program participation, cause the Students to participate and receive an orientation to Deaconess and, if applicable, the Deaconess department(s) in which the clinical education experience is received.

(f) Provide instruction to the Students on the importance of respecting the confidential and privileged nature of all information which may come to their attention concerning patients and the records of Deaconess and its patients. Such instruction will include warnings that the disclosure of patient medical records and information to any person can result in civil and criminal liability under Title V of the federal Gramm-Leach-Bliley Act, the federal Health Insurance Portability and Accountability Act (HIPAA) and the federal and state laws implementing regulations under such statutes (collectively, the "Privacy Laws"). Patient medical records and other personal information encountered by the Student during the educational experience are protected by such Privacy Laws. Access to patient records and other personal information by the Student is limited to those data necessary for the educational experience and the Program requirements. All protected health information must be held in confidence and any information referenced for educational purposes must be anonymous (unidentifiable as to patient), in compliance with the Privacy Laws and no way traceable to the specific individual. Educational Entity agrees that a Student's breach of Privacy Laws or Deaconess's policies concerning confidentiality shall be grounds for discipline by Educational Entity, including dismissal from the Program and/or removal from Deaconess's premises.

(g) Prior to Program participation, cause the Students to become thoroughly familiar with all applicable personnel, policies, procedures, standards, facilities, confidentiality requirements and code of ethics applicable to Deaconess and abide by the same.

(h) Inform Students that they are responsible for their own meals, lodging, transportation, uniforms (as applicable), laundry and health insurance for the assignment.

(i) Ensure that each Student has in force a medical insurance policy on themselves during the term of the assignment and provide documentation of the same to Deaconess prior to Program participation.

(j) Require each Student to provide liability insurance coverage for professional malpractice with a limit of one million dollars (\$1,000,000) per occurrence and a limit of three million dollars (\$3,000,000) annual aggregate (unless Student is a qualified provider in the Indiana Patient Compensation Fund, then limits would be in accordance with Indiana Medical Malpractice Act), provided, however, such insurance coverage for each Student in the Program may be provided by the Educational Entity's insurance coverage. The parties acknowledge that professional liability insurance may not be required for those Students that will not have patient contact. Deaconess shall make the final determination whether professional liability insurance is necessary for a particular Program. Educational Entity shall provide documentation of the



appropriate liability insurance to Deaconess prior to Program participation.

- (k) Require each Student to provide the items as set forth in Section 2(c).

Section 4. Covenants of Deaconess. Deaconess agrees to perform or cause to be performed the following covenants through the term hereof:

- (a) Accept Students in the Program for which placement has been mutually reviewed, planned and arranged with Educational Entity.

- (b) Provide to the Students and Educational Entity the name and telephone number of the liaison for Deaconess.

- (d) Retain responsibility for health care and related duties and services provided to its patients.

- (e) Make daily (or as necessary to meet mutually acceptable Program goals) assignments for clinical experiences of the Students compatible with Program requirements.

- (f) Maintain a sufficient level of staff employees to carry out regular duties. Students will neither be expected nor permitted to perform services in lieu of staff employees.

- (g) Use best efforts to arrange for emergency care of Students in case of accident or illness. Student shall be responsible for all costs and expenses associated with such care.

Section 5. Miscellaneous.

- (a) This Agreement shall be interpreted, governed and construed according to the laws of the State of Indiana.

- (b) Neither Party hereto shall assign its rights or delegate its duties to any other person or entity without the prior written consent of the other Party hereto.

- (c) This Agreement is intended to be formed in accordance with, and only to the extent permitted by all applicable laws, ordinances, rules and regulations. If any provision of this Agreement or the application thereof to any person, entity or circumstance shall for any reason and to any extent be held to be invalid or unenforceable, the remainder of the Agreement and the application of such provision to the other party or circumstance shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

- (d) This Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter hereof and it is understood and agreed that all undertakings and agreements heretofore between the Parties with respect to the subject matter of this Agreement are merged herein. The provisions herein shall inure to the benefit of and shall be binding upon the Parties hereto and their respective successors and assigns. This Agreement may only be modified by a subsequent written agreement executed by all Parties hereto.

- (e) All terms and conditions of this Agreement that would, by their nature, survive the expiration or termination of this Agreement, shall so survive.

- (f) All notices hereunder shall be in writing and mailed to each Party at the following address:

Educational Entity

Illinois Eastern Community College District #529

233 East Chestnut Street  
Olney, IL 62450

Attn: Assistant Dean of Academic Services

Deaconess

Deaconess Hospital, Inc.

600 Mary St.

Evansville, IN 47747

Attn: In-House Counsel

(g) It is understood and agreed that this Agreement is not intended and shall not be construed or deemed to create or confer any right or benefit to any person not a party hereto. The relationship between Educational Entity and Deaconess shall be considered as one between independent contractors and not as a joint venture or partnership.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the first date set forth above.

**ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529**

**DEACONESS HOSPITAL, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**

**Clinical undergraduate degree and certificate programs**

**Agenda Item #9**

**Bid Committee Report**

## BID COMMITTEE REPORT

May 17, 2022

### District-wide

1. Synchronous Learning Classrooms

TO: Board of Trustees  
FROM: Bid Committee  
DATE: May 17, 2022  
RE: Synchronous Learning Classrooms

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

The Bid Committee recommends acceptance of the bid received from Synapsis for a total of \$879,771.64.

<b>Synchronous Learning Classrooms</b>	
<b>Company</b>	<b>Bid</b>
Synapsis	\$879,771.64

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Renee Smith

Department: District-wide.

Source of Funds: Higher Education Emergency Relief Funds.

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

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

# **REQUEST FOR PROPOSAL**

## **ILLINOIS EASTERN COMMUNITY COLLEGES**

### **TIME AND PLACE OF BIDS**

Notice is hereby given that sealed bids for Synchronous Learning Classrooms shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 2:00 p.m. local time, on Thursday, May 5, 2022, 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.

### **PRE-BID MEETING**

There will be a formal pre-bid meeting for this project which will be held at West Richland Center, 320 E. North Avenue, Noble, Illinois on Thursday, April 28 at 1:00 p.m. Attendance will be required for any interested vendors. For any vendors unable to attend in-person a Microsoft Teams link will be provided. Please contact Ryan Hawkins, CFO, to receive this link.

### **METHOD OF BIDDING**

Bids should include all items bid as one contract price. Bidders shall examine all documents contained herein. Failure to do so will not relieve a successful bidder of his obligation to provide all labor, materials, training, and support necessary to carry out the provision of his contract for the sum stated thereon. Each bidder, by submitting a bid represents that they have received, read, and understand the bidding documents.

