

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

June 18, 2019



Location:

**Wabash Valley College
2200 College Street
Mt. Carmel, Illinois 62863**

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

The mission of Illinois Eastern Community College District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

**Illinois Eastern Community Colleges
Board Agenda**

June 18, 2019

7:00 p.m.

**Wabash Valley College
Cafeteria**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. Student Consumer Policy 500.33
 - B. Student Code of Conduct Policy 500.8
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Technology Plan Cline
 - B. Distance Delivery Plan Martin
 - C. Emergency Response Plans Martin
 - D. Violence Prevention Plan Martin
 - E. CAISA and SAFE Memoranda of Understanding Martin
 - F. Renewal of Property, Casualty & Liability Insurance Coverage Hawkins
 - G. FY2020 Budget Resolution Hawkins
 - H. RAMP 2021 Hawkins
 - I. Building and Maintenance Fund Resolution Hawkins
 - J. Inter-Fund Loans Resolution Hawkins
 - K. Working Cash Fund Hawkins

- L. Payment of Accrued Bills Bruce
 - M. Sale of Property to Richland Memorial Hospital..... Bruce
 - N. Paramedic Program Consortium Agreement Bruce
 - O. Lease with Wabash Telephone Cooperative..... Bruce
 - P. Automotive Technology Uniform Fee Change..... Bruce
 - Q. Lease Agreements Bruce
 - R. Affiliation Agreement with CVS Pharmacy – Pharmacy Tech – LTC..... Bruce
9. Bid Committee Report..... Bruce
 - A. None
 10. District Finance
 - A. Financial Report Hawkins
 - B. Approval of Financial Obligations Hawkins
 11. Chief Executive Officer’s Report..... Bruce
 12. Executive Session..... Bruce
 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes..... Bruce
 - B. Audio Executive Session Minutes Bruce
 - C. Semi-Annual Review of Executive Session Minutes Bruce
 14. Approval of Personnel Report Bruce
 15. Collective Bargaining..... Bruce
 16. Litigation Bruce
 17. Other Items
 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria at Wabash Valley College, Mt. Carmel, Illinois, Tuesday, June 18, 2019.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, Alan Henager, James Lane, Jan Ridgely. Trustees absent: None. Student Trustee Corey Hall was absent from this meeting. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Marilyn Holt, Interim Chief Executive Officer/Chief Operating Officer.

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Ryan Gower, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Ryan Hawkins, Chief Financial Officer.

Tara Buerster, Director of Human Resources.

Alex Cline, Director of Information & Communications Technology.

Holly Martin, Chief Academic Officer.

Renee Smith, Assistant to CEO/Board Secretary.

AGENDA #2 – “Disposition of Minutes” –

Regular Meeting Held May 21, 2019: Open meeting minutes as prepared for the regular meeting held May 21, 2019 were presented for disposition.

Board Action to Approve Minutes: Trustee Al Henager made a motion to approve minutes of the regular meeting held on May 21, 2019 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.

Special Meeting Held May 29, 2019: Open meeting minutes as prepared for a special board meeting held May 29, 2019 were presented for disposition.

Board Action to Approve Minutes: Trustee James Lane made a motion to approve minutes of the special board meeting held May 29, 2019 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 several college staff members. A presentation was given by International Program staff members Pam Madden, Molly Hardiman, Terri Harris and Tracy Robinson on a Summer International Camp recently conducted for youth from Vietnam, the Philippines, and China. The Board heard from some of the International Camp participants who expressed their appreciation for the learning and cultural experience provided by the IECC International youth camp.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Reports were presented from the Presidents.

#5-C. Report from Cabinet: None.

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

#6-A. Student Consumer Policy 500.33: Holly Martin presented the following Student Consumer Policy 500.33. To comply with Federal Title IV, the Higher Learning Commission (HLC) has adopted a new policy that will go into effect September 1, 2019 to ensure transparency in the recruitment process and ensures students are able to make informed decisions about their education. The District will now comply with the Gainful Employment requirements for promotional materials starting July 1 and require that the colleges disclose the following on all program-specific materials: Time to complete the degree, cost, typical graduate debt, and whether a program meets licensure requirements. The new policy ensures the District complies with Title IV obligations in admissions, marketing, and recruitment. The CEO recommended approval of the policy.

STUDENT – 500

Student Consumer Policy (500.33)

Date presented: June 18, 2019

In accordance with the US Higher Education Act of 1965 and the Higher Learning Commission Policy on Recruiting, Admission and Related Institutional Practices, Illinois Eastern Community Colleges shall make student consumer information available to all current and prospective students. Student Consumer Information shall include, but not be limited to: time to complete degree, cost, typical graduate debt, and whether a program meets licensure requirements.

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

#6-B. Student Code of Conduct Policy 500.8: The Colleges have requested a code of conduct that outlines the due process procedures and consequences for failure to follow the established policy on student conduct to be included in their Student Handbooks. Policies proposed for relocation are the Academic Integrity Policy 500.25 and the Hazing Policy 500.28. Any other existing policies included in the code of conduct apply to both students and employees and thus will remain in the IECC policy manual as well as the student code of conduct. The CEO recommended approval of the Student Code of Conduct Policy 500.8 as listed in full in the agenda.

Board Action: Trustee James Lane made a motion to waive second reading and approve the Student Code of Conduct Policy 500.8 as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. 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 #7– “Policy Second Readings” – None.

AGENDA #8 – “Staff Recommendations for Approval” –

#8-A. Technology Plan: Alex Cline reviewed the Technology Plan for FY2019, FY2020 and FY2021. The plan was developed by the Technology Committee and established a blueprint that sets the IECC’s Information Technology vision, its strategic directions, and the action plans for supporting the academic experience of students and strengthening the educational mission of faculty and staff.

The Technology Plan is grouped into the categories of administrative systems, networking infrastructure, telecommunications, software, and other technology resources. The plan reviews the progress of FY 2019 projects and sets the goals for FY2020, FY2021 and FY2022.

The Technology Plan from 2020-2022 contemplates expenditures of \$575,000 each year for a total anticipated expenditure of \$1,725,000. The CEO recommended approval of the Technology Plan as recommended.

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

#8-B. Distance Delivery Plan: The Distance Delivery Education Plan provides the institutional strategy and structure to support and promote district-wide distance delivery opportunities and the plan outlines the required procedures, training, and support to assist faculty with distance delivery courses and program development. Distance-delivered education at Illinois Eastern Community Colleges involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online. IECC provides academic and learning resources, student support services, and technical and administrative support for all forms of distance-delivered programs and courses. The Distance Delivery Education Plan has been updated and revised to continue to effectively respond to the needs of the students and communities we serve. The CEO recommended approval of the Distance Delivery Plan.

