

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**January 19, 2021**



**Location:**

**Frontier Community College  
2 Frontier Drive  
Fairfield, IL 62837**

<https://zoom.us/j/94704329613>

Meeting ID: 947 0432 9613

Dial In Number: 312 626

**Meeting – 7:00 p.m. – Bob Boyles 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**

**January 19, 2021  
7:00 p.m.**

**Frontier Community Colleges  
Bob Boyles Hall**

<https://zoom.us/j/94704329613>

Meeting ID: 947 0432 9613

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1. Call to Order & Roll Call .....Chairman Fischer
2. Disposition of Minutes ..... Chancellor Gower
3. Recognition of Visitors and Guests .....Gower
  - 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. Leave & Benefit Policy 400.4/Family Medical Leave Policy 400.2
7. Policy Second Reading.....Gower
  - A. None
8. Staff Recommendations for Approval
  - A. Resolution abating the taxes heretofore levied for the years 2020 to 2027, inclusive, to pay debt service on the Taxable General Obligation Community College Bonds (Alternate Revenue Source), Series 2020C, of the District ..... Hawkins
  - B. Board Procedure 100.12 ADA Revision.....Gower
  - C. Course Fee Adjustment/ Medical Assistant & Pharmacy Technician .....Gower

- D. Return to Play Plan/Spring 2021 .....Gower
- E. Proposed changes to Dual Credit Cost & Fee Structure .....Gower
- F. Facility Use Agreement SIU/IECC .....Gower
- G. Exception to Bidding Procedures ..... Hawkins
  
- 9. Bid Committee Report
  - A. WVC Solar Project ..... Hawkins
  
- 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 Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, January 19, 2021.

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

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

John D. Brooks (via Zoom), Gary Carter (via Zoom), Brenda K. Culver, G. Andrew Fischer, Jan Ridgely (via Zoom), Barbara Shimer (via Zoom). Also present was Sutton Dunn (via Zoom), student trustee. Trustees absent: Alan Henager. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

Note: Trustees John Brooks, Gary Carter, Jan Ridgely, Barbara Shimer, and Student Trustee Sutton Dunn joined the entire meeting by electronic means – Zoom.

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

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor.

Jay Edgren, President of Frontier Community College.

Roger Eddy, Interim President of Lincoln Trail College. (via Zoom)

Rodney Ranes, President of Olney Central College. (via Zoom)

Matt Fowler, President of Wabash Valley College.

Ryan Hawkins, Chief Financial Officer/Treasurer. (via Zoom)

Alex Cline, Director of Information & Communications Technology.

Andrea McDowell, Director of Human Resources. (via Zoom)

Michael Thomas, Dean of Workforce Education. (via Zoom)

Renee Smith, Board Secretary.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held December 8, 2020, 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 Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

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

**#3-B. IECEA Representative:** None.

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

**AGENDA #5 – “Reports” –**

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

**#5-B. Report from Chancellor:** The electronic report was reviewed.

**#5-C. Report from Presidents:** Electronic and written reports were presented for each of the colleges.

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

**AGENDA #6 – “Policy First Readings (and Possible Approval)” –**

**#6-A. Human Resources Policy 400.4 Leave and Benefit: Administrative, Professional/Non-Faculty, Secretarial/Clerical, Technical, Custodial/Maintenance/Security, and Other Employees Not Covered by the Collective Bargaining Agreement:** Chancellor Gower recommended the Board waive the second reading and approve revisions to Policy 400.4 as follow:

HUMAN RESOURCES - 400

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

Date Adopted: May 20, 1997

Revised: November 15, 2005

Revised: June 20, 2006

Revised: December 12, 2006

Revised: August 18, 2009

Revised: February 21, 2017

Revised: March 17, 2020

Revised: April 21, 2020

Revised: June 16, 2020

Revised: January 19, 2021 (Pending Board Approval)

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

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

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

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

Any unused sick leave days will be allowed to accumulate.

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

Emergency Paid Sick Leave: Emergency Paid Sick Leave: In accordance with the Families First Coronavirus Response Act and the Consolidated Appropriations Act, the District has created emergency paid sick leave that is effective April 1, 2020 through March 31, 2021. ~~December 31, 2020. This type of leave may be utilized when the District discontinues using the Emergency COVID-19 pay option.~~

Eligibility: Per the act, all full and part-time employees are eligible.

Qualifying Reasons for Emergency Paid Sick Leave: The employee is unable to work because:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

- 4) The employee is caring for an individual who is subject to a quarantine or isolation order as described in (1) above, or has been advised as described in (2) above.
- 5) The employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable, due to COVID-19 precautions.
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Length of Leave: Full-time employees are eligible for up to 80 hours of emergency paid sick leave. Part-time employees are eligible for the average number of hours worked during a typical two-week period.

Pay During Leave: Employee's regular rate of pay up to \$511 per day (\$5,110 in aggregate) when leave is taken for reasons (1), (2), and (3) above. Employee's regular rate of pay up to \$200 per day (\$2,000) in aggregate) when leave is taken for reasons (4), (5), and (6).