All specifications for equipment can be found as a separate attachment to this request for proposal.

Manufacturer's trade names are used in specifications for the express purpose of establishing a standard of quality and coordination of design, not for the purpose of limiting competition. All sizes of equipment must be as specified in the attached listing. All pieces of equipment must include or have listed features as set forth in the specifications.

Bidders proposing substitution of any item must do so in writing. Any such requests must be made by 4:00 p.m., Tuesday, May 3, 2022. Requests must be submitted to the following address or to [bids@iecc.edu](mailto:bids@iecc.edu):

Illinois Eastern Community Colleges

Attn: Ryan Hawkins

233 E. Chestnut Street

Olney, IL 62450

All requests should be clearly marked “REQUEST FOR SUBSTITUTION – SYNCHRONOUS LEARNING CLASSROOMS.”

### **SCOPE**

The scope of this bid is to establish minimum standards and features for the purchase of complete synchronous learning classrooms. The specifications contained herein, call for the fitting of twenty (20) such classrooms. Classrooms will be installed at various locations across the Illinois Eastern Community College District #529, including at fifteen (15) of the area high schools, two (2) FCC, one (1) LTC, one (1) OCC, and one (1) WVC.

The purpose of the rooms is to provide high-definition visual and audio-conferencing capabilities for instruction purposes across geographic locations. Such operation will allow for expanded dual credit courses for high schools and increased options for in-person learning at each of the IECC colleges. Each location considered will have at least one dedicated distance-learning classroom that will integrate with all other installed rooms.

The bidder is to provide all equipment necessary for such classrooms as listed in the detail specifications, installation of equipment according to manufacturer specifications and recommendations, field testing of completed rooms to ensure operability across all locations, and in-person training for both IECC technicians on care and maintenance and for faculty on the operation of the rooms. Training will be a minimum of four (4) hours at each of the IECC colleges (minimum 16 hours of training). Each high school district shall receive a minimum two (2) hours training (minimum 30 hours of training). The training will be held upon installation of the systems.

It is the responsibility of the bidder to familiarize themselves with the location of each room. All electrical, network cabling, and room modification needs must be considered and identified as part of the base bid.

## **QUALIFICATION OF BIDDERS**

In addition to the base bid, all interested bidders are to submit a statement of qualification, with a minimum of three references as evidence of successful project work of a similar scope or nature. This statement of qualifications and references will be used as a basis for ensuring a bidder has the technical capabilities to install, test operation, and warranty work.

## **PREPARATION OF BIDS**

All bids must be submitted on the bid form contained herein. Bids shall be delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

Bid submissions should detail out all specified equipment contained as part of the base bid, including the item number, model number (when applicable), description, unit price, and extended price for each piece detailed in the attached specifications.

## **METHOD OF BID EVALUATION**

The IECC Board of Trustees reserves the right to reject all bids or parts of bids, and to waive informalities therein. 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.

## **PREVAILING WAGE**

Illinois Eastern Community Colleges is a unit of local government, and as such, any contract for public works is subject to the Illinois Prevailing Wage Act. The Prevailing Wage Act regulates wages of laborers, mechanics, and other workers employed under contract for public work. It is the bidder's responsibility to bid all work pursuant to laws and regulations outlined in the Illinois Prevailing Wage Act.

## **SHIPPING & HANDLING**

All freight and delivery must be included in bid.



## **SPECIAL PROVISIONS**

Funding for this project is provided 100% by the Higher Education Emergency Relief Fund (HEERF), American Recover Plan (ARP) Act of 2021, Award No. P425F203329.

**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.

**BID FORM**

Following Board approval, bids will be awarded on May 17, 2022.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO EACH LOCATION IDENTIFIED IN THE ATTACHED. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

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

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

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

All bids must include a listing for each location with the quantity, item number, model number (when applicable), item description, unit price, and extended price.

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.

## High Schools

**All rooms have not yet been identified for the fifteen (15) high schools. The selected contractor shall assist in making final determination of room location. This will be a topic of discussion at the pre-bid meeting on April 28. The fifteen (15) high schools where the work will take place are:**

1. Robinson High School  
2000 N. Cross Street  
Robinson, IL 62454
2. Palestine High School  
102 N. Main Street  
Palestine, IL 62451
3. Oblong High School  
700 S. Range Street  
Oblong, IL 62449
4. Hutsonville High School  
500 W. Clover Street  
Hutsonville, IL 62433
5. Lawrenceville High School  
2200 James Street  
Lawrenceville, IL 62439
6. Newton Community High School  
201 West End Avenue  
Newton, IL 62448
7. Richland County High School  
1200 E. Laurel Street  
Olney, IL 62450
8. Flora High School  
600 S. Locust Street  
Flora, IL 62839
9. Fairfield Community High School  
300 W. King Street  
Fairfield, IL 62837
10. Edwards County High School  
361 W. Main Street  
Albion, IL 62806
11. Red Hill Junior/Senior High School  
908 Church Street  
Bridgeport, IL 62417
12. North Clay High School  
500 S. US-45  
Louisville, IL 62858
13. Clay City High School  
607 Walnut Street SE  
Clay City, IL 62824
14. Grayville Junior/Senior High School  
728 W. North Street  
Grayville, IL 62844
15. Mt. Carmel High School  
201 N. Pear Street  
Mt. Carmel, IL 62863

## High Schools

(See previous page for locations)

