

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

March 19, 2019



Location:

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

**Dinner – 6:00 p.m. – Bob Boyles Foundation Hall
Meeting – 7:00 p.m. – Bob Boyles Foundation 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**

March 19, 2019

7:00 p.m.

**Frontier Community College
Bob Boyles Foundation Hall**

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. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Nursing Test Scores for Ranking Purposes Bruce
 - B. Readmissions Policy Change Bruce
 - C. Allied Health Testing Fee Bruce
 - D. Meds 2Biz Program Bruce
 - E. Transfer of Property Bruce
 - F. Residency by Employment Bruce
 - G. Affiliation Agreement - Oakview Nursing Rehab – WVC Basic Nurse Assistant Bruce
9. Bid Committee Report Bruce
 - A. TRIO Upward Bound STEM Educational Trip 2019

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
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 Bob Boyles Foundation Hall, at Frontier Community College, #2 Frontier Drive, Fairfield, Illinois, Tuesday, March 19, 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, Al Henager, James Lane, Jan Ridgely. Also present was Haylee Neuman, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Jay Edgren, President of Frontier Community College.
Ryan Gower, President of Lincoln Trail College.
Rodney Raney, President of Olney Central College.
Ryan Hawkins, Chief Financial Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Alex Cline, Director of Information & Communications Technology.
Holly Martin, Chief Academic Officer
Michael Thomas, Dean of Workforce Education.
Renee Smith, Assistant to CEO/Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, February 19, 2019 were presented for disposition.

Board Action to Approve Minutes: Trustee James Lane made a motion to approve minutes of the foregoing meeting as prepared. Student Trustee Haylee Neuman 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: Jan Ridgely reported that he attended College and Career Day held at Edwards County High School on March 11. He commented how well the event was organized, how well IECC was represented, and that he witnessed District wide employees working together to promote IECC programs.

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

#5-C. Report from Cabinet: None.

“Recognition of Student Board Member Haylee Neuman”- The trustees gave special recognition to Student Trustee Haylee Neuman. Each year the students of a college within the IECC system select a member of the student body to serve as Student Trustee to the Board of Trustees. The colleges make the selection on a rotating basis. Since April 2018, Haylee Neuman from Frontier Community College has served as Student Trustee to the IECC Board. She was presented a plaque in recognition of her service to the Board of Trustees and the IECC District.

AGENDA #6 – “Policy First Readings (and Possible Approval)” – None.

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

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

#8-A. Nursing Test Scores for Ranking Purposes: Nursing faculty and administration recommend replacement of the current Accuplacer Exam with the Test of Essential Academic Skills (TEAS) Exam. The TEAS exam is more closely related to nursing and healthcare and has a stronger correlation to success in nursing fundamentals. The CEO recommended approval to replace the Accuplacer Placement Exam with the TEAS Exam.

Board Action: Trustee Brenda Culver made a motion to replace the Accuplacer Placement Exam with the TEAS Exam for Nursing Program ranking purposes. Student Trustee Haylee Neuman 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: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Readmissions Policy Change: Nursing faculty and administration propose a policy change to improve readmission options for Level I students into the program. The following policy/catalog change was proposed:

The Program proposes the following policy/catalog change to add an additional option for a level 1 student to be able to re-enter the Program:

IECC nursing students, who have exhausted their petition options and have not obtained a practical nurse license, may reapply to the first year of the program, one time, after five years from the last program exit, without regard to prior academic performance. Applicant will be subject to the following criteria:

1. The student was not dismissed from the program for any safety violations in the clinical setting.
2. The student has not violated any student conduct policies.
3. The student has no violation of critical concerns from the Nursing Student Handbook during their initial time in the program.

4. The student meets program requirements for entry into nursing.

Board Action: Student Trustee Haylee Neuman made a motion to approve the recommended policy/catalog changes for allowing readmission for Level I students into the program. 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: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Allied Health Testing Fee: The nursing faculty and administration recommend implementation of a cost recovery fee to cover the actual cost of ExamSoft software for delivering online testing modules to nursing students. The current cost of the testing is \$28.75 per student. The CEO recommended approval of the cost recovery fee.

Board Action: Trustee Al Henager made a motion to approve implementation of the Allied Health Testing Fee to cover the cost of ExamSoft software as recommended. Student Trustee Haylee Neuman 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: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Meds 2Biz Program: The Meds 2Biz Program would allow IECC employees to have maintenance medication delivered directly to their work location once a month. The program would be available at all 4 colleges, the District Office and the West Richland Center. There is no cost to the District or employee for use of the program. The CEO recommended approval of the meds 2Biz Program.