Board Action: Trustee Gary Carter made a motion to approve the updated Distance Delivery Plan as recommended. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Emergency Response Plans: Pursuant to the Campus Security Enhancement Act of 2008, each of the four IECC colleges annually review and update their Campus Emergency Plans to provide an organized plan to facilitate the safety of their students, faculty and staff. The plans outline each of the college's procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community or disrupt its programs and activities. Procedures for specific campus emergency scenarios have been developed for each college and are available on the IECC webpage at www.iecc.edu/emergency giving students, staff, faculty, and others easy access to safety guidelines in the event of an emergency. The CEO recommended approval of the 2019 Emergency Response Plans.

Board Action: Trustee Brenda Culver made a motion to approve the 2019 Emergency Response Plans as recommended. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent.

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

#8-D. Violence Prevention Plan: In accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) (b) (2), Illinois Eastern Community Colleges developed a Violence Prevention Plan outlining the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office. In the event that a violent act (assault, battery, weapons in the building, disturbances) is in the process of being committed, the colleges' Campus Emergency Plans provide a protocol for response. The updated plans will be available to all IECC employees on the Intranet. The CEO recommended approval of the 2019 Violence Prevention Plan.

Board Action: Trustee James Lane made a motion to approve the 2019 Violence Prevention Plan as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. CAISA and SAFE Memoranda of Understanding: The District must have confidential advisors available to a student or employee who experiences sexual violence, should they choose to seek their services. To serve students and employees and to meet this requirement, in the past few years, the District has entered into agreements for these services with the Counseling and Information for Sexual Assault/Abuse (CAISA), which services LTC, OCC and WVC and with Sexual Assault and Family Emergencies (SAFE), which services FCC. The CEO recommended approval of the agreements with CAISA and SAFE.

Board Action: Trustee Al Henager made a motion to approve the Memoranda of Agreements with CAISA and SAFE for counseling services as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Renewal of Property, Casualty & Liability Insurance Coverage: The CEO recommended approval of the District's insurance coverage for property, commercial general liability, college board legal, and errors and omissions, commercial automobile, commercial liability, worker's compensation, student professional liability, fiduciary liability, cyber liability, and student accident and death. The current premium is \$421,107 and the proposed new premium is \$419,702.

Board Action: Trustee James Lane made a motion to approve the renewal of the District's property, casualty, and liability insurance coverage as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees

voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. FY2020 Budget Resolution: Ryan Hawkins presented the following resolution for approval:

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the budget for said community college district for the 2020 fiscal year:

1. Date of Fiscal Year: July 1, 2019 – June 30, 2020.
2. Publication of Notice of Public Hearing on Budget: On or before August 7, 2019.
3. Tentative Budget to be available for Public Inspection at the District Business Office: On and after August 7, 2019.
4. Mailing Tentative Budget to Board of Trustees: August 7, 2019.
5. Public Hearing on Budget: September 17, 2019, at the hour of 7:00 p.m. local time, Olney Central College, 305 N. West Street, Olney, IL 62450.
6. Adoption of Budget: September 17, 2019, following the Public Hearing.

Board Action: Trustee Brenda Culver made a motion to approve the foregoing Budget Resolution for Fiscal Year 2020. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. RAMP 2021: The projects as previously listed have been appropriated for and are no longer required to be in the District RAMP. These projects have received an appropriation:

1. Frontier Community College – Student Education and Support Center: \$2,642,900
2. Lincoln Trail College – Center for Technology: \$8,370,000
3. Olney Central College – Applied Technology Center: \$2,307,300
2. Wabash Valley College – Student Support Expansion: \$4,460,000

The District's RAMP has been developed to target necessary improvements to restrooms located on the District campuses by renovating existing restroom space to bring them into compliance with the Americans with Disabilities Act. The CEO recommended approval of the project name for Fiscal Year 2021:

Illinois Eastern Community Colleges District #529

Project Name: ADA Improvements to Public Restrooms & Other Capital Improvements

District Priority No.: 1 of 1

Total Building Budget: \$5,390,800

Board Action: Trustee John Brooks made a motion to approve the District's RAMP projects previously approved and the additional project for ADA Improvements. Upon approval, the application will be submitted to the Illinois Community College Board. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Building and Maintenance Fund Resolution: Ryan Hawkins presented the following resolution authorizing the Chief Executive Officer of the District to budget and expend funds from a tax levied for operations, building and maintenance purposes, for the payment of salaries of maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items. The CEO recommended approval of the resolution:

WHEREAS, expenses payable from taxes levied for operations, building and maintenance purposes and for the purchase of school grounds are subject to 110 ILCS 805/3-20.3.

WHEREAS, funds expended for obligations incurred for the improvement, maintenance, repair or benefit of buildings and property, including cost of interior decorating and the installation, improvement, repair, replacement and maintenance of building fixtures, for the rental of buildings and property for community college purposes or for the payment of all premiums for insurance upon buildings and building fixtures shall be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds,

WHEREAS, payment of all salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment, or the cost of a professional survey of the conditions of school building, or any one or more of the preceding items may not be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds without resolution of the Board of Trustees,

SO BE IT RESOLVED, that the Board of Trustees of the Illinois Eastern Community College District No. 529 by resolution authorizes the Chief Executive Officer of the District to budget and expend funds from a tax levied for operations, building and maintenance purposes for the payment of salaries for maintenance and grounds workers, custodial employees, or any other operations and maintenance staff, engineers, or such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items.

Board Action: Trustee Gary Carter made a motion to adopt the Building and Maintenance Fund resolution. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J. Inter-Funds Loans Resolution: During each fiscal year, transfers are required to be made between existing designated funds to meet obligations of the District.

Each fiscal year the Board of Trustees is asked to approve a resolution authorizing these inter-fund loans and transfers. These inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of meeting the ordinary and necessary expenditures of the district.

The CEO recommended that the Board adopt the following resolution which authorizes the Treasurer of the District to make inter-fund loans as required during fiscal year 2020, and that such inter-fund loans be repaid and retransferred to the proper fund no later than June 30, 2020.

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 desires to affect certain inter-fund loans for Fiscal Year 2020, pursuant to 110 ILCS 805/3-34, and

WHEREAS, these inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the District.