### Specifications for 15 Separate Locations

Qty	Description
1	Poly G7500 4k Base Unit Codec: G7500 UHD 4k video codec and Wireless Presentation System, BT remote, Cable: 1 CAT 5E LAN 3.6m. Power: Amer - Type B, NEMA 5-15. Maintenance Contract Required
1	Onsite installation and configuration of G7500
1	Total Coverage, Three Year Warranty Maintenance, RPG 7500, Codec Only
1	Poly Touch TC8
1	PoE Injector for TC8
1	Onsite Installation and Configuration of TC8. Includes configuration with G7500
4	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 50ft, Blue
1	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 3ft, Blue
1	Installation of CAT6A, 25M USB 3.1 and UniKat Ethernet Cables
1	CBL, USB 3.1 Fiber Optic, Type A to Type C, 25M
1	ADC-USB31/CAE USB 3.1 Gen 1 Adapter
3	C-HM/HM-3' High Speed HDMI Cable
2	Poly Ceiling IP Microphone Array
2	Onsite installation of Ceiling Microphone arrays
2	Poly Studio E70 Camera
2	E70 Total Coverage, 3 Year Support Warranty Maintenance
2	Onsite Installation of Poly Studio E70 Cameras
1	Netgear 8 port PoE+ Switch
1	KRAMER ELECTRONICS : VM-4HDT is a high-quality, long-reach 4K@60Hz (4:2:0) HDBaseT extender distributor that takes one HDMI input, with IR and RS-232 control signals, converts them to HDBaseT extension line signal and distributes it to four HDBaseT outputs that connect to compatible HDBaseT receivers.
3	KRAMER ELECTRONICS : The TP-580R is a 4K UHD, twisted pair receiver for HDMI, bidirectional RS-232 and IR signals. It supports resolutions up to 4K@60 UHD (4:2:0). The TP-580T converts HDMI, RS-232, and IR signals into a twisted pair signal that it transmits to a TP-580R receiver. The TP-580R converts the twisted pair signal back into HDMI, bidirectional RS-232 and IR signals.
2	KRAMER ELECTRONICS : PT-871/2xr-KIT is a high-performance, long-reach DGKat 2.0 extender kit for 4K@60Hz (4:4:4) HDR HDMI 2.0 and HDCP 2.2 signals and 2-way powering over twisted pair. The PT-871xr transmitter converts all input signals into the DGKat 2.0 signal. The PT-871xr receiver converts the transmitted DGKat(TM) 2.0 signal into an HDMI signal. PT_871/2xr-KIT extends video signals to up to 60m (200ft) at 4K@60Hz (4:4:4) resolution and up to 70m (230ft) at 4K@60Hz (4:2:0) 24bpp resolution over Kramer shielded cables.
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 35'
1	Onsite Installation of Kramer VM-4HDT TP580R
2	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 50'
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 6'
3	Chief Fusion Micro- Wall Mount for displays
1	75" Sharp Interactive Monitor
2	LG - 75" Class UP7070 Monitor
1	Monitor Installation
1	Drop Ceiling Camera Pole and Shelf
6	Wall Plates, Brush Plates and Wall Track includes installation
1	Netgear 5 port switch
1	Vizio Soundbar M-Series 2.1 Channel

# Frontier Community College

2 Frontier Drive

Fairfield, IL 62837

## Specifications for FCC Room #21 – Mason Hall Building

Qty	Description
1	Poly G7500 4k Base Unit Codec: G7500 UHD 4k video codec and Wireless Presentation System, BT remote, Cable: 1 CAT 5E LAN 3.6m. Power: Amer - Type B, NEMA 5-15. Maintenance Contract Required
1	Onsite installation and configuration of G7500
1	Total Coverage, Three Year Warranty Maintenance, RPG 7500, Codec Only
1	Poly Touch TC8
1	PoE Injector for TC8
1	Onsite Installation and Configuration of TC8. Includes configuration with G7500
3	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 50ft, Blue
1	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 3ft, Blue
1	Installation of CAT6A, 25M USB 3.1 and UniKat Ethernet Cables
1	CBL, USB 3.1 Fiber Optic, Type A to Type C, 25M
1	ADC-USB31/CAE USB 3.1 Gen 1 Adapter
2	C-HM/HM-3' High Speed HDMI Cable
2	Poly Ceiling IP Microphone Array
2	Onsite installation of Ceiling Microphone arrays
1	Poly Studio E70 Camera
1	E70 Total Coverage, 3 Year Support Warranty Maintenance
1	Onsite Installation of Poly Studio E70 Cameras
1	Netgear 8 port PoE+ Switch
1	KRAMER ELECTRONICS : VM-4HDT is a high-quality, long-reach 4K@60Hz (4:2:0) HDBaseT extender distributor that takes one HDMI input, with IR and RS-232 control signals, converts them to HDBaseT extension line signal and distributes it to four HDBaseT outputs that connect to compatible HDBaseT receivers.
2	KRAMER ELECTRONICS : The TP-580R is a 4K UHD, twisted pair receiver for HDMI, bidirectional RS-232 and IR signals. It supports resolutions up to 4K@60 UHD (4:2:0). The TP-580T converts HDMI, RS-232, and IR signals into a twisted pair signal that it transmits to a TP-580R receiver. The TP-580R converts the twisted pair signal back into HDMI, bidirectional RS-232 and IR signals.
2	KRAMER ELECTRONICS : PT-871/2xr-KIT is a high-performance, long-reach DGKat 2.0 extender kit for 4K@60Hz (4:4:4) HDR HDMI 2.0 and HDCP 2.2 signals and 2-way powering over twisted pair. The PT-871xr transmitter converts all input signals into the DGKat 2.0 signal. The PT-871xr receiver converts the transmitted DGKat(TM) 2.0 signal into an HDMI signal. PT_871/2xr-KIT extends video signals to up to 60m (200ft) at 4K@60Hz (4:4:4) resolution and up to 70m (230ft) at 4K@60Hz (4:2:0) 24bpp resolution over Kramer shielded cables.
2	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 35'
1	Onsite Installation of Kramer VM-4HDT TP580R
2	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 50'
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 6'
2	Chief Fusion Micro- Wall Mount for displays
1	75" Sharp Interactive Monitor
1	LG - 55" Class UP7070 Monitor
1	Monitor Installation
1	Drop Ceiling Camera Pole and Shelf
4	Wall Plates, Brush Plates and Wall Track includes installation
1	Netgear 5 port switch
1	Vizio Soundbar M-Series 2.1 Channel
1	Avteq Mobile Cart