~~The Emergency Paid Sick Leave section of this policy shall expire at midnight on December 31, 2020, per the Act.~~

Barring future extension of this legislation, the Emergency Paid Sick Leave section of this act shall expire at midnight on March 31, 2021, Illinois Eastern Community Colleges will remain in compliance with future extensions of this or comparable legislation directing the use of Emergency Paid Sick Leave.

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

Years of Continuous Full-time Service	Personal Emergency Days allowed per Year
Initial Year	

	Up to ½ of sick days awarded at time of employment
2-9	6
10-15	7.5
16-20	9
21-25+	10.5

~~COVID-19 Response: Effective May 17, 2020. Due to the COVID-19 response the District will remove the cap on Personal Emergency Allowance usage should an employee be unable to work during the COVID-19 Response. The COVID-19 Response section under personal emergency leave, removing the cap, will expire on June 30, 2020.~~

- B. Personal Leave. A full-time employee shall be granted, without loss of pay or benefits, two (2) leave days per fiscal year for personal reasons. Application for such leave should be made five (5) days prior to time said leave is desired to the employee's immediate supervisor. Unused personal days shall accumulate as sick leave to a maximum of fourteen (14) additional sick days.
- C. Required Court Appearance Leave. Full-time employees shall be granted leave with pay to appear in court as a witness or a member of a jury. Compensation received for such court appearances shall accrue to the College District.

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

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

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



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

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

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

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

- F. Absences Due to Attendance at Educational Meetings and Conferences. Approved attendance at educational meetings and conferences may be granted without loss of salary. Attendance must be approved in advance by the employee’s immediate supervisor in accordance with established guidelines. Employees authorized to represent the college or district shall be allowed expenses according to the regulations of the District.
- G. Accounting. An accounting of accumulated sick leave will be made semi-annually.
- H. Insurance Benefits. Major medical and dental insurance shall be made available for full-time employees.

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

- I. Modified-Time Employees. Leave policy provisions for modified-time employees shall be prorated according to time employed in relation to full-time employees.
- J. Holidays and Breaks. Paid holidays for all full-time employees include, Christmas, and New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving and the following Friday.
- K. The administration establishes winter break for full-time employees in accordance with the academic calendar. Full-time employees who are required to work over winter break shall be given floating holiday leave equivalent to the time they were required to work over winter break. This floating holiday leave does not accumulate from year to year, and must be used prior to the end of the fiscal year during which it is acquired. Application

for such floating leave should be made five (5) days prior to the time said leave is desired to the employee's immediate supervisor.

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

**#6-B. Policy 400.2 Family Medical Leave:** Chancellor Gower recommended the Board waive the second reading and approve revisions to Policy 400.2 as follow:

HUMAN RESOURCES - 400

**Family and Medical Leave Policy (400.20)**

Date Adopted: December 14, 1993

Revised: October 21, 2003

Revised: April 15, 2008

Revised: September 15, 2009

Revised: April 21, 2020

Revised: June 16, 2020

Revised: January 19, 2021 (Pending Board Approval)

**Emergency Extended FMLA Leave.** In accordance with the Families First Coronavirus Response Act and the Consolidated Appropriates Act, 2021 Illinois Eastern Community Colleges has created an additional type of leave under FMLA. This leave is available by law April 1, 2020 through March 31, 2021. ~~Illinois Eastern Community Colleges will utilize Emergency Extended FMLA Leave at such time as the District discontinues using the Emergency COVID-19 pay option.~~

**Eligibility for Emergency Extended FMLA Leave:** The employee must be employed by IECC at least 30 calendar days.

**Qualifying Reasons for Emergency Extended FMLA Leave:** The employee is unable to work or telework due to a need for time off to care for the employee's child who is under 18 years of age because the child's school or place of care has been closed, or the childcare provider of ~~son or daughter~~ the employees' child is unavailable, due to a public health emergency.

**Length of Leave:** The employee may take up to 12 weeks of leave

**Pay During Leave:** The first 10 days are unpaid, but the employee may substitute paid leave. After the 10 days of leave, IECC will pay the employee at a rate not less than two-thirds of the employee's usual rate of pay. Pay shall be no more than \$200 per day and \$10,000 total, per the Act.

The Barring future extension of this legislation, the Emergency Extended FMLA Leave section of this act shall expire at midnight on March 31, 2021–December 31, 2020, per the Act. Illinois Eastern Community Colleges will remain in compliance with future extensions of this or comparable legislation directing the use of Emergency Extended FMLA.

**The Leave Policy.** You are eligible to take up to 12 weeks of unpaid family/medical leave for reasons 1, 2, 3, 4, and 5 and up to 26 weeks of unpaid family/medical leave for reason 6 within any 12 month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the District for at least 12 months, and worked at least 1250 hours in the last 12 months; and (2) are employed at a worksite that has 50 or more employees within a 75 mile radius. The “12-month period” is a rolling period measured backward from the date a leave under this policy is to begin.