SO BE IT RESOLVED, that the Board of Trustees hereby authorizes the Treasurer of the District to make inter-fund loans as required for Fiscal Year 2020, and to make the necessary transfers therefor.

BE IT FURTHER RESOLVED, that each such inter-fund loan must be repaid and retransferred to the proper fund no later than June 30, 2020.

Board Action: Trustee Al Henager made a motion to adopt the foregoing Inter-Funds Loans Resolution as recommended. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-K. Working Cash Fund: Ryan Hawkins presented the following resolution. The Board of Trustees is required to approve a resolution authorizing the permanent transfer of interest earned on the Working Cash Fund to the General Fund for the purpose of paying general obligations of the District.

The Treasurer of the District has or will transfer approximately \$124,000 from the Working Cash Fund to the General Fund prior to June 30, 2019. Only interest is transferred and the principal of the Working Cash Fund remains intact. If for any reason the principal was spent and the District was unable to repay it, the Working Cash Fund would be depleted. A Working Cash Fund could only be reestablished by approval of a voter referendum. The CEO recommended that the Board adopt the following resolution authorizing the Treasurer to permanently transfer approximately \$124,000 Working Cash Fund interest to the General Fund on or before June 30, 2019.

WHEREAS, the Board of Trustees approved the permanent transfer of interest earned on the Working Cash Fund monies to the General Fund on or before June 30, 2019;

WHEREAS, the Board of Trustees initiated this transfer pursuant to 110 ILCS 805/3-33.6 for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the district;

WHEREAS, the Board used these funds for aforesaid purposes and no repayment of this money is required;

SO BE IT RESOLVED that the Board of Trustees authorizes the Treasurer of the District to permanently transfer approximately \$124,000 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2019.

Board Action: Trustee Brenda Culver made a motion to approve the Working Cash Resolution. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-L. Payment of Accrued Bills: The District's fiscal year ends on June 30, and under general accounting rules, the District pays bills accrued in June, but received in July, as expenses for FY2019. By July 20, all FY2019 accrued bills received during this run-out period will be paid. Therefore, these accrued bills will be paid before the Board approves them. At each regular Board meeting, the Board receives an electronic copy of bills for review and payment. At the August Board meeting, that electronic report will include current bills for approval plus the bills that were paid in the accrual period. Each of these accrual period payments will be designated with an A (for accrual) beside the vendor. This procedure has been followed in prior years. The CEO recommended approval to pay the FY2019 accrued bills prior to Board approval, with the understanding that these bills will be made available electronically for Board review at the August Board meeting.

Board Action: Trustee Jan Ridgely made a motion to pay the FY2019 accrued bills prior to Board approval, with the understanding that these bills will be made available electronically for Board review at the August Board meeting, as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely.

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

#8-M. Sale of Property to Richland Memorial Hospital: The land is .65 acre located near Olney Central College. The CEO recommended approval of the following agreement:

RESOLUTION TO SELL REAL ESTATE

At a regular meeting of the Board of Trustees of Illinois Eastern Community College District #529, held on _____, 2019, with a quorum of members present, a motion was duly made, seconded and passed by a majority vote of the Board of Trustees, authorizing Illinois Eastern Community College District #529 to sell certain real property, hereinafter described, to Richland Memorial Hospital, Inc., for a sales price of One Hundred Eight Thousand Dollars (\$108,000.00):

Legal Description:

A part of the South Half of the Northeast Quarter of the Southeast of Section Thirty-Three (33), Township Four (4) North, Range Ten (10) East of the 3rd Principal Meridian, Richland County, Illinois, more particularly described as follows: Commencing at the Northeast Corner of the Southeast Quarter of said Section Thirty-Three (33); thence South 00 Degrees 14' 19" East, 1244.89 Feet along the East Line of Section Thirty-Three (33); thence South 88 Degrees 02' 40" West, 45.02 Feet to the West Right of Way Line of Illinois Route 130 and the Point of Beginning; thence South 88 Degrees 02' 40" West, 176.33 Feet; thence North 00 Degrees 14' 19" West, 165.75 Feet; thence North 88 Degrees 02' 40" East, 176.33 Feet to the West Right of Way Line of Illinois Route 130; thence South 00 Degrees 14' 19" East, 165.75 Feet to the Point of Beginning, containing 0.67 Acres more or less. All as set forth on Plat of Survey dated May 31, 2019, prepared by Shawn W. Taylor, IRLS #3800.

PIN: 06-33-401-004 (part)

RESOLVED that Dr. G. Andrew Fischer, its Chairman and Renee Smith, its Secretary, are hereby authorized and directed to execute a deed of conveyance on behalf of Illinois Eastern Community College District #529, for the purpose of conveying title of the aforementioned lands to Richland Memorial Hospital, Inc., for a purchase price of \$108,000.00.

FURTHER RESOLVED that the aforementioned Chairman and Secretary, along with the Chief Executive Officer are directed and authorized to execute any and all other documentation which may be necessary to consummate and close the transaction. DATED this _____ day of June, 2019.

Illinois Eastern Community College
District #529

By: _____

WARRANTY DEED

THE GRANTOR, Illinois Eastern Community College District #529, for an in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, and pursuant to authority granted by its Board of Trustees, CONVEYS AND WARRANTS to Richland Memorial Hospital, Inc., an Illinois Not for Profit Corporation, the following-described real estate, to-wit:

A part of the South Half of the Northeast Quarter of the Southeast of Section Thirty-Three (33), Township Four (4) North, Range Ten (10) East of the Third Principal Meridian, Richland County, Illinois, more particularly described as follows: Commencing at the Northeast Corner of the Southeast Quarter of said Section Thirty-Three (33); thence South 00 Degrees 14' 19" East, 1244.89 Feet along the East Line of Section Thirty-Three (33); thence South 88 Degrees 02' 40" West, 45.02 Feet to the West Right of Way Line of Illinois Route 130 and the Point of Beginning; thence South 88 Degrees 02' 40" West, 176.33 Feet; thence North 00 Degrees 14' 19" West, 165.75 Feet; thence North 88 Degrees 02' 40" East, 176.33 Feet to the West Right of Way Line of Illinois Route 130; thence South 00 Degrees 14' 19" East, 165.75 Feet to the Point of Beginning, containing 0.67 Acres more or less. All as set forth on Plat of Survey dated May 31, 2019, prepared by Shawn W. Taylor, IRLS #3800.