**Frontier Community College**

**2 Frontier Drive**

**Fairfield, IL 62837**

**Specifications for FCC Room #32 – Workforce Development Center**

Qty	Description
1	Poly G7500 4k Base Unit Codec: G7500 UHD 4k video codec and Wireless Presentation System, BT remote, Cable: 1 CAT 5E LAN 3.6m. Power: Amer - Type B, NEMA 5-15. Maintenance Contract Required
1	Onsite installation and configuration of G7500
1	Total Coverage, Three Year Warranty Maintenance, RPG 7500, Codec Only
1	Poly Touch TC8
1	PoE Injector for TC8
1	Onsite Installation and Configuration of TC8. Includes configuration with G7500
4	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 50ft, Blue
1	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 3ft, Blue
1	Installation of CAT6A, 25M USB 3.1 and UniKat Ethernet Cables
1	CBL, USB 3.1 Fiber Optic, Type A to Type C, 25M
1	ADC-USB31/CAE USB 3.1 Gen 1 Adapter
3	C-HM/HM-3' High Speed HDMI Cable
2	Poly Ceiling IP Microphone Array
2	Onsite installation of Ceiling Microphone arrays
2	Poly Studio E70 Camera
2	E70 Total Coverage, 3 Year Support Warranty Maintenance
2	Onsite Installation of Poly Studio E70 Cameras
1	Netgear 8 port PoE+ Switch
1	KRAMER ELECTRONICS : VM-4HDT is a high-quality, long-reach 4K@60Hz (4:2:0) HDBaseT extender distributor that takes one HDMI input, with IR and RS-232 control signals, converts them to HDBaseT extension line signal and distributes it to four HDBaseT outputs that connect to compatible HDBaseT receivers.
3	KRAMER ELECTRONICS : The TP-580R is a 4K UHD, twisted pair receiver for HDMI, bidirectional RS-232 and IR signals. It supports resolutions up to 4K@60 UHD (4:2:0). The TP-580T converts HDMI, RS-232, and IR signals into a twisted pair signal that it transmits to a TP-580R receiver. The TP-580R converts the twisted pair signal back into HDMI, bidirectional RS-232 and IR signals.
1	KRAMER ELECTRONICS : PT-871/2xr-KIT is a high-performance, long-reach DGKat 2.0 extender kit for 4K@60Hz (4:4:4) HDR HDMI 2.0 and HDCP 2.2 signals and 2-way powering over twisted pair. The PT-871xr transmitter converts all input signals into the DGKat 2.0 signal. The PT-871xr receiver converts the transmitted DGKat(TM) 2.0 signal into an HDMI signal. PT_871/2xr-KIT extends video signals to up to 60m (200ft) at 4K@60Hz (4:4:4) resolution and up to 70m (230ft) at 4K@60Hz (4:2:0) 24bpp resolution over Kramer shielded cables.
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 35'
1	Onsite Installation of Kramer VM-4HDT TP580R
2	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 50'
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 6'
3	Chief Fusion Micro- Wall Mount for displays
1	75" Sharp Interactive Monitor
2	LG - 75" Class UP7070 Monitor
1	Monitor Installation
1	Drop Ceiling Camera Pole and Shelf
6	Wall Plates, Brush Plates and Wall Track includes installation
1	Netgear 5 port switch
1	Vizio Soundbar M-Series 2.1 Channel

**Lincoln Trail College**

**11220 State Highway 1**

**Robinson, IL 62454**

**Specifications for LTC Room #116 – Williams Hall Building**

Qty	Description
1	Poly G7500 4k Base Unit Codec: G7500 UHD 4k video codec and Wireless Presentation System, BT remote, Cable: 1 CAT 5E LAN 3.6m. Power: Amer - Type B, NEMA 5-15. Maintenance Contract Required
1	Onsite installation and configuration of G7500
1	Total Coverage, Three Year Warranty Maintenance, RPG 7500, Codec Only
1	Poly Touch TC8
1	PoE Injector for TC8
1	Onsite Installation and Configuration of TC8. Includes configuration with G7500.
4	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 50ft, Blue
1	Installation of CAT6A, 25M USB 3.1 and UniKat Ethernet Cables
1	CBL, USB 3.1 Fiber Optic, Type A to Type C, 25M
1	Onsite Installation of Kramer VM-4HDT TP580R
1	ADC-USB31/CAE USB 3.1 Gen 1 Adapter
3	C-HM/HM-3' High Speed HDMI Cable
2	Poly Ceiling IP Microphone Array
2	Onsite installation of Ceiling Microphone arrays
2	Poly Studio E70 Camera
2	E70 Total Coverage, 3 Year Support Warranty Maintenance
2	Onsite Installation of Poly Studio E70 Cameras
1	Netgear 8 port PoE+ Switch
1	KRAMER ELECTRONICS : VM-4HDT is a high-quality, long-reach 4K@60Hz (4:2:0) HDBaseT extender distributor that takes one HDMI input, with IR and RS-232 control signals, converts them to HDBaseT extension line signal and distributes it to four HDBaseT outputs that connect to compatible HDBaseT receivers.
3	KRAMER ELECTRONICS : The TP-580R is a 4K UHD, twisted pair receiver for HDMI, bidirectional RS-232 and IR signals. It supports resolutions up to 4K@60 UHD (4:2:0). The TP-580T converts HDMI, RS-232, and IR signals into a twisted pair signal that it transmits to a TP-580R receiver. The TP-580R converts the twisted pair signal back into HDMI, bidirectional RS-232 and IR signals.
2	KRAMER ELECTRONICS : PT-871/2xr-KIT is a high-performance, long-reach DGKat 2.0 extender kit for 4K@60Hz (4:4:4) HDR HDMI 2.0 and HDCP 2.2 signals and 2-way powering over twisted pair. The PT-871xr transmitter converts all input signals into the DGKat 2.0 signal. The PT-871xr receiver converts the transmitted DGKat(TM) 2.0 signal into an HDMI signal. PT_871/2xr-KIT extends video signals to up to 60m (200ft) at 4K@60Hz (4:4:4) resolution and up to 70m (230ft) at 4K@60Hz (4:2:0) 24bpp resolution over Kramer shielded cables.
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 35'
2	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 50'
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 6'
2	AVFI LFT7000FS Series Fixed Lift Stand for Single/Dual Monitors fixed stand. This stand is designed for TV setups totaling up to 280lbs
1	AVFI Stand Installation
1	Chief Fusion Micro- Wall Mount for displays
1	75" Sharp Interactive Monitor
2	LG - 75" Class UP7070 Monitor
1	Monitor Installation
1	Drop Ceiling Camera Pole and Shelf
6	Wall Plates, Brush Plates and Wall Track includes installation
1	Netgear 5 port switch
1	Vizio Soundbar M-Series 2.1 Channel