**Reasons For Leave.** If you are eligible, you may take up to 12 weeks of family/medical leave for any combination of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care; (3) to care for a spouse, son, daughter, or parent (“covered family member”) with a serious health condition; (4) because of your own serious health condition which renders you unable to perform the functions of your position; (5) because of any qualifying exigency (as will be defined by the Secretary of Labor’s final regulations) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified or an impending call or order to active duty) in the Armed Forces in support of a contingency operation; and (6) up to 26 weeks to care for a spouse, parent, child or an individual for whom you are the nearest blood relative who has a serious injury or illness that was incurred in the line of duty while on active military duty, if the injury or illness may render the servicemember medically unfit to perform the duties of his military position. Leave for reason “6” may be taken only once and must be completed within one 12-month period.

Any FMLA leave taken by an employee for reasons “1-5” will reduce the 26 weeks of available leave for reason “6.” As a result, if an employee requests injured servicemember leave (reason 6); the maximum leave allowed will be up to 26 weeks, less any FMLA leave already used in the same 12-month period for reasons “1-5.”

Leave because of reasons “1” or “2” must be completed within the 12 month period beginning on the date of birth or placement. Employees who request leave for reasons “5” and “6” may take a combined aggregate total of 26 weeks of leave during any 12 month period. In addition, spouses employed by the District who request leave because of reasons “1” or “2” or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period. Spouses employed by the District who request leave because of reason “5” and “6” or in combination with reason “1”, “2”, “3” and “4” may take an combined aggregate total of 26 weeks of leave.

You may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If you misrepresent facts in order to be granted an FMLA leave, you will be subject to immediate termination.

**Notice of Leave.** If your need for family/medical leave is foreseeable, you must give the District at least 30 days prior written notice. Failure to provide such notice may be grounds for delay or denial of leave. Where the need for leave is not foreseeable, you are expected to notify the District as soon as practicable, generally within 1 to 2 business days of learning of your need for leave. The District has Request for Family/Medical Leave forms available on the Intranet or from the Human Resource Department. You should use this form when requesting leave.

**Certification.** If you are requesting leave under reason “5” you must supply notification of the call to duty order.

**Medical Certification.** If you are requesting leave because of your own or a covered family member’s serious health condition or servicemember’s serious injury or illness, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification Forms from the Director of Human Resources. The medical certification must be given within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave until it is provided. The District, at its’ expense, may require an examination by a second health care provider designated by the District, if reasonable doubt exists concerning the medical certification you initially provide. If the second health care provider’s opinion conflicts with the original medical certification, the District, at its’ expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The District may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee’s own illness.

**Approval of Leave.** The Board grants authority to the Chief Executive Officer to approve Family and Medical Leave. FMLA Leave should only be approved if the request for leave is made timely, meets the requirements as set forth by the current federal statute, and is approved by both the Chief Executive Officer and the Director of Human Resources after a review of the application and certification materials, and the finding that such materials meet the current guidelines.

In June of each fiscal year, the Chief Executive Officer shall report to the Board of Trustees the number of FMLA leaves granted, a summary of the nature of the requests and the reasons for approval. This report shall not include the names of any individuals granted FMLA leave and all data reported to the Board of Trustees shall be such that it would not disclose the identity of any employee.

The Board of Trustees reserves the right to make inquiry to the Chief Executive Officer and Director of Human Resources at any time on the number of FMLA leaves granted, but the Board shall not request the specific name of any employee.

**Reporting While On Leave.** If you take leave because of your own serious health condition or to care for a covered family member, you may be required to contact your supervisor on a regular basis regarding the status of the condition and your intention to return to work. For leaves for other purposes, you may be periodically required to report on your status and intent to return to work.

**Leave Is Unpaid.** Family/medical leave is unpaid leave. If you request leave because of a birth, adoption or foster care placement of a child, or to care for a covered family member with a serious health condition, or to care for an injured servicemember any accrued paid vacation and personal days you have may be substituted and used for unpaid family/medical leave. If you request leave because of your own serious health condition, any accrued paid vacation, personal days, and sick time you have may be substituted and used for any unpaid family/medical leave. In addition, the District's short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to your serious health condition or the birth of a child. At the Board's discretion, the substitution of paid leave time for unpaid leave time will not extend the maximum leave allowed beyond the 12-week or 26-week maximum provided under the FMLA.

**Medical And Other Benefits.** During an approved family/medical leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the District will deduct your portion of any plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your dependent health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

**Exemption For Key Employees.** Certain "key" employees (i.e., the highest paid 10% of employees at a worksite or within a 75 mile radius of that worksite and who are salaried) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the District. The District will notify you if you qualify as a "key" employee, if the District intends to deny reinstatement, and of your rights in such instances.