Board Action: Trustee James Lane made a motion to approve implementation of the Meds 2Biz Program as recommended. Student Trustee Haylee Neuman 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: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Transfer of Property: The Board has been approached about the sale of District owned property which adjoins the recently developed hotel property near the Olney Central College campus. The CEO requested authorization to begin initial negotiations including an appraisal and survey of the property.

Board Action: Trustee Gary Carter made a motion to authorize CEO Terry Bruce to begin initial negotiations for the District owned property near the Olney Central College campus. 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: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Residency by Employment: The CEO recommended clarification of tuition rates for students who are employed in-district, but reside outside the IECC District. The following statement would be included in the District's catalog:

Residency by Employment.....\$92

Students who live outside of the district or are not residents of Illinois, but are employed within the district for at least 35 hours per week or are enrolled in a course that is being provided under terms of a contract for services between the employer and the district.

Board Action: Trustee James Lane made a motion to add a statement to the catalog that clarifies current practice for tuition rates for students who are employed in-district, but reside outside the IECC District. Student Trustee Haylee Neuman 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: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. “Affiliation Agreement”- IECC enters into affiliation agreements with area health care facilities. The CEO recommended approval of an affiliation agreement with Oakview Nursing Rehabilitation Center, located in Mt. Carmel, Illinois, for WVC’s Basic Nurse Assistant Program as presented in full in the Board Agenda.

Board Action: Trustee Al Henager made a motion to approve the affiliation agreement for WVC’s Basic Nurse Assistant Program with Oakview Nursing Rehabilitation Center. Student Trustee Haylee Neuman 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: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – The CEO recommends approval of the recommendation of the bid committee for the TRIO Upward Bound STEM Educational Trip 2019. 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 low base bid received that meets all specifications from Brightspark Travel for a total of \$88,335.

TRIO Upward Bound STEM Educational Trip 2019	
Company	Total Bid
Adventure Student Travel Kirksville, MO	\$112,033
Brightspark Travel Chicago, IL	\$88,335
Gerber Tours Woodbury, NY	\$74,660

Department: TRIO Upward Bound.

Source of Funds: The TRIO Upward Bound programs are 100% funded through three grants by the U.S. Department of Education for \$374,681, \$328,912 and \$315,155 with 0% of the cost for the programs financed by non-governmental sources. Bid award is subject to approval by Illinois Eastern Community Colleges.

Rationale for Purchase: The proposal from Brightspark Travel meets the specifications required in the bid at the most cost effective price based on the three (3) bids received.

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

Board Action: Trustee James Lane made a motion to accept the recommendations of the bid committee as presented. 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: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10 – “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 February 28, 2019.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for February, 2019 totaling \$677,226.67, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for February 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: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer’s Report” – The CEO Report items discussed were ICCTA Lobby Date of May 1, 2019, LTC Theatre Expansion, HLC Year 4 Review, Cohort Loan Default 3-Year Rate 2009-2016, Salary Impact of Minimum Wage, Governor’s Budget Recommendation Fiscal Year 2020, State of Illinois Community College Enrollment, and the current enrollment report..

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #13 – “Approval of Executive Session Minutes” – The following actions were taken relative to executive session minutes. #13-A. Written Executive Session Minutes: The CEO recommended that written minutes and audio recorded minutes of an executive session held during the regular meeting Tuesday, February 19, 2019 be approved and remain closed at this time.

Board Action: Trustee Brenda Culver made a motion to approve, as prepared, written minutes and audio recorded minutes of an executive session held February 19, 2019, but that executive session minutes of that date will remain closed and not be opened to public inspection at this time. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question Student Trustee Haylee Neuman seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion was adopted.

AGENDA #14 – “Approval of Personnel Report” – Tara Buerster presented the following amended Personnel Report and the CEO recommended approval.

400.1. Employment of Personnel

A. Professional Non-Faculty, Exempt

1. Lindsey Buck, TRIO/Upward Bound Coordinator, DO/OCC, effective March 25, 2019, contingent upon continued grant funding and background check approval.

400.2. Resignation Ratification

A. Faculty

- 1 Phillip Brooks, Workforce Education Instructor, effective June 1, 2019.
2. Brenda Grove, Assistant Professor, LTC, effective March 4, 2019.

B. Professional Non-Faculty, Non-Exempt

1. Destiny Stambaugh, Coordinator of Financial Aid, LTC, effective March 20, 2019.

400.3. Retirement Ratification

A. Faculty

1. Judith Hudson, Associate Professor, WVC, effective June 29, 2019.

#14-B. Board Action to Approve Personnel Report: Trustee Al Henager made a motion to approve the personnel report as recommended. Student Trustee Haylee Neuman 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: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” - None.

AGENDA #18 – “Adjournment” – Student Trustee Haylee Neuman made a motion to adjourn. 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. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:33 p.m.