PIN: 06-33-401-004 (part)

SUBJECT TO:

- (1) Easements, rights-of-way and restrictive covenants of record, apparent or in place;
- (2) Prior reservations and conveyances of oil, gas and other minerals;
- (3) All real estate taxes and special assessments.

Situated in the County of Richland and State of Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption laws of this State.

Dated this _____ day of _____, 2019:

Illinois Eastern Community College
District #529

By: _____

Attest:

Chairman of the Board
of Trustees

Secretary

STATE OF ILLINOIS }

}

SS. ACKNOWLEDGMENT

COUNTY OF _____ }

}

I, _____, a Notary Public in and for said County and in the State aforesaid, do hereby certify that _____ and _____ known to me to be the Chairman of the Board of Trustees and Secretary, respectively, of Illinois Eastern Community College District #529, which is the Grantor herein, and also known to me to the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person, and severally acknowledged that they signed and delivered the said instrument as Chairman and Secretary of said Grantor, pursuant to authority given by the Board of Trustees, and as their free and voluntary act and as the free and voluntary act and deed of said Grantor for the uses and purposes therein set forth.

WITNESS my hand and seal this _____ day of _____, 2019.

Notary Public
Mail Tax Statement To:

Instrument prepared by:

Richland Memorial Hospital, Inc.
108 E. Main St.
Olney, IL 62450
Phone: (618) 392-0000

Ray W. Vaughn, Attorney
800 E. Locust St.
Olney, IL 62450

Board Action: Trustee James Lane made a motion to approve the sale of property to Richland Memorial Hospital. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-N. Paramedic Program Consortium Agreement: Consideration was delayed for a later date.

#8-O. Lease with Wabash Telephone Cooperative: Wabash Telephone Cooperative has requested a lease for both interior and exterior space in the District's Telecommunications lab located at Lincoln Trail College. The CEO recommended approval of the following lease.

AGREEMENT

THIS AGREEMENT ("*Agreement*") is made and entered into this ___ day of June, 2019 (the "*Effective Date*"), by and between Illinois Eastern Community College / Lincoln Trail College ("*Lessor*"), and Wabash Telephone Cooperative, Inc. ("*Lessee*"). Lessor and Lessee are collectively referred to herein as the "*Parties*" and individually as a "*Party*".

RECITALS:

WHEREAS, Lessor is the owner of certain real property located at

_____, Robinson, Illinois (the "*Property*");

WHEREAS, Lessee desires to lease from Lessor the Leased Space (defined below) on the Property;

WHEREAS, Lessor desires to lease to Lessee the Leased Space; and

WHEREAS, the parties hereto desire to set forth herein the terms and conditions of their agreements and understandings.

NOW THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

Equipment Space. Lessor hereby leases to Lessee approximately 25 square feet of space in the telecommunications switch room lab within the telecommunications building (the "*Building*"), located on the Property, as more particularly described on *Exhibit A* (the "*Equipment Space*"). Lessee may construct, install, operate, modify, replace, make additions to, and repair and maintain an upright locking communications cabinet and communications equipment (collectively, the "*Colocation Facilities*") within the Equipment Space. All costs, expenses and labor related to the Colocation Facilities are the responsibility of Lessee. Lessor shall have no responsibility for the Colocation Facilities.

Ground Space. Lessor hereby leases to Lessee approximately 100 square feet of ground on the Property, as more particularly described on *Exhibit B* (the "*Ground Space*"). Lessee may construct, install, operate, modify, replace make additions to, and repair and maintain an antenna tower structure (the "*Tower*"), communications cabinets and/or structures, antenna, dishes, base stations, transmission lines and cables, a generator, and other related telecommunications equipment and facilities (collectively, the "*Tower Facilities*") within the Ground Space. All costs, expenses and labor related to the Tower Facilities are the responsibility of Lessee. Lessor shall have no responsibility for the Tower Facilities.

Connection Space. Lessee shall have non-exclusive rights of way on, over, across and under the Property (other than the Building) and in the Building in those areas designated on *Exhibit C*, or otherwise permitted by Lessor, to construct, install, operate, modify, replace make additions to, and repair and maintain wire, fiber, cables and conduit (the "*Connection Facilities*") to connect the Facilities, to connect the Facilities to power sources, and to connect the Facilities to Lessor's communications system located in the public right of way (the "*Connection Space*").

Leased Space. Collectively, the Equipment Space, the Ground Space, and the Connection Space shall be referred to herein as the "*Licensed Space*".

Facilities. Collectively, the Colocation Facilities, the Tower Facilities, and the Connection

Facilities shall be referred to herein as the “*Facilities*”.

Permits. Lessee shall, at its sole cost and expense, obtain and maintain all necessary licenses, permits, and approvals for the installation, operation and use of the Facilities.

Maintenance and Repair. Lessee shall be responsible for proper maintenance of the Facilities in good condition and repair, and in compliance with all present and future laws, rules and regulations enforceable by the Federal Communications Commission (“*FCC*”), the Federal Aviation Administration (“*FAA*”), and other federal, state and local governmental authorities and agencies (“*Applicable Laws*”), at its sole cost and expense.

Title to Facilities. Lessee will maintain ownership of all Facilities and is responsible for all insurance, risk of casualty losses, and associated liability of ownership. Lessor acknowledges and agrees that Lessor waives and has no lien rights in the Facilities.

Removal of Facilities. Lessee may remove the Facilities from the Property at any time, whether all or any part of the same are deemed real or personal property. Within one hundred and twenty (120) days of the date of termination of this Agreement, Lessee shall remove all of its Facilities from the Property (except footings below three (3) feet), at Lessee’s sole cost and expense, and surrender the Leased Space completely and in good condition, reasonable wear excepted.

Easement. Lessor hereby grants to Lessee, its Affiliates, and its and their assignees, and each of their employees, contractors, and agents a non-exclusive easement of ingress and egress to traverse the Property, by foot and motor vehicle, to accomplish the purposes as set forth in this Agreement, which includes, but is not limited to, the right at Lessee’s sole expense (a) to place Facilities on, over, across and under the Property (other than the Building) and in the Building; (b) to trim, cut and clear vegetation, trees, and undergrowth, and move earthen materials upon the Property; and (c) to enter and temporarily rest upon the Property, for the purposes set forth in this Agreement, including the right to bring in and use all necessary tools and machinery. The easement rights herein granted shall terminate upon termination or expiration of this Lease.

Access. Lessee, its Affiliates, and its and their assignees, and each of their employees, contractors, and agents shall be entitled to unrestricted seven (7) days a week, twenty-four (24) hours a day access to the Leased Space and the Upgraded Power Supply pursuant to the maps and procedures set forth in *Exhibit D*.