**Intermittent And Reduced Schedule Leave.** Leave because of a serious health condition or for an injured servicemember may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the District will reduce your salary based on the amount of time actually worked. In addition, while you are on an

intermittent or reduced schedule leave for planned medical treatment, the District may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

**Other Applicable Leaves.** FMLA leave will run concurrently with any other applicable leave. For instance, short-term disability or worker's compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA qualifying.

**Returning From Leave.** If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved FMLA leave in order to be reinstated to your position or an equivalent position.

If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification forms from the Director of Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

**Board Action:** Trustee Brenda Culver made a motion to approve revisions to both policies Human Resources 400.4 Leave and Benefit Policy: Administrative, Professional/Non-Faculty, Secretarial/Clerical, Technical, Custodial/Maintenance/Security, and Other Employees Not Covered by the Collective Bargaining Unit and Human Resources; and Policy 400.2 Family Medical Leave, to waive second reading of both policies, and to take both policies on one roll call, as recommended. Trustee Barbara Shimer seconded the motion and on a roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #7– “Policy Second Readings”** – None.

**AGENDA #8 – “Staff Recommendations for Approval”** – The following staff recommendations were presented for approval.

**#8-A. Resolution Abating the Taxes Heretofore Levied for the Years 2020 to 2027, Inclusive, to Pay Debt Service on the Taxable General Obligation Community College Bonds (Alternate Revenue Source), Series 2020C, of the District:** CFO Ryan Hawkins reviewed and recommended approval of the following resolution.

MINUTES of a regular public meeting of the Board of Trustees of  
Community College District No. 529, Counties of Richland, Clark,  
Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper,

Lawrence, Wabash, Wayne and White and State of Illinois, held at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, in said Community College District at 7:00 o'clock P.M., on the 19th day of January, 2021.

\* \* \*

The Chairman called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, G. Andrew Fischer, the Chairman, and the following Trustees were physically present at said location: Brenda Culver, John D. Brooks, Barbara Shimer, Gary Carter, Alan Henager and Jan Ridgely and Sutton Dunn (non-voting student trustee).

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

\_\_\_\_\_

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

The following trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The Chairman announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the taxes heretofore levied for the years 2020 to 2027, inclusive, to pay debt service on the Taxable General Obligation Community College Bonds (Alternate Revenue Source), Series 2020C, of the District.

Whereupon Trustee \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, copies of which were available to everyone in attendance at said meeting who requested a copy:

RESOLUTION abating the taxes heretofore levied for the years 2020 to 2027, inclusive, to pay debt service on the Taxable General Obligation Community College Bonds (Alternate Revenue Source), Series 2020C, of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), by resolution adopted on the 18th day of August, 2020 (the “*2020C Resolution*”), did provide for the issue of \$2,500,000 Taxable General Obligation Community College Bonds (Alternate Revenue Source), Series 202C, dated September 15, 2020, of the District (the “*Series 2020C Bonds*”), and the levy of direct annual taxes sufficient to pay the principal of and interest on the Series 2020C Bonds (the “*Series 2020C Taxes*”); and

WHEREAS, the Board by resolution adopted on the 20th day of October, 2020 did provide for the issue of \$2,325,000 Taxable General Obligation Community College Bonds, Series 2020D, dated November 12, 2020 (the “*Series 2020D Bonds*”) which refunded all of the Series 2020C Bonds and provided for the levy of direct annual taxes sufficient to pay the principal of and interest on the Series 2020D Bonds; and

WHEREAS, the Board hereby determines that upon the issuance of the Series 2020D Bonds, the levy of the Series 2020D Taxes and the refunding of the Series 2020C Bonds, the Series 2020C Taxes are no longer needed to pay the principal of and interest on the Series 2020C Bonds; and



WHEREAS, it is necessary and in the best interests of the District that the Series 2020C Taxes levied for the years 2020 to 2027, inclusive, to pay the Series 2020C Bonds be abated in their entirety:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, as follows:

*Section 1. Abatement of Tax.* The Series 2020C Taxes levied for the years 2020 to 2027, inclusive, in the Series 2020C Resolution are hereby abated as set forth in *Exhibit A*.

*Section 2. Filing of Resolution.* Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of The Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, Illinois, and it shall be the duty of said County Clerks to abate the Series 2020C Taxes levied for the years 2020 to 2027, inclusive, in accordance with the provisions hereof.

*Section 3. Effective Date.* This Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 19, 2021

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Chairman, Board of Trustees

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Secretary, Board of Trustees

**EXHIBIT A**

**TAXABLE GENERAL OBLIGATION COMMUNITY COLLEGE BONDS**

**(ALTERNATE REVENUE SOURCE), SERIES 2020C**

<b>YEAR OF LEVY</b>	<b>TAX LEVIED IN BOND RESOLUTION</b>	<b>TAX TO BE ABATED</b>	<b>TAX TO BE EXTENDED SUFFICIENT TO PRODUCE</b>
2020	\$417,569.44	\$417,569.44	\$0.00
2021	399,750.00	399,750.00	0.00
2022	390,381.25	390,381.25	0.00
2023	380,775.00	380,775.00	0.00
2024	375,812.50	375,812.50	0.00
2025	370,375.00	370,375.00	0.00
2026	359,581.25	359,581.25	0.00
2027	358,312.50	358,312.50	0.00

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

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

Upon the roll being called, the following trustees voted AYE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAY: \_\_\_\_\_

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, which was done.