## Olney Central College

**305 N. West Street**

**Olney, IL 62450**

### Specifications for OCC Room #KW 114 – Wattleworth Hall Building

Qty	Description
1	Poly G7500 4k Base Unit Codec: G7500 UHD 4k video codec and Wireless Presentation System, BT remote, Cable: 1 CAT 5E LAN 3.6m. Power: Amer - Type B, NEMA 5-15. Maintenance Contract Required
1	Onsite installation and configuration of G7500
1	Total Coverage, Three Year Warranty Maintenance, RPG 7500, Codec Only
1	Poly Touch TC8
1	PoE Injector for TC8
1	Onsite Installation and Configuration of TC8. Includes configuration with G7500
4	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 50ft, Blue
1	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 3ft, Blue
1	Installation of CAT6A, 25M USB 3.1 and UniKat Ethernet Cables
1	CBL, USB 3.1 Fiber Optic, Type A to Type C, 25M
1	ADC-USB31/CAE USB 3.1 Gen 1 Adapter
3	C-HM/HM-3' High Speed HDMI Cable
2	Poly Ceiling IP Microphone Array
2	Onsite installation of Ceiling Microphone arrays
2	Poly Studio E70 Camera
2	E70 Total Coverage, 3 Year Support Warranty Maintenance
2	Onsite Installation of Poly Studio E70 Cameras
1	Netgear 8 port PoE+ Switch
1	KRAMER ELECTRONICS : VM-4HDT is a high-quality, long-reach 4K@60Hz (4:2:0) HDBaseT extender distributor that takes one HDMI input, with IR and RS-232 control signals, converts them to HDBaseT extension line signal and distributes it to four HDBaseT outputs that connect to compatible HDBaseT receivers.
3	KRAMER ELECTRONICS : The TP-580R is a 4K UHD, twisted pair receiver for HDMI, bidirectional RS-232 and IR signals. It supports resolutions up to 4K@60 UHD (4:2:0). The TP-580T converts HDMI, RS-232, and IR signals into a twisted pair signal that it transmits to a TP-580R receiver. The TP-580R converts the twisted pair signal back into HDMI, bidirectional RS-232 and IR signals.
2	KRAMER ELECTRONICS : PT-871/2xr-KIT is a high-performance, long-reach DGKat 2.0 extender kit for 4K@60Hz (4:4:4) HDR HDMI 2.0 and HDCP 2.2 signals and 2-way powering over twisted pair. The PT-871xr transmitter converts all input signals into the DGKat 2.0 signal. The PT-871xr receiver converts the transmitted DGKat(TM) 2.0 signal into an HDMI signal. PT_871/2xr-KIT extends video signals to up to 60m (200ft) at 4K@60Hz (4:4:4) resolution and up to 70m (230ft) at 4K@60Hz (4:2:0) 24bpp resolution over Kramer shielded cables.
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 35'
1	Onsite Installation of Kramer VM-4HDT TP580R
2	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 50'
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 6'
3	Chief Fusion Micro- Wall Mount for displays
1	75" Sharp Interactive Monitor
2	LG - 75" Class UP7070 Monitor
1	Monitor Installation
1	Drop Ceiling Camera Pole and Shelf
6	Wall Plates, Brush Plates and Wall Track includes installation
1	Netgear 5 port switch
1	Vizio Soundbar M-Series 2.1 Channel

# Wabash Valley College

**2200 College Drive**

**Mt. Carmel, IL 62863**

## Specifications for WVC Room #SB 61 – Science Building

Qty	Description
1	Poly G7500 4k Base Unit Codec: G7500 UHD 4k video codec and Wireless Presentation System, BT remote, Cable: 1 CAT 5E LAN 3.6m. Power: Amer - Type B, NEMA 5-15. Maintenance Contract Required
1	Onsite installation and configuration of G7500
1	Total Coverage, Three Year Warranty Maintenance, RPG 7500, Codec Only
1	Poly Touch TC8
1	PoE Injector for TC8
1	Onsite Installation and Configuration of TC8. Includes configuration with G7500.
4	Cat6A Ethernet Patch Cable - Snagless RJ45, Stranded, 550MHz, STP, Pure Bare Copper Wire, 10G, 26AWG, 50ft, Blue
1	Installation of CAT6A, 25M USB 3.1 and UniKat Ethernet Cables
1	CBL, USB 3.1 Fiber Optic, Type A to Type C, 25M
1	Onsite Installation of Kramer VM-4HDT TP580R
1	ADC-USB31/CAE USB 3.1 Gen 1 Adapter
3	C-HM/HM-3' High Speed HDMI Cable
2	Poly Ceiling IP Microphone Array
2	Onsite installation of Ceiling Microphone arrays
2	Poly Studio E70 Camera
2	E70 Total Coverage, 3 Year Support Warranty Maintenance
2	Onsite Installation of Poly Studio E70 Cameras
1	Netgear 8 port PoE+ Switch
1	KRAMER ELECTRONICS : VM-4HDT is a high-quality, long-reach 4K@60Hz (4:2:0) HDBaseT extender distributor that takes one HDMI input, with IR and RS-232 control signals, converts them to HDBaseT extension line signal and distributes it to four HDBaseT outputs that connect to compatible HDBaseT receivers.
3	KRAMER ELECTRONICS : The TP-580R is a 4K UHD, twisted pair receiver for HDMI, bidirectional RS-232 and IR signals. It supports resolutions up to 4K@60 UHD (4:2:0). The TP-580T converts HDMI, RS-232, and IR signals into a twisted pair signal that it transmits to a TP-580R receiver. The TP-580R converts the twisted pair signal back into HDMI, bidirectional RS-232 and IR signals.
2	KRAMER ELECTRONICS : PT-871/2xr-KIT is a high-performance, long-reach DGKat 2.0 extender kit for 4K@60Hz (4:4:4) HDR HDMI 2.0 and HDCP 2.2 signals and 2-way powering over twisted pair. The PT-871xr transmitter converts all input signals into the DGKat 2.0 signal. The PT-871xr receiver converts the transmitted DGKat(TM) 2.0 signal into an HDMI signal. PT_871/2xr-KIT extends video signals to up to 60m (200ft) at 4K@60Hz (4:4:4) resolution and up to 70m (230ft) at 4K@60Hz (4:2:0) 24bpp resolution over Kramer shielded cables.
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 35'
2	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 50'
1	Four-Pair CAT6A U/FTP 4x2x23AWG Cable 6'
2	AVFI LFT7000FS Series Fixed Lift Stand for Single/Dual Monitors fixed stand. This stand is designed for TV setups totaling up to 280lbs
1	AVFI Stand Installation
1	Chief Fusion Micro- Wall Mount for displays
1	75" Sharp Interactive Monitor
2	LG - 75" Class UP7070 Monitor
1	Monitor Installation
1	Drop Ceiling Camera Pole and Shelf
6	Wall Plates, Brush Plates and Wall Track includes installation
1	Netgear 5 port switch
1	Vizio Soundbar M-Series 2.1 Channel