Upgraded Power Supply. On or before the Commencement Date, Lessee shall provide Lessor with new batteries and rectifiers (the “*Upgraded Power Supply*”) to be located in telecommunications switch room lab. Throughout the Term of this Agreement, Lessee shall be responsible to maintain and/or replace the Upgraded Power Supply as necessary to provide Lessor with up to sixty (60) DC amps of power. The Upgraded Power Supply shall also be used by Lessee to operate its Facilities up to forty (40) DC amps of power. If Lessee requires more DC amp, any addition to the DC plan on behalf the Lessee shall Lessee’s expense.

Right to Tower Space. Subject to space availability and structural, wind and loading concerns with respect to the Tower, for so long as this Agreement is in effect, Lessor shall have the right, at no charge, (4) feet of vertical tower space on the Tower to place Lessor’s communications equipment; provided, however, that Lessor enters into a tower space license agreement with Lessee which shall address those matters that are commonly addressed in such agreements.

Term: Termination. This Agreement shall commence on August 1, 2019 (the “*Commencement Date*”), and shall continue thereafter for an initial term of ten (10) years (the “*Initial Term*”).

This Agreement shall automatically renew for three (3) five (5) year terms (each a “*Renewal Term*”), unless Lessee provides notice to Lessor of its election to terminate this Agreement not less than one hundred and twenty (120) days prior to the conclusion of the then-current Term.

The Initial Term and the Renewal Terms are collectively and individually referred to herein as the “*Term*”. Notwithstanding the preceding and in addition to any other right of termination provided in this Agreement, Lessee may, at its option, terminate this Agreement upon one hundred and twenty (120) days’ notice to Lessor.

Taxes. Lessee shall be solely responsible for payment of all sales or use taxes and assessments, and any other taxes hereinafter becoming due on account of or arising out of Lessee’s use of the Equipment Space and Ground Space, upon whichever Party they may be levied (“*Taxes*”); provided, however, each Party shall be responsible for their own personal property, real property and income taxes. In lieu of paying such Taxes, Lessee may provide Lessor with a tax exemption certificate acceptable to the taxing authority.

Indemnification.

Each Party (the “*Indemnifying Party*”) will indemnify, defend and hold harmless the other party, its affiliates and any of its or their shareholders, members, owners, officers, directors, employees, and contractors (“*Indemnified Parties*”) from and against any claims, actions, lawsuits, losses, liabilities, damages, costs, and expenses (including reasonable attorneys’ fees) arising from or in connection with the damage, loss (including theft) or destruction of any real property or tangible personal property or bodily injury (including death) to the extent caused directly and proximately by the negligence or willful misconduct of the Indemnifying Party, its employees, contractors, representatives, or agents.

The Indemnified Parties will (a) notify the Indemnifying Party promptly in writing of any claim or commencement of any action by third parties for which the Indemnified Parties alleges that the Indemnifying Party is responsible under this Section (“*Claim*”); and (b) tender the defense of such Claim to the Indemnifying Party. The Indemnified Parties also will cooperate in a reasonable manner with the defense or settlement of such Claim. The Indemnifying Party shall keep the Indemnified Parties reasonably and timely apprised of the status of the Claim. The Indemnified Parties shall have the right to retain their own counsel, at their expense.

The Indemnifying Party will not be liable under this Section for settlements or compromises by the Indemnified Parties of any Claim unless the Indemnifying Party has approved the settlement or compromise in advance or unless the defense of the Claim has been tendered to the Indemnifying party in writing and the Indemnifying Party has failed to promptly undertake the defense. In no event shall the Indemnifying Party settle a Claim or consent to judgment with regard to the same without the prior written consent of the Indemnified Parties which consent shall not be unreasonably withheld, conditioned or delayed; provided that if the Indemnified Parties refuse such settlement or judgment, the Indemnified Parties shall, at their own cost and expense, take over the defense against the Claim and the Indemnifying Party shall not be responsible for, nor shall it be obligated to indemnify or hold harmless the Indemnified Parties against the Claim for any amounts in excess of such refused settlement or judgment.

LIMITATION OF LIABILITY. NO PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS, LOSS OF OPPORTUNITY, BUSINESS INTERRUPTION, AND/OR ANY OTHER ECONOMIC LOSS IN CONNECTION WITH OR ARISING FROM ANY ACTS OR OMISSIONS HEREUNDER, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

WARRANTY DISCLAIMER. THE EQUIPMENT SPACE AND GROUND SPACE ARE PROVIDED ON AN “AS IS” BASIS. EXCEPT AS SPECIFICALLY PROVIDED HEREIN,

LESSOR MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIMS ANY WARRANTY, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, OR ANY WARRANTY ARISING BY USAGE OR TRADE, COURSE OF DEALING, OR COURSE OF PERFORMANCE.

Default. In the event either Party fails to perform a material obligation of this Agreement, the performing Party will give the non-performing Party written notice, and the non-performing Party shall have fifteen (15) days from the giving of written notice to cure a default that may be cured by the payment of money and thirty (30) days to cure any other default. In the event the non-performing Party fails to cure the default (an “*Uncured Event of Default*”), then the other Party may upon written notice terminate this Agreement.

Compliance with Applicable Law. This Agreement and the Parties actions under this Agreement shall comply with all applicable federal, State, and local laws, ordinances, rules, regulations, court orders, and governmental agency orders.

Insurance. Lessee shall maintain in full force and effect during the Term of this Agreement the following policies of insurance, which in the case of *Sections 17.2 and 17.3* shall name Lessor as an “additional insured”:

Worker’s Compensation Insurance with statutory limits in accordance with all applicable state, federal and maritime laws, and Employers’ Liability Insurance with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per accident/ occurrence, or in accordance with all applicable state, federal and maritime laws.

Commercial General Liability Insurance (Bodily Injury and Property Damage), the limits of liability of which shall not be less than One Million Dollars (\$1,000,000.00) per occurrence.

An umbrella policy of not less than Two Million Dollars (\$2,000,000.00).