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

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

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

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF RICHLAND        )

**CERTIFICATION OF RESOLUTION AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “*Board*”) of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 19th day of January, 2021, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the taxes heretofore levied for the years 2020 to 2027, inclusive, to pay debt service on the Taxable General Obligation Community College Bonds (Alternate Revenue Source), Series 2020C, of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois.

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19th day of January, 2021.

\_\_\_\_\_  
Secretary, Board of Trustee

**Board Action:** Trustee Gary Carter made a motion to approve the Resolution Abating the Taxes Heretofore Levied for the Years 2020 to 2027, Inclusive, to Pay Debt Service on the Taxable General Obligation Community College Bonds (Alternate Revenue Source), Series 2020C, of the District as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Board of Trustees Procedure 100.12 ADA Revision:** The Chancellor recommended approval of revisions to following Board of Trustees Procedure 100.12 Americans with Disabilities Act Procedure in order to assure the District remains in compliance with current ADA requirements.

Board of Trustees 100.12 American with Disabilities Act

Date Adopted: March 15, 1994

Revised: March 6, 2019

Revised: January 19, 2021 (Pending Board Approval)

### **Procedure - Americans with Disabilities Act**

The following procedures are pursuant to ~~Illinois Eastern Community Colleges policy on~~ IECC's Americans with Disabilities Act (ADA) Policy (100.12) and describe the interactive course of action for processing accommodation requests. Reasonable accommodations will be considered ~~The following procedures are designed for~~ on behalf of students, employees, and visitors using college facilities who require modifications to policies, practices, or procedures a reasonable accommodation in order to participate in college directed and supported functions or employment opportunities.

Under the Act, a disability is defined as any physical or mental impairment that substantially limits a major life activity. Having a history of impairment or being perceived as having an impairment may also qualify one as an individual with a disability. It is the individual's responsibility to disclose his/her needs and provide appropriate supporting documentation.

### **CONFIDENTIALITY**

ADA Coordinators are committed to ensuring all information regarding students, employees, and applicants is maintained as confidential as required or as permitted by law. Disability information collected for the benefit of any student does not become part of the student's academic record and will only be shared with faculty and other personnel who must be informed of necessary restrictions or accommodations. Information regarding an employee's or applicant's disability and the reasonable accommodation request will only be shared with the employee's supervisor(s) and other personnel who must be informed of necessary restrictions or accommodations. All medical information will be kept in the employee's leave file which is separate from the employee's personnel file. This information is only accessible by human resources personnel.

### **SERVICE ANIMALS**

A service animal under ADA titles II and III (see § 35.136) is defined as a dog or a miniature horse that is individually trained to do work or perform tasks for people with disabilities. The service animal's work or task must be directly related to the individual's disability. Service animals have access to any area on campus that is generally open to the public. Expectations are:

- All animals must be under the handler's control. Animals must be kept on a leash, harness, or tether unless doing so would interfere with the animal's ability to perform their work or task. In those circumstances, the handler may use voice commands, hand signals or other effective means to maintain control of the animal.
- The service animal must be housebroken. It is the handler's sole responsibility to ensure that the animal is taken outside to relieve itself and to dispose of waste material appropriately.

A handler will be required to remove a service animal from campus under the following conditions:

- The animal is not under the handler's control
- The animal is not housebroken.
- The animal has been identified as posing a safety risk to others.

Emotional, support, comfort, or therapy animals are not service animals under Title II and Title III of the ADA and are not permitted on campus (see Title III Part 36 definitions). Non-service animals are often used to ameliorate stress or provide comfort to others and are not limited to individuals with disabilities. Although some animals are part of a medical therapy plan, please note that a doctor's letter or therapy plan does not certify an animal as a service animal.

### **ADA COORDINATORS**

To ensure compliance with the ADA policy, IECC has appointed a District ADA Coordinator with sufficient powers, authority, training, and staffing to coordinate ADA activities district wide. To assist the District ADA Coordinator, Deputy ADA Coordinators are assigned at the locations identified in Appendix A. The college president will notify the District ADA Coordinator when a new Deputy ADA Coordinator is appointed.

All ADA Coordinators, faculty, and staff will be properly trained in order to carry out their respective responsibilities relating to the ADA Policy and Procedures. The District ADA Coordinator will ensure coordinate directly with college Deputy ADA Coordinators, faculty, and staff to keep them are informed of new developments and common areas of interest regarding the Americans with Disabilities Act that impact IECC policy and procedures.

