

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 21, 2019



Location:

**Olney Central College
305 North West Street
Olney, Illinois 62450**

**Dinner – 6:00 p.m. – Banquet Room
Meeting – 7:00 p.m. – Banquet Room**

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

**Illinois Eastern Community Colleges
Board Agenda**

May 21, 2019

7:00 p.m.

**Olney Central College
Banquet Room**

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. Articulation Agreement between EIU and WVC – Radio TV Martin
 - B. Student Satisfaction Survey Results FY2019 Martin
 - C. Certified Election Results Bruce
 - D. Environmental Scan Bruce
 - E. Affiliation Agreements Bruce
 - Good Samaritan Hospital – Medical Office Careers - OCC
 - Jasper County Health Dept. – Electronic Medical Records & Certified Medical Assistant –LTC
 - RWR Medical Arts – Electronic Medical Records & Certified Medical Assistant – LTC
 - Gynecology Associates – Certified Medical Assistant - LTC
9. Bid Committee Report Bruce
 - Olney Central College
 1. Information Systems Technology (IST) Laboratory Remodel @ West Richland Center
 - Olney Central College (International)
 1. One 12-Passenger Van & One 7-Passenger Mini Van

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. Litigation Bruce
16. Other Items
17. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West, Olney, Illinois, Tuesday, May 21, 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, Jan Ridgely. Also present was Corey Hall, student trustee. Trustees absent: James Lane. 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.

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/Treasurer.

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” – Open meeting minutes as prepared for the regular meeting held Monday, April 16, 2019 were presented for disposition.

Board Action to Approve Minutes: Trustee Gary Carter made a motion to approve minutes of the foregoing meeting as prepared. Trustee Al Henager 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.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: All trustees present reported they participated in Graduation Ceremonies on May 10th at one of the four colleges. Trustees Gary Carter and James Lane participated the Illinois Community College Trustees Association Lobby Day held May 1st in Springfield. Trustee Brenda Culver reported she attended the IECC District Office Employee Recognition Lunch held May 10th and that Renee Smith, Board Secretary was recognized for 40 years of service to the District.

#5-B. Report from Presidents: Electronic reports were presented from each of the colleges. President Rodney Ranes introduced faculty members Amie Mayhall and Shasta Bennett, Phi Theta Kappa sponsors and student member Abigail Etchison. Abigail was on the team that placed first in the nation in a scholastic contest held at the National Phi Theta Kappa conference held recently in Orlando.

#5-C. Report from Cabinet: None.

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. Articulation Agreement between EIU and WVC – Radio TV: Holly Martin reviewed a proposed articulation agreement between IECC’s Radio/TV & Digital Media A.A.S.and EIU’s TV Video Production B.A. with Radio & Audio Production Minor that is the outcome of the two institutions shared interest and increased focus on articulation and outreach. The CEO recommended approval of the following articulation agreement:

Illinois Eastern Community College (IECC) and the Board of Trustees of Eastern Illinois University (EIU) form a cooperative relationship through this articulation agreement to serve better our public constituents, to smooth transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any student who has completed a baccalaureate-oriented associate degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU’s lower division general education requirement.
2. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students

completing the **Radio/TV & Digital Media A.A.S.** at IECC will be admitted to the baccalaureate **TV Video Production B.A. with Radio & Audio Production Minor** at EIU.

3. The courses listed in the attached prescribed IECC transfer guide has been reviewed and accepted for transfer to EIU.
4. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
8. Either EIU or IECC may dissolve this agreement by giving one years' advance notice to the cooperating institution's president or academic vice president.
9. This agreement is effective with the **2019-2023** academic year and is subject to renewal quadrennially.

Board Action: Trustee Al Henager made a motion to approve the foregoing articulation agreement between IECC/WVC and Eastern Illinois University. Student Trustee Corey Hall seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Andrew Fischer, John Brooks, Gary Carter, Al Henager, Jan Ridgely, Brenda Culver. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: James Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Student Satisfaction Survey Results FY2019: Holly Martin reviewed the FY2019 Student Satisfaction Survey results. IECC students continue to be satisfied with services provided by the colleges, according to the latest survey, with survey questions included in the areas of Communication, Student Services, Instruction, Technology and recommending the college to others. Results included:

Services

94% were satisfied with Advisement services.

94% were satisfied with Financial Aid services.

95% were satisfied with Entrata.

97% were satisfied with Help Desk services.

Other

92% were satisfied with the quality of instruction.

96% felt the instruction was academically challenging.

97% were satisfied with classroom size.

94% were satisfied with courses available at the times they want or needed them.

95% would recommend the college to others.

The results of the survey are shared with various district-wide committees as well as college committees to work on improving any area that needs attention. The CEO recommended acceptance of the Student Satisfaction Survey results.

Board Action: Trustee Gary Carter made a motion to accept the Student Satisfaction Survey results as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Andrew Fischer, John Brooks, Gary Carter, Al Henager, Jan Ridgely, Brenda Culver. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: James Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Certified Election Results: The CEO recommended that the following Resolution of Certified Election Results be approved.