Lessee shall, as reasonably requested by Lessor, provide proof of the insurance specified above, reasonably acceptable to Lessor, reflecting all such coverages. Le

Notice. Any notice to a Party required or permitted under this Agreement shall be in writing and shall be: (a) delivered personally; (b) delivered by express overnight delivery service; or (c) mailed, via certified mail or first class U.S. Postal Service, with postage prepaid, and a return receipt required. Notices will be deemed given on the date of receipt if delivered pursuant to method (a), the next business day after mailing if sent pursuant to method (b), and upon receipt or refusal of receipt if sent pursuant to method (c). Notices will be addressed to the Parties as follows, or to such other address designated by notice to the other Party:

Lessor:

Wabash Telephone Cooperative, Inc.
Attn: Dave Frigen
210 S. Church St.
Louisville, IL 62858

Lessee:

Illinois Eastern Community College /
Lincoln Trail College
Attn: _____
11220 State Hwy 1
Robinson, IL 62454

Board Action: Trustee Gary Carter made a motion to approve the lease with Wabash Telephone Cooperative as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory

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

#8-P. Automotive Technology Uniform Fee Change: The current Automotive Technology uniform fee sets forth a specific dollar amount, which changes each year. This proposed change presented reflects that the student is expected to pay the actual cost of uniform rental as opposed to the specific dollar amount. This change would be effective immediately. The CEO recommended approval.

Board Action: Trustee James Lane made a motion to approve the Automotive Technology uniform fee as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-Q. Lease Agreements: The following IECC leases, as listed in full in the board agenda, were presented for Board information and for Board of Trustees approval as indicated:

1. IECC and Prairie State Generating Company – lease for the Coal Mining Training Program facility located in Venedy, IL, beginning November 2009 and continuing month to month until terminated by 30 days' notice of either party. No monthly rental charge is paid.
2. IECC/WVC Foundation Lease – lease for building located at 310-314 West Third Street, Mt. Carmel, IL for Advanced Manufacturing Training. Lease began on July 25, 2009 and was amended by Board action on January 17, 2012 to extend the lease to March 1, 2022. The monthly rental is \$1,401.75 and remains constant throughout the term of the lease.
3. IECC/LTC and City of Robinson - Intergovernmental Agreement between IECC/LTC and the City of Robinson, as amended by Board action on February 21, 2012, for the Lease, Operation and Use of a Fitness Center located at 501 South Cross Street until July 1, 2021.
5. IECC/WVC Foundation Lease – Wabash Valley College Administration occupies approximately 1,600 square feet of the Foundation Building at 2201 College Drive. In exchange for this use, the College District provides mowing, snow clearing and routine maintenance of the building. The lease expires June 30, 2020.
6. IECC/WVC WVJC Radio Tower – Lease of Property – The District leased 1.68 acres in Wabash County for thirty years for the placement of the WVJC antenna from October 1, 1976 to September 30, 2006. The current owner has agreed to extend the lease from July 1, 2013 for thirty years to June 30, 2043 at a cost of \$30.00 for the thirty year period.
7. IECC/OCC Oil Derrick Lease of Property – The District leases a 47 square foot piece of property, including access thereto, located at the North West corner of the intersection of Illinois Route 130 and St. John Street. The City of Olney has erected an oil derrick on

this property for which the City pays the District rent of \$1.00 per year. The lease was extended on August 18, 2009 for twenty years to August 17, 2029.

8. IECC/C.E.F.S. Economic Opportunity Corporation WIA – This lease with C.E.F.S. is for office space at Olney Central College and includes 120 square feet of office space and common space which includes break room, restrooms, and conference room for facilitation of the Workforce Investment Act. The lease period is July 1, 2018 through June 30, 2020, at the current monthly rent of \$125.00.
9. IECC/FCC Foundation Lease – The Frontier Community College Foundation purchased a facility commonly known as Fitness Center/Bobcat Den for the use of Illinois Eastern Community College District #529/Frontier Community College. The District leased the building on July 28, 2014. In exchange for usage of the building, the college provides maintenance to the building’s interior and exterior, provides janitorial services, telephone, insurance, gas and electric service to the Fitness Center/Bobcat Den. The Foundation has agreed to extend the lease to June 30, 2020 under the current lease agreement. **Board of Trustees Action Required.**
10. IECC/WRC – The lease is for the softball field and baseball field and is leased to Britton’s Bullpen in exchange for mowing and maintenance of the two fields and two adjoining buildings. Lease term from July 1, 2019 through June 30, 2024. **Board of Trustees Action Required.**
11. IECC/Twin Rivers Lease - The lease began January 2018 and is for approximately 560 square feet of office space for the facilitation of the Twin Rivers Regional Vocational System. Lease term from January, 2018 through June 30, 2020 at the current rent of \$225 per month. **Board of Trustees Action Required.**
12. IECC/Rise Broadband – The lease is for the placement of broadband equipment on the District radio station tower located at 15511 River Road, Mt. Carmel. Lease term is for five years from October 5, 2017 to October 5, 2022. Additionally, the agreement automatically renews for five (5) additional terms of one (1) year unless Landlord notifies tenant within 30 days of lease term.
13. IECC/SIU School of Medicine – The lease is for office space at Olney Central College and includes 120 square feet of office space and common space which includes break room, restrooms, and conference room for facilitation of the Center for Rural Health and Social Service Development through Southern Illinois University’s School of Medicine. The lease period is June 20, 2018 through June 30, 2020, at a monthly rent of \$125.00. **Board of Trustees Action Required.**

The CEO recommended approval of the lease agreements as presented.

Board Action: Trustee Brenda Culver made a motion to approve the lease agreements as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew

Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-R. Affiliation Agreement with CVS Pharmacy: IECC wishes to enter into an affiliation agreement with CVS Pharmacy for the Pharmacy Technician Program at Lincoln Trail College. The CEO recommended approval.

Board Action: Trustee James Lane Culver made a motion to approve the affiliation agreement with CVS Pharmacy as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – None.

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 May 31, 2019.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for June, 2019, totaling \$519,145.01, 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 June, 2019, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. 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 #11A – “Chief Executive Officer's Report” – The CEO reported on the Higher Learning Commission Assurance Argument, Fiscal Year 2020 New Revenue, and Enrollment. CEO Terry Bruce thanked the Board and the many staff and faculty that have supported him during his 23 year tenure as IECC Chief Executive Officer. He also announced that he and Charlotte Bruce are donating \$20,000 to the four college Foundations in recognition of their support for him and in recognition of the vital role they play in the success of the colleges.

AGENDA #11B – “Adoption of Resolution Honoring Terry L. Bruce” – With leave of the Board, Chairman Andrew Fischer recommended adoption of the following resolution honoring CEO Terry L. Bruce.