1-Colleges and the District Office will post the names, position titles, addresses, and telephone numbers for all IECC ADA Coordinators on a bulletin board that is in such a place so as to be generally seen by all students, employees, or visitors to the college or District Office facility. All designated coordinators are listed in Appendix A and can also be found on the website at [www.iecc.edu/ada](http://www.iecc.edu/ada).

### **REQUESTING AND PROCESSING ACCOMMODATION REQUESTS**

2-Students, employees, and visitors who desire a reasonable accommodation or have questions regarding the

Americans with Disabilities Act will be directed to one of the persons listed as should contact an ADA Coordinator with questions and/or to schedule an appointment. The applicable ADA Coordinator will keep a written record of all conversations and actions taken throughout the process.

a)1. Process for Students (current or prospective) and visitors will be directed to

a) Student meets with the Deputy ADA Coordinator at their college of attendance/intended attendance. This meeting should be scheduled at the earliest date possible prior to the beginning of a semester for which accommodations are requested.

b) Student submits a Student Request for Accommodations form, along with appropriate documentation, to their ADA coordinator. Documentation must:

- Be on typed or printed on official letterhead;
- Clearly state the diagnosed disability;
- Describe the functional limitations resulting from the disability;
- Be signed and dated by an evaluator qualified to make the diagnosis (include NPI number and license number of certification and area of specialization);
- Be current (within five years for learning disabilities and one year for psychiatric disabilities (unless of a permanent nature));
- Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested; and
- Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability

NOTE: A current (within the last five years) Individualized Education Plan (IEP) satisfies the documentation requirement.

c) ~~The Deputy ADA Coordinator at the facility will~~ determines if the request for a reasonable accommodation can be granted honored. Every effort will be made to honor a request for a reasonable accommodation unless it ~~can be~~ is determined that doing so would ~~cause a financial pose an undue hardship or fundamentally alter the operations of the institution. on the District.~~

d) ~~college Deputy ADA Coordinator will~~ provides a written ~~reply~~ response to the ~~requester~~ student within 3 7 days of ~~having received the request~~ receiving all required documentation.

- If the request is approved
  - ❖ an interactive process is coordinated by the Deputy ADA Coordinator, between the student and faculty/staff, in order to develop a comprehensive plan
  - ❖ the student provides faculty/staff with Accommodation Letter
  - ❖ faculty/staff will provide the accommodation(s) described in the Accommodation Letter
  - ❖ student is responsible for contacting the Deputy ADA Coordinator if accommodations are not implemented in an effective and a timely manner
- If the request is denied
  - ❖ the Deputy ADA Coordinator ~~will notify~~ notifies the District ADA Coordinator ~~prior to informing student of decision. before a student, employee, or visitor is informed that the requested accommodation cannot be granted due to a perceived financial hardship for the District.~~
  - ❖ In the event that requested accommodation is denied, the individual student has the right to appeal the denial by. All ~~may~~ appeals shall be made the decision by contacting to the District ADA Coordinator within 10 business days upon receipt of the written denial.
  - ❖ the District ADA Coordinator will review the appeal, in consultation with the ~~Chief Executive Officer~~ Chancellor (or designee), to determine if the original decision is upheld or repealed. of the appeal shall be granted. If the appeal is warranted, the accommodation will be granted to the requesting

e) Student must, each semester, make an appointment with the Deputy ADA Coordinator to make arrangements for reasonable accommodations; a comprehensive plan is not automatically developed. Contact should be made at the earliest date possible prior to the beginning of a semester for which accommodations are requested.

b)2. **Process for Employees** will be directed to the Deputy ADA Coordinator for Employment.

a) Employee completes an IECC Employee Accommodation Request form describing the nature of the disability and the requested accommodation and submits to the Deputy ADA Coordinator for Employment (or designee). At the employee's request, a supervisor may assist in the process of initiating the request.

b) Human Resources will make contact with the employee upon receipt of request.

c) Deputy ADA Coordinator for Employment determines if the request for a reasonable accommodation can be granted. Every effort will be made to honor a request for a reasonable accommodation unless it is determined that doing so would pose an undue hardship or fundamentally alter the operations of the institution.

d) Deputy ADA Coordinator for Employment provides a written reply response to the requester employee within 3-7 business days of having received the request receiving all required documentation.