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

<b>ILLINOIS EASTERN COMMUNITY COLLEGES</b>	
<b>DISTRICT #529</b>	
<b>TREASURER'S REPORT</b>	
<b>April 30, 2022</b>	
<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$ 12,371,126.09</b>
<b>Operations &amp; Maintenance</b>	<b>2,435,923.78</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>656,685.69</b>
<b>Bond &amp; Interest</b>	<b>568,125.84</b>
<b>Auxiliary</b>	<b>941,164.70</b>
<b>Restricted Purposes</b>	<b>(432,321.16)</b>
<b>Working Cash</b>	<b>969,847.27</b>
<b>Trust &amp; Agency</b>	<b>482,768.86</b>
<b>Audit</b>	<b>18,932.16</b>
<b>Liability, Protection &amp; Settlement</b>	<b>1,155,080.99</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 19,167,334.22</u></b>
<b>Respectfully submitted,</b>	
<b>Ryan Hawkins, Treasurer</b>	

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)

April 30, 2022

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>ASSETS</b>						
Cash	\$ 12,386,426	\$ 2,435,924	\$ 656,686	\$ 568,126	\$ 961,665	\$ (432,321)
Investments	5,000,000	1,503,947	-	-	5,337,955	-
Accounts Receivable	1,687,722	231,825	-	-	300,652	-
Other Receivables	744,758	-	-	-	-	253,137
Restricted Cash	-	-	3,915,140	-	-	-
Inventory	-	-	-	-	584,799	-
Other Assets	-	-	-	-	-	451,262
Due From Other Funds	-	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 19,818,906</b>	<b>\$ 4,171,696</b>	<b>\$ 4,571,826</b>	<b>\$ 568,126</b>	<b>\$ 7,185,071</b>	<b>\$ 272,078</b>
<b>LIABILITIES</b>						
Accounts Payable	\$ 6,682	\$ 23,685	\$ -	\$ -	\$ (9,680)	\$ 34,357
Accrued Payroll Liabilities	(21,699)	-	-	-	-	-
Other Accrued Liabilities	2,555,166	200,738	36,665	-	68,137	(191)
Due to Other Funds	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>2,540,149</b>	<b>224,423</b>	<b>36,665</b>	<b>-</b>	<b>58,457</b>	<b>34,166</b>
<b>FUND BALANCES</b>						
Non-Spendable	-	-	-	-	584,799	-
Restricted						
Board Designated	12,416,427	1,060,864	-	-	-	-
Other Purposes	-	2,886,409	4,535,161	568,126	-	237,912
Unassigned	4,862,330	-	-	-	6,541,815	-
<b>Total Fund Balances</b>	<b>17,278,757</b>	<b>3,947,273</b>	<b>4,535,161</b>	<b>568,126</b>	<b>7,126,614</b>	<b>237,912</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 19,818,906</b>	<b>\$ 4,171,696</b>	<b>\$ 4,571,826</b>	<b>\$ 568,126</b>	<b>\$ 7,185,071</b>	<b>\$ 272,078</b>

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
April 30, 2022

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>ASSETS</b>					
Cash	\$ 969,847	\$ 482,769	\$ 18,932	\$ 1,155,081	\$ 19,203,135
Investments	5,403,620	-	-	-	17,245,522
Accounts Receivable	-	-	-	-	2,220,199
Other Receivables	-	5,009	-	-	1,002,904
Restricted Cash	-	-	-	-	3,915,140
Inventory	-	-	-	-	584,799
Other Assets	-	-	-	-	451,262
Due From Other Funds	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 6,373,467</b>	<b>\$ 487,778</b>	<b>\$ 18,932</b>	<b>\$ 1,155,081</b>	<b>\$ 44,622,961</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ 4,299	\$ -	\$ -	\$ 59,343
Accrued Payroll Liabilities	-	-	-	-	(21,699)
Other Accrued Liabilities	-	78	-	-	2,860,593
Due to Other Funds	-	-	-	-	-
<b>Total Liabilities</b>	<b>-</b>	<b>4,377</b>	<b>-</b>	<b>-</b>	<b>2,898,237</b>
<b>FUND BALANCES</b>					
Non-Spendable	6,325,000	-	-	-	6,909,799
Restricted					-
Board Designated	-	-	-	-	13,477,291
Other Purposes	48,467	-	18,932	1,155,081	9,450,088
Unassigned	-	483,401	-	-	11,887,546
<b>Total Fund Balances</b>	<b>6,373,467</b>	<b>483,401</b>	<b>18,932</b>	<b>1,155,081</b>	<b>41,724,724</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 6,373,467</b>	<b>\$ 487,778</b>	<b>\$ 18,932</b>	<b>\$ 1,155,081</b>	<b>\$ 44,622,961</b>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended April 30, 2022

		Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>REVENUES</b>							
Property Taxes		\$ 3,075,334	\$ 1,318,041	\$ 112,420	\$ 1,825,867	\$ -	\$ -
Replacement Taxes		660,251	660,251	-	-	-	-
ICCB Grants		11,635,462	-	-	-	-	328,735
Federal Grants		-	-	-	-	-	12,184,098
Tuition & Fees		11,038,980	1,043,025	-	-	369,954	-
Charges for Services		-	-	-	-	2,173,522	-
Interest		81,219	19,436	47,017	5,926	25,760	(23,894)
Other Revenues		210,378	169,643	16,681	-	82,288	72,459
	Total Revenues	<u>26,701,624</u>	<u>3,210,396</u>	<u>176,118</u>	<u>1,831,793</u>	<u>2,651,524</u>	<u>12,561,398</u>
<b>EXPENDITURES</b>							
Payroll		12,351,714	819,012	-	-	1,502,222	1,678,646
Benefits		1,900,974	201,784	-	-	164,882	385,397
Contractual Services		1,131,181	412,701	128,339	-	316,682	257,792
Supplies		1,563,495	242,660	2,269	-	1,767,839	470,220
Travel		147,963	364	39	-	305,969	100,182
Fixed		28,749	9,812	-	1,745,153	147,369	564
Utilities		43,040	909,555	-	-	325	-
Capital Outlay		510,617	198,891	2,208,647	-	25,175	621,933
Other		115,722	-	-	-	130,183	1,565,770
Scholarships, Student Grants, & Waivers		4,886,297	-	-	-	319,170	7,779,216
	Total Expenditures	<u>22,679,752</u>	<u>2,794,779</u>	<u>2,339,294</u>	<u>1,745,153</u>	<u>4,679,816</u>	<u>12,859,720</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures		<u>4,021,872</u>	<u>415,617</u>	<u>(2,163,176)</u>	<u>86,640</u>	<u>(2,028,292)</u>	<u>(298,322)</u>
<b>TRANSFERS</b>							
Net Transfers		(1,327,761)	-	-	-	1,327,761	-
	Total Transfers	<u>(1,327,761)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,327,761</u>	<u>-</u>
Net Change in Fund Balance		<u>2,694,111</u>	<u>415,617</u>	<u>(2,163,176)</u>	<u>86,640</u>	<u>(700,531)</u>	<u>(298,322)</u>
Fund Balance - Beginning		14,584,646	3,531,656	6,698,337	481,486	7,827,145	536,234
Fund Balance - Ending		<u>\$ 17,278,757</u>	<u>\$ 3,947,273</u>	<u>\$ 4,535,161</u>	<u>\$ 568,126</u>	<u>\$ 7,126,614</u>	<u>\$ 237,912</u>