RESOLUTION

The Board of Trustees of Illinois Eastern Community College District #529 and its colleges, Frontier Community College, Lincoln Trail College, Olney Central College and Wabash Valley College, hereby states that:

WHEREAS Terry L. Bruce began service as Chief Executive Officer and Chief Operating Officer of Illinois Eastern Community College District #529 on March 26, 1996; and

WHEREAS Terry L. Bruce served as Chief Executive Officer from that date until his retirement on June 30, 2019; and

WHEREAS with a career of more than two decades with Illinois Eastern Community Colleges, Terry L. Bruce distinguished himself with his deep knowledge and abilities related to the Illinois Community College system, and the expertise and leadership developed during that career that has been invaluable to the District during his tenure as Chief Executive Officer; and

WHEREAS during his term of office, Terry L. Bruce gave guidance to the members of the faculty and staff of the Illinois Eastern Community College District and always considered the needs of students foremost in his service to the college district; and

THEREFORE the Board of Trustees, Community College District #529, extends their heartfelt thanks for his valued counsel and for all that he has contributed to the Illinois Eastern Community College District; and

NOW THEREFORE, BE IT RESOLVED that the IECC Board of Trustees wishes Terry L. Bruce continued success in all his endeavors and expresses the hope for his continued health, happiness, and prosperity.

Board Action: Trustee Brenda Culver made a motion to adopt the foregoing resolution honoring the leadership of CEO Terry L. Bruce. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. 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 not hold an executive session at this meeting.

AGENDA #13 – “Approval of Executive Session Minutes” .

#13-A – “Written Executive Session Minutes” – Executive session meeting minutes of May 21, 2019 were approved and it was recommended those minutes be opened.

#13-B - “Audio Executive Session Minutes” - Audio recording of the May 21, 2019 Executive Session Meeting will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made.

Board Action: Trustee Brenda Culver made a motion to approve, as prepared, written minutes and audio recorded minutes of an executive session held May 21, 2019, and that executive session minutes of that date will 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 Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared the “Ayes” have it and the motion was adopted.

#13-C – “Semi-Annual Review of Executive Session Minutes” – The Board of Trustees, having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following report and recommendations:

A. The following written executive session minutes were reviewed in December 2018 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 17, 2012.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in June 2019:

1. February 19, 2019.

C. The following written executive session minutes have been approved and opened to the public record:

1. None.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. February 19, 2019.

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. None.

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, December 11, 2018.
2. Tuesday, January 15, 2019.
3. Tuesday, March 19, 2019.
4. Tuesday, April 16, 2019.

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

None.

Board Action: Trustee Brenda Culver made a motion to accept the report on the Semi-Annual Review of Executive Session Minutes as outlined and as recommended. Trustee Al Henager seconded the motion and on a voice vote, the Chair declared the motion carried.

AGENDA #14 – “Approval of Personnel Report” – CEO Terry Bruce presented the following Personnel Report and recommended approval.

400.1 Employment of Personnel

A. Faculty

1. Chelsea Gemeinhardt, Chemistry Instructor, WVC, effective August 8, 2019.
2. William Jankousky, Workforce Education Instructor, WED, effective July 1, 2019.

B. Classified

1. Stuart Balding, Custodian, WVC, effective June 19, 2019.

400.2 Change-in-Status

A. Professional/Non-Faculty, Exempt

1. Angelique Maguire, Coordinator, Transition Services (GR), FCC, to Director of Adult Education (GR), FCC, effective July 1, 2019.
2. Hayden McDuffee, Coordinator, Literacy Development (GR), FCC, to Coordinator, Transition Services (GR), FCC, effective July 1, 2019.

400.3 Special Assignments FY 2020 (attachment)

400.4 Salary Adjustment

A. Full-Time Professional/Non-Faculty/Exempt

1. Scott Meserole, O&M Team Leader/Coordinator, Fire Science, FCC, effective July 1, 2019.

400.5 Memorandum of Agreement with IEA/NEA and Bargaining Unit Faculty Member

400.6 Annual Review of FMLA leave taken during FY 2019

A. Birth of Child

1. 8 weeks
2. 8 weeks
3. 12 weeks
4. 12 weeks

B. Personal Illness

1. 2 weeks
2. 4 weeks
3. 5 weeks
4. 6 weeks
5. 6 weeks

400.7 Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Calendar Year</u>
Angelia Williams	Good Samaritan Hospital Vincennes, IN	40
Shirley Smithenry	Carle Richland Memorial Hospital, Olney, IL	60

400.8 Reductions in Force and Adoption of Resolutions

A. Professional/Non-Faculty Non-Exempt

1. Allan Alldredge, Coordinator of Career Services, DO, effective June 19, 2019.
2. Rikki Callaway, Bookstore Manager, LTC, effective June 19, 2019.

**Special Assignments
Frontier Community College**

Academic		Approved 2018-19	Recommended 2019-20
1. Rodney Maxey	Lead Inst Auto Tech	\$550 *	TBD
2. Jodi Peach	Lead Inst Health Informatics	\$550 *	TBD
3. Gerry Kinney	Lead Inst Electrical Distribution Systems	\$550*	TBD
Athletic			
1. Jan Wiles	Athletic Director	\$3,500	\$5,000
2. Nixie Hnetkovsky	Head Volleyball Coach		\$6,000

* \$100 of Lead Instructor Stipend is paid by Assessment budget.

**Special Assignments
Lincoln Trail College**

Academic		Approved 2018-19	Recommended 2019-20
1. Tyler Browning	Lead Inst Sport Management	\$550 *	TBD
2. Laurie Jenkins	Lead Inst Health Programs (Medical Assistant, Electronic Medical Records, & Pharmacy Technician)	\$550 *	TBD
3. Jesse Allen	Lead Inst Telecommunications	\$650 *	TBD
Athletic			
1. Kevin Bowers	Athletic Director	\$3,500	\$5,000
Extra-Curricular			
1. Rebecca Carmack	Performing Arts Coordinator	\$1,500	\$1,500
Other			
1. Chris Ellington	O & M Team Leader	\$5,825	\$7,500
2. Cristina Siegel	Interim Bookstore Manager		\$6,200

* \$100 of Lead Instructor Stipend is paid by Assessment budget.