- If the request is approved
  - ❖ an interactive process is coordinated by the Deputy ADA Coordinator for Employment (and District ADA Coordinator as necessary), between the employee and supervisor in order to develop a comprehensive plan.
  - ❖ Human Resources will provide the employee and supervisor an Accommodation Letter
  - ❖ supervisor will provide the accommodation(s) described in the Accommodation Letter
  - ❖ employee is responsible for contacting the Deputy ADA Coordinator for Employment if accommodations are not implemented in an effective and a timely manner
- If the request is denied
  - ❖ the Deputy ADA Coordinator for Employment will notify notifies the District ADA Coordinator prior to informing employee of decision. before a student, employee, or visitor is informed that the requested accommodation cannot be granted due to a perceived financial hardship for the District.
  - ❖ In the event that requested accommodation is denied, the individual employee has the right to appeal the denial by. All may appeals shall be made the decision by contacting to the District ADA Coordinator within 10 business days upon receipt of the written denial.
  - ❖ the District ADA Coordinator will review the appeal, in consultation with the Chief Executive Officer Chancellor (or designee), to determine if the original decision is upheld or repealed. of the appeal shall be granted. If the appeal is warranted, the accommodation will be granted to the requesting

### 3. Process for Visitors

Staff who are responsible for planning events, special activities, and programs are additionally responsible for considering accessibility by attendees. If the event is publicized, provide information regarding who to contact in order to request special accommodations, advising that sufficient advanced notice is required.

### QUESTIONS

e) Questions regarding the IECC ADA Policy and/or the American with Disabilities Act will should be directed to the District ADA Coordinator.

### GRIEVANCES

Students and employees who believe IECC has not met its obligations under the ADA should refer to IECC's Policy to Address a Complaint (100.16).

3. The ADA Coordinator will interview the person requesting a reasonable accommodation and will ask the person to submit their request in writing. A written record will be kept of all actions and conversations taken in relation to the request for an accommodation. [Moved to REQUESTING AND PROCESSING ACCOMMODATIONS above with revisions] The college will provide a written reply to the requester within 3 days of having received the request. [Moved to d) above with revisions]

4. The Deputy ADA Coordinator at the facility will determine if the request for a reasonable accommodation can be honored. Every effort will be made to honor a request for a reasonable accommodation unless it can be determined that doing so would cause a financial hardship on the



~~District.~~ [Moved to c) above with revisions]

~~5.— The Deputy ADA Coordinator will notify the District ADA Coordinator before a student, employee, or visitor is informed that the requested accommodation cannot be granted due to a perceived financial hardship for the District.~~ [Moved to d) above with revisions]

~~In the event that requested accommodation is denied, the individual has the right to appeal the denial. All appeals shall be made to the District ADA Coordinator within 10 business days upon receipt of the written denial.~~ [Moved to d) above with revisions]

~~The District ADA Coordinator will review the appeal, in consultation with the Chief Executive Officer or designee, to determine if the appeal shall be granted. If the appeal is warranted, the accommodation will be granted to the requesting~~ [Moved to d) above with revisions]

~~6.— The president will notify the District ADA Coordinator when the college makes a new ADA Coordinator appointment.~~ [Moved to ADA COORDINATORS above with revisions]

~~7.— The District ADA Coordinator will coordinate directly with college ADA Coordinators to keep them informed of new developments and common areas of interest regarding the Americans with Disabilities Act.~~ [Moved to ADA COORDINATORS above with revisions]

**Board Action:** Trustee Brenda Culver made a motion to approve the revised Board of Trustees Procedure 100.12 Americans with Disabilities Act as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Course Fee Adjustment Medical Assistant and Pharmacy Technician:** Chancellor Gower recommended approval of the following course fee revision for the Medical Assistant and Pharmacy Technician Program. This fee structure revision would be effective immediately.

HEA 1208 Clinical Procedures – currently \$10 per lab hour (\$20 total) to \$40 per course  
PHM 1204 Pharmacy Operations – currently \$10 per lab hour (\$20 total) to \$40 per course

**Board Action:** Trustee Brenda Culver made a motion to approve the fee revisions for the Medical Assistant Program and the Pharmacy Technician Program to be effective immediately. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Return to Play Plan Spring 2021:** Chancellor Gower reviewed and recommended approval of revisions to the Return to Play Plan for Spring 2021. This plan is a pandemic safety guideline for the District's athletic programs.

**Board Action:** Trustee Gary Carter made a motion to approve the Return to Play Plan as revised. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Dual Credit Cost and Fee Structure Revisions:** Chancellor Gower recommended approval for revisions to the fee structure for the District's dual credit courses. The recommended following changes would be effective at the start of the next school year (August 2021) and phase in over a three-year period.

**Courses taught in the high school by high school teachers:**

- \$25 per student per course fee (FY22)

*IECC will utilize revenue for the coordination and administration of dual credit partnerships with school districts and the delivery and administration of Dual Credit Courses.*

**Courses taught by College faculty (regardless of location):**

- \$30 per student per credit hour (FY22) – 30% of In-District Rate
- \$35 per student per credit hour (FY23) – 35% of In-District Rate
- \$40 per student per credit hour (FY24) – 40% of In-District Rate
- 

**Board Action:** Trustee John Brooks made a motion to approve the fee structure revisions for dual credit courses as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Motorcycle Safety Training Facility Use Agreement with SIU-C:** Chancellor Gower recommended approval of extension of an agreement for motorcycle safety training to be conducted by Southern Illinois University at Carbondale. The agreements are listed in full in the board agenda.