Illinois Eastern Community Colleges						
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)						
For the Period Ended April 30, 2022						
		Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>REVENUES</b>						
Property Taxes		\$ -	\$ -	\$ 81,589	\$ 1,075,869	\$ 7,489,120
Replacement Taxes		-	-	-	-	1,320,502
ICCB Grants		-	-	-	-	11,964,197
Federal Grants		-	-	-	-	12,184,098
Tuition & Fees		-	-	-	-	12,451,959
Charges for Services		-	41,467	-	-	2,214,989
Interest		39,769	4,057	115	6,491	205,896
Other Revenues		-	466,991	-	2,814	1,021,254
	Total Revenues	<u>39,769</u>	<u>512,515</u>	<u>81,704</u>	<u>1,085,174</u>	<u>48,852,015</u>
<b>EXPENDITURES</b>						
Payroll		-	-	-	-	16,351,594
Benefits		-	-	-	105,416	2,758,453
Contractual Services		-	7,633	50,741	111,072	2,416,141
Supplies		-	7,013	-	-	4,053,496
Travel		-	7,442	-	-	561,959
Fixed		-	-	-	323,051	2,254,698
Utilities		-	-	-	-	952,920
Capital Outlay		-	-	-	-	3,565,263
Other		-	-	-	-	1,811,675
Scholarships, Student Grants, & Waivers		-	461,372	-	-	13,446,055
	Total Expenditures	<u>-</u>	<u>483,460</u>	<u>50,741</u>	<u>539,539</u>	<u>48,172,254</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures		<u>39,769</u>	<u>29,055</u>	<u>30,963</u>	<u>545,635</u>	<u>679,761</u>
<b>TRANSFERS</b>						
Net Transfers		-	-	-	-	-
	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance		<u>39,769</u>	<u>29,055</u>	<u>30,963</u>	<u>545,635</u>	<u>679,761</u>
Fund Balance - Beginning		6,333,698	454,346	(12,031)	609,446	41,044,963
Fund Balance - Ending		<u>\$ 6,373,467</u>	<u>\$ 483,401</u>	<u>\$ 18,932</u>	<u>\$ 1,155,081</u>	<u>\$ 41,724,724</u>



ILLINOIS EASTERN COMMUNITY COLLEGES			
Comparative Combined Balance Sheets - All Funds			
April 30, 2022			
ALL FUNDS			
		Fiscal	Fiscal
		Year	Year
		2022	2021
<b>ASSETS:</b>			
CASH		\$ 19,167,334	\$ 18,752,520
IMPREST FUND		21,300	21,300
CHECK CLEARING		14,500	14,500
CDB PROJECT TRUST		3,915,140	3,782,770
INVESTMENTS		17,245,522	12,240,264
RECEIVABLES		3,223,103	2,946,574
INVENTORY		584,799	587,885
OTHER ASSETS		451,262	474,150
FIXED ASSETS (Net of Depr)		17,732,512	17,329,993
<b>TOTAL ASSETS AND OTHER DEBITS:</b>		<b>\$ 62,355,472</b>	<b>\$ 56,149,956</b>
<b>LIABILITIES:</b>			
PAYROLL DEDUCTIONS PAYABLE		\$ -	\$ 9,920
ACCOUNTS PAYABLE		129,635	96,556
DEFERRED REVENUE		2,369,471	2,284,886
L-T DEBT GROUP (FUND 9)		6,181,062	7,742,985
OPEB (Prior Year Restated for GASB 75 Implementation)		15,176,595	15,855,669
OTHER LIABILITIES		399,130	390,366
<b>TOTAL LIABILITIES:</b>		<b>24,255,893</b>	<b>26,770,748</b>
<b>FUND BALANCES:</b>			
FUND BALANCE		36,543,620	29,890,670
INVESTMENT IN PLANT (Net of Depr)		17,732,512	17,329,993
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)		(21,357,657)	(23,598,654)
RESERVE FOR ENCUMBRANCES		5,181,104	5,757,199
<b>TOTAL EQUITY AND OTHER CREDITS</b>		<b>38,099,579</b>	<b>29,379,208</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>		<b>\$ 62,355,472</b>	<b>\$ 56,149,956</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS ONLY  
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2020-2022**