**Special Assignments
Olney Central College**

Academic		Approved 2018-19	Recommended 2019-20
1. Lonnie Barnes	Lead Inst Collision Repair Tech	\$550 *	TBD
2. Shasta Bennett	Lead Inst Human Resource Assistant		TBD
3. Tyler Boyles	Lead Inst CRT Auto Service Tech	\$550 *	TBD
4. Curtis Marshall	Lead Inst Welding	\$550 *	TBD
5. Amie Mayhall	Lead Inst Medical Office Assistant	\$600 *	TBD
6. Amie Mayhall	Director Health Information Technology Program	\$3,000 + 12 hrs. release time	\$3,000 + 12 hrs. release time
7. Logan Marshall	Lead Inst Industrial Maintenance	\$550 *	TBD
8. Kristi Urfer	Lead Inst Accounting	\$600 *	TBD
Academic – Allied Health			
1. Wanda Douglas	Dept Head, Nursing/FCC	\$3,000 + 12 hrs. release time	\$3,000 + 12 hrs. release time
2. Angelia Williams	Dept Head, Nursing/LTC	\$3,000 + 12 hrs. release time	\$3,000 + 12 hrs. release time
3. Anne Hustad	Dept Head, Nursing/OCC	\$3,000 + 12 hrs. release time	\$3,000 + 12 hrs. release time
4. Kathleen Hudson	Dept Head, Nursing/WVC	\$3,000 + 12 hrs. release time	\$3,000 + 12 hrs. release time
5. Carol Kocher	Director of Radiography	\$1,000	\$1,000
6. Lisa Rauch	Clinical Coordinator, Radiography	\$500	\$500
Extra-Curricular			
1. Wade Baker	Performing Arts Coordinator	\$1,000	\$1,000
2. Laurel Cutright	Academic Challenge Coordinator	\$350	\$350
3. Tammie Bohnhoff	Academic Challenge Asst Coordinator	\$200	\$200

4. Rob Mason	Academic Challenge Asst Coordinator	\$200	\$200
Other			
1. Clay Atkins	O & M Team Leader	\$5,825	\$7,500
2. Linda Shidler	Interim Director of the LRC	\$2,200/month	\$2,200/month

* \$100 of Lead Instructor Stipend is paid by Assessment budget.

**Special Assignments
Wabash Valley College**

Academic		Approved 2018-19	Recommended 2019-20
1. John Day	Lead Inst Social Services	\$550 *	TBD
2. Jay Carter	Lead Inst Advanced Manufacturing	\$550 *	TBD
3. Kyle Peach	Lead Inst Radio/TV	\$550 *	TBD
	Director of Broadcasting	\$8,000	\$8,000
4. Scott Balding	Lead Inst Diesel Equipment Tech	\$600 *	TBD
5. Carla Cadwalader	Lead Inst Early Childhood Dev	\$550 *	TBD
	Small World	\$200/month	\$200/month
6. Steve Hnetkovsky	Lead Inst Agriculture Production	\$550 *	TBD
7. Doug Robb	Lead Inst Agriculture Business	\$550 *	TBD
8. David Wilderman	Lead Inst Marketing	\$550 *	TBD
9. Brian Wick	Lead Inst Gunsmithing	\$550 *	TBD
10. Joseph Brown	Lead Inst Truck Driving	\$550 *	TBD
Athletic			
1. Mike Carpenter	Athletic Director	\$3,500	\$5,000
2. Patrick Harris	Head Women's Soccer Coach	\$6,000	\$6,000
Other			
1. Adam Roesch	O & M Team Leader	\$5,825	\$7,500

* \$100 of Lead Instructor Stipend is paid by Assessment budget.

**Special Assignments
District Office**

Extra-Curricular		Approved 2018-19	Recommended 2019-20
1. TBD	Faculty Coordinator of Student Learning Assessment – FCC	\$4,000	TBD
2. Phil Thorsen	Faculty Coordinator of Student Learning Assessment – LTC	\$4,000	TBD
3. Kelly Payne	Faculty Coordinator of Student Learning Assessment – OCC	\$4,000	TBD
4. Scott Balding	Faculty Coordinator of Student Learning Assessment – WVC	\$4,000	TBD
5. Kristi Urfer	Director of Online Learning	\$10,000 + 6 hrs. release time	\$10,000 + 6 hrs. release time
6. Tammie Bohnhoff	Math Discipline Facilitator – OCC	\$1,000	TBD
7. Cindy Boyce	Social & Behavioral Science Discipline Facilitator – LTC	\$1,000	TBD
8. Allen Brown	Math Discipline Facilitator – WVC	\$1,000	TBD
9. Carrie Brown	Life & Physical Science Discipline Facilitator – LTC	\$1,000	TBD
10. TBD	Life & Physical Science Discipline Facilitator – WVC	\$1,000	TBD
11. Rebecca Carmack	Humanities/Fine Arts Discipline Facilitator – LTC	\$1,000	TBD
12. Nixie Hnetkovsky	Life & Physical Science Discipline Facilitator – FCC	\$1,000	TBD
13. Jason Hortin	Social & Behavioral Science Discipline Facilitator – OCC	\$1,000	TBD
14. Chris Mathews	Life & Physical Science Discipline Facilitator – OCC	\$1,000	TBD

15. Drew McMurray	Social & Behavioral Science Discipline Facilitator – WVC	\$1,000	TBD
16. Linda Monge	Math Discipline Facilitator – FCC	\$1,000	TBD
17. Mary Morris	English/Communications Discipline Facilitator – FCC	\$1,000	TBD
18. Kelly Payne	English/Communications Discipline Facilitator – OCC	\$1,000	TBD
19. Heather Sandy	Humanities/Fine Arts Discipline Facilitator – OCC	\$1,000	TBD
20. Kim Schucker	Math Discipline Facilitator – LTC	\$1,000	TBD
21. Jill Winter	English/Communications Discipline Facilitator – WVC	\$1,000	TBD
22. Ann Wolven	English/Communications Discipline Facilitator – LTC	\$1,000	TBD
Athletic			
1. Tyler Browning	Athletics Compliance Coordinator	\$6,000	\$6,000
Other			
1. Ryan Hawkins	Treasurer	\$200/month	\$200/month
2. Renee Smith	Secretary to the Board	\$9,985	\$9,985

#14-A. Board Action to Amend Personnel Report: Trustee Gary Carter made a motion to amend the Personnel Report, to replace the name Phil Thorsen to read Travis Matthews under Special Assignments, remove Item 400.4 Salary Adjustment and to revise Special Assignments for O & M Team Leader at LTC, OCC, and WVC to read \$5,825 per month. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

#14-B. Board Action to Approve Amended Personnel Report: Trustee Gary Carter made motion to approve the amended Personnel Report as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Absent. 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” – Trustee Jan Ridgely 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 was adjourned at 10:15 p.m.