**Board Action:** Trustee Gary Carter made a motion to approve the facility use agreement for motorcycle safety training between IECC and SIU-C as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Exception to Bidding Procedures Under ILCS 805/3-27.1:** CFO Ryan Hawkins reviewed quotes received for a 15 passenger van to be used by FCC. CFO Hawkins reviewed the rationale to purchase this vehicle utilizing an allowable exception to the bidding process provision. Chancellor Gower recommended approval of the purchase of a 2019 15-passenger Ford Transit Wagon with 29,910 miles. Purchase price of the van would be \$29,291.06 as quoted by the vendor Eagleson Automotive located in Olney, Illinois. Chancellor Gower recommended approval of the purchase of the van under ILCS 805/3-27.1 Exception to Bidding Procedures.

**Board Action:** Trustee Gary Carter made a motion to approve the purchase of a 2019 Ford Transit Wagon from Eagleson Automotive in Olney, Illinois, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – The following bid committee report was presented by CFO Ryan Hawkins and Chancellor Gower recommended approval. The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality, and serviceability.

The Bid Committee recommends acceptance of the bid received from WindSolar USA, Inc. for a total of \$109,824.00.

<b>Company</b>	<b>Bid #1 (320 Watt)</b>	<b>Alternate Bid with Optimizers</b>	<b>Alternate Bid #2</b>
AES Solar Carterville, IL	\$118,898.94	\$120,857.56	\$121,355.83 (415 watt)
Tick Tock Effingham, IL	\$110,187.00	\$111,233.00 (400 watt)	\$104,122.00 (400 watt)
WindSolar USA, Inc. Springfield, IL	\$97,344.00	<b>\$109,824.00</b>	N/A
Zeb Solar, LLC Evansville, IN	\$78,500.00	\$79,600.00 (400 watt)	\$70,900.00 (400 watt)

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Renee Smith

Department: Wabash Valley College.

Source of Funds: Illinois Green Economy Network – Subaward for Illinois Environmental Protection Agency Grant.

Rationale for Purchase: The proposal from WindSolar USA, Inc. was the lowest responsible bidder in conformity with the bid specifications and provided the largest solar output of bids received.

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

**Board Action:** Trustee Brenda Culver made a motion to approve the bid committee report recommendation for WindSolar USA, Incorporated in the amount of \$109,824.00 as presented. This purchase is for the Solar Project at Wabash Valley College. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trusting voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10 – “District Finance”** – The following District financial matters were presented.

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

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for January 2021, totaling \$898,896.01, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Jan Ridgely made a motion to approve payment of district financial obligations for January 2021, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting.

**AGENDA #12 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, December 8, 2020.

**AGENDA #13 – “Approval of Personnel Report”** – Andrea McDowell presented the following Personnel Report and asked leave of the Board to amend, on the face of the Personnel Report document, the following two changes. Under Item 400.1 Employment of Personnel, Item A., the name “Marnie” should be corrected to read “Marbie”; and under Item 400.5 Retirement Ratification, Item A., the effective date reads “May 1, 2020” and should be corrected to read “May

1, 2021”. Chancellor Gower recommended approval of the report, with correction on the face of the document, of these two typographical corrections.

## **PERSONNEL REPOR**

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

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

1. Marañbie Downen, Health Sciences Specialist, Title III, FCC, effective January 5, 2021.

#### **B. Classified**

1. Kelly Mullins, Library Assistant, LTC, effective January 20, 2021.
2. David Kandalec, Maintenance/Custodian, OCC, effective January 27, 2021.

### **400.2. Change in Status**

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

1. Lori Noe, from Coordinator of Financial Aid, FCC, to Director of Instructional Support Services, FCC, effective January 20, 2021
2. Erin Volk, from Coordinator of Advisement, LTC, to Director of Instructional Services, LTC, effective April 26, 2021.
3. Rena Gower, Director of Academic Success Center, LTC, to Director of Instructional Support Services, LTC, effective January 20, 2021.

### **400.3. Approval of Proposed Non-College Employment**

<u>Name</u>	<u>Employer</u>	<u>Days per Calendar Year</u>
Beth Wilson	Wayne County Coroner Fairfield, IL	30

### **400.4. Resignation Ratification**

#### **A. Faculty**

1. Gerry Kinney, EDS Instructor, FCC, effective July 1, 2021

### **400.5. Retirement Ratification**

#### **A. Administrative**

1. Michael Thomas, Dean of Workforce Education, effective May 1, 20201.

**Board Action to Approve Personnel Report:** Trustee Barbara Shimer made a motion to approve the Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks,

Gary Carter, Brenda Culver, Andrew Fischer, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #14 – “Collective Bargaining”** – None

**AGENDA #15 – “Litigation”** – The Chancellor presented an update on current litigation.

**AGENDA #16 – “Other Items”** – None.

**AGENDA #17 – “Adjournment”** – Trustee Gary Carter 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 voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:25 p.m.