College	Category	FISCAL YEAR 2020			FISCAL YEAR 2021			FISCAL YEAR 2022			% of Year
		Budget	Spent Thru April	% of Budget	Budget	Spent Thru April	% of Budget	Budget	Spent Thru April	% of Budget	
Frontier	Bills		\$ 653,474			\$ 567,170			\$ 516,516		
	Payroll		1,721,724			1,626,183			1,644,980		
	Waivers		689,717			662,175			654,336		
	Totals	\$ 4,370,599	3,064,915	70%	\$ 3,899,789	2,855,528	57%	\$ 3,688,586	2,815,832	76%	83%
Lincoln Trail	Bills		915,600			\$ 1,375,218			\$ 970,137		
	Payroll		1,838,778			2,009,212			2,059,999		
	Waivers		851,930			928,733			758,427		
	Totals	\$ 5,365,117	3,606,308	67%	\$ 4,943,901	4,313,163	67%	\$ 4,977,953	3,788,563	76%	83%
Olney Central	Bills		1,303,317			\$ 1,123,241			\$ 1,299,766		
	Payroll		3,647,488			3,834,445			3,835,167		
	Waivers		807,704			718,391			613,290		
	Totals	\$ 7,669,580	5,758,509	75%	\$ 7,047,772	5,676,077	60%	\$ 7,367,058	5,748,223	78%	83%
Wabash Valley	Bills		1,167,151			\$ 985,239			\$ 1,070,771		
	Payroll		2,436,613			2,616,144			2,737,376		
	Waivers		1,513,056			1,175,883			1,218,177		
	Totals	\$ 6,449,215	5,116,820	79%	\$ 5,978,433	4,777,266	63%	\$ 5,775,220	5,026,324	87%	83%
Workforce Educ.	Bills		203,280			\$ 151,892			\$ 184,437		
	Payroll		862,989			669,622			661,497		
	Waivers		2,238,869			1,197,499			1,489,293		
	Totals	\$ 4,396,670	3,305,138	75%	\$ 3,349,386	2,019,013	41%	\$ 3,378,641	2,335,227	69%	83%
District Office	Bills		256,281			\$ 232,576			\$ 466,624		
	Payroll		874,944			847,087			1,103,637		
	Waivers		-			-			-		
	Totals	\$ 1,551,484	1,131,225	73%	\$ 1,410,117	1,079,663	58%	\$ 1,991,105	1,570,261	79%	83%
District Wide	Bills		1,789,373			\$ 1,645,437			\$ 2,909,257		
	Payroll		727,670			667,096			1,128,071		
	Waivers		202,847			138,214			152,775		
	Totals	\$ 3,107,121	2,719,890	88%	\$ 3,576,315	2,450,747	52%	\$ 7,148,722	4,190,103	59%	83%
<b>GRAND TOTALS</b>		<b>\$32,909,786</b>	<b>\$ 24,702,805</b>	<b>75%</b>	<b>\$ 30,205,713</b>	<b>\$ 23,171,457</b>	<b>77%</b>	<b>\$34,327,285</b>	<b>\$ 25,474,533</b>	<b>74%</b>	<b>83%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Operating Funds Expense Report**

**April 30, 2022**

	FY 2022		FY 2021		Increase (Decrease)		
	Amount	% of Total	Amount	% of Total	\$	%	
	Salaries	\$ 13,170,727	51.70%	12,269,789	52.95%	\$ 900,938	7.343%
	Employee Benefits	2,102,758	8.25%	1,939,454	8.37%	163,304	8.420%
Contractual Services	1,543,883	6.06%	1,164,350	5.02%	379,533	32.596%	
Materials	1,806,155	7.09%	1,043,065	4.50%	763,090	73.158%	
Travel & Staff Development	148,327	0.58%	73,545	0.32%	74,782	101.682%	
Fixed Charges	38,561	0.15%	131,818	0.57%	(93,257)	-70.747%	
Utilities	952,594	3.74%	884,014	3.82%	68,580	7.758%	
Capital Outlay	709,508	2.79%	703,797	3.04%	5,711	0.811%	
Other	5,002,020	19.64%	4,961,625	21.41%	40,395	0.814%	
	<u>\$ 25,474,533</u>	<u>100.00%</u>	<u>\$ 23,171,457</u>	<u>100.00%</u>	<u>\$ 2,303,076</u>	<u>9.939%</u>	

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

	Funding Source	Estimated Budget									
Student Center - WVC	CDB	\$4,029,400	=====								
Temp Building Replacement - LTC	CDB	\$1,495,500	=====								
Center for Technology - LTC	CDB	\$11,160,000	=====								
Applied Arts Building Roof - WVC	CDB	\$295,000	=====								
Applied Technology Center - OCC	CDB	\$3,076,400	=====								
Power Hub - WVC	CDB	\$300,000	=====								
Parking Lot Resurfacing	CDB	\$918,392	=====								
LTC - Performing Arts Building	Local	\$853,800	=====								
DW - HVAC Replacements	PHS	\$1,786,230	=====								
WVC - Pool Infill	PHS	\$285,500	=====								
WVC - Pool Infill Phase 2	PHS	\$232,200	=====								
LTC - Crawford County Recreational Center	Local	\$3,733,000	=====								
FCC - Solar Array	IGEN	\$125,000	=====								
<b>GRAND TOTAL</b>		<b>\$28,290,422</b>		<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

**Agenda Item #11**

**Executive Session**

**Agenda Item #12**

**Approval of Executive Session Minutes**

**A. Written Executive Session Minutes**

**B. Audio Executive Session Minutes**

**Agenda Item #13**

**Approval of Personnel Report**

# MEMORANDUM

**TO:** Board of Trustees

**FROM:** Ryan Gower

**DATE:** May 17, 2022

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the May Personnel Report. Additional information for items 400.1, 400.2, 400.4, 400.5, and 400.6 have been sent under separate cover.



## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Approval to Hire Program Director, Financial Aid prior to June BOT meeting**
- 400.4. Special Assignments**
- 400.5. Memorandum of Agreement with IEA/NEA and Bargaining Unit Faculty**
- 400.6. Resignation Ratifications**
- 400.7. Retirement Ratification**

# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

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

1. Trevin Milner, Coordinator of Public Information & Marketing, FCC, effective May 23, 2022.

### **B. Classified**

1. Allison Stephens, TRIO Upward Bound Counselor, DO/OCC, effective May 23, 2022.
2. Angel Kerner, Advisor, LTC, effective May 23, 2022.
3. Clarence Burwell, Custodian, WVC, effective May 25, 2022.

## **400.2. Change in Status**

### **A. Faculty**

1. Chase Bramlet, Coordinator of Public Information & Marketing, WVC, to English Instructor, WVC, effective August 11, 2022.

## **400.3. Approval to Hire Program Director Financial Aid Prior to June BOT Meeting**

## **400.4 Special Assignments**

### **A. Faculty**

1. Carla Cadwalader, Assistant Professor, WVC, Child Care Workforce Grant, effective May 23, 2022.

### **B. Classified**

1. Trina Dunkel, Interim Coordinator of Financial Aid, DO/WVC, effective May 23, 2022.

#### **400.5. Memorandum of Agreement with IEA/NEA and Bargaining Unit Faculty**

#### **400.6. Resignation Ratifications**

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

1. Andrea Puckett, Program Director of Financial Aid, DO, effective June 1, 2022.

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

1. Jamie Carman, Director of Advising & Retention, LTC, effective May 27, 2022.
2. Pamela Schell, Program Director, Adult Ed, FCC, effective May 21, 2022.

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

1. Holly Burns, TRIO Upward Bound Counselor, DO/WVC, effective May 10, 2022.

#### **400.7. Retirement Ratification**

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

1. Jane Owen, Coordinator of Financial Aid, DO/WVC, effective July 1, 2022.

**Agenda Item #14**

**Collective Bargaining**

**Agenda Item #15**

**Litigation**

**Agenda Item #16**

**Other Items**

**Agenda Item #17**

**Adjournment**