RESOLUTION DECLARING ELECTION RESULTS

The Board of Trustees of Illinois Eastern Community College District #529 hereby states that:

WHEREAS on April 2, 2019, an election was held for the purpose of electing three members to the Board of Trustees in the counties or portions of counties within Illinois Eastern Community College District #529, namely the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, and;

WHEREAS Alice Mullinax, Richland County Clerk and Recorder, is the Election Authority for Illinois Eastern Community College District #529, and did certify the official ballot for the office of trustee and candidates for that office and;

WHEREAS Alice Mullinax, did certify the official election results and did provide a tabulation of the votes cast in the various counties and precincts within Illinois Eastern Community College District #529 at the election held on April 2, and;

WHEREAS Alice Mullinax, certifies in her tabulation of votes cast did include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Alice Mullinax certified that the following votes were tabulated for a full six year term:

| | |
|----------------------|-------|
| Paul A. "Al" Henager | 6,821 |
| John Brooks | 7,226 |

and;

WHEREAS Alice Mullinax certified that the following votes were tabulated for the remaining 2 years of a 6 year term:

| | |
|---------------|-------|
| James W. Lane | 8,777 |
|---------------|-------|

and;

WHEREAS Alice Mullinax certifies that Paul A. "Al" Henager and John Brooks were elected as trustees to serve a full term and;

WHEREAS Alice Mullinax certifies that James W. Lane was elected as trustee to serve the remaining 2 years of a six year term and;

WHEREAS the Board of Trustees of Community College District #529 takes notice that due to election laws, there can be no official certification of election results until 14 days following the election or April 16, 2019, and that, Alice Mullinax was unable to officially certify the results before April 16, 2019 and that the official certification of votes had not yet occurred, the Board finds that the unofficial results as provided indicate the actual individuals elected to the Board of Trustees and;

WHEREAS Alice Mullinax has now officially certified the election results of the April 2, 2019 election and that the results are accurately set forth above.

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the official results of the April 2, 2019 election as provided by Alice Mullinax, Richland County Clerk and Recorder, and Election Authority, and further declares that Paul A. "Al" Henager and John Brooks were duly elected to serve full 6 year terms as trustees and that James W. Lane was duly elected to serve the remaining 2 years of a full term as trustee.

ADOPTED THIS 21st Day of May, 2019.

Board Action: Trustee Brenda Culver made a motion to approve the Resolution of Official Election Results as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Andrew Fischer, John Brooks, Gary Carter, Al Henager, Jan Ridgely, Brenda Culver Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: James Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Environmental Scan: Rodney Ranes and Luke Harl reviewed the data points of information collected for the twelve county area in the IECC District that are used for the FY2019 Environmental Scan. The Environmental Scan is used by the District to forecast future internal and external needs for both college programs and services. The data is used to assist the District in developing the strategic plan and provides information for grant applications. The CEO recommended acceptance of the Environmental Scan as presented .

Board Action: Student Trustee Corey Hall made a motion to accept the Environmental Scan 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, Andrew Fischer, Al Henager, Jan Ridgely, Brenda Culver. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: James Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Affiliation Agreements: IECC wishes to enter into an affiliation agreement with the following ten medical facilities. The agreements in full are listed in the board agenda. The CEO recommended approval of agreements with the following medical facilities:

Good Samaritan Hospital – Medical Office Careers - OCC

Jasper County Health Dept. – Electronic Medical Records & Certified Medical Assistant –LTC

RWR Medical Arts – Electronic Medical Records & Certified Medical Assistant – LTC

Gynecology Associates – Certified Medical Assistant - LTC

Board Action: Trustee Brenda Culver made a motion to approve the affiliation 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, Andrew Fischer, Al Henager, Jan Ridgely, Brenda Culver Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: James Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – The CEO recommended approval of the following Bid Committee Report:

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

The Bid Committee recommends acceptance of the bid received that meets all specifications from John Flach Builders, Teutopolis, Illinois for a total of \$34,400.

| Information Systems Technology Laboratory Remodel | |
|--|------------------|
| Company | Total Bid |
| Illini Builders Company of Olney Olney, IL | \$46,979 |
| John Flach Builders Teutopolis, IL | \$34,400 |
| Schuetz Companies LLC Olney, IL | \$38,705 |

Department: Olney Central College – West Richland Center.

Source of Funds: 663430-63430-8400-308.

Rationale for Purchase: To remodel classroom space for new IST lab under Title 3.

The "Advertisement for Bids" was placed in the Wayne County Press for one (1) day.

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 rejecting all bids at this time due to the price exceeding available budget.

| 12-Passenger Van & 7-Passenger Mini Van | |
|--|------------------|
| Company | Total Bid |
| Max Dye – Chrysler, Dodge, Jeep, Ram, GMC Salem, IL (7-Passenger Van) | \$28,900 |

Department: Olney Central College – International

Source of Funds: 018-8110D-8700-806

Rationale for Purchase: N/A

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 twenty-seven (27) potential vendors.

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of April 30, 2019.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for May 2019, totaling \$1,065,124.31, 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 May 2019, in the amounts listed. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Andrew Fischer, John Brooks, Gary Carter, Al Henager, Jan Ridgely, Brenda Culver. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: James Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – None.

AGENDA #12 – “Executive Session” – The Board of Trustees went into Executive Session under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment,

compensation, discipline, performance, or dismissal of specific employees of the district, and, under Section 2(c) (6) The setting of a price for sale or lease of property owned by the public body. Trustee Brenda Culver made a motion to go into closed session at 8:15 p.m.. The motion was seconded by Trustee Al Henager and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: James Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried. The closed session adjourned and reconvened in open public session after a motion was made by Trustee Brenda Culver and the motion was seconded by Trustee Al Henager. A voice vote was taken and the Chair declared the “Ayes” have it, the closed meeting was adjourned and there being a quorum present, the Board of Trustees reconvened the regular open meeting for the transaction of business at 9:40 p.m.

(Note: Separate minutes have been prepared for the foregoing closed meeting.)

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, April 16, 2019.

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. Faculty

1. Vanessa Lowe, Nursing Instructor, OCC/WVC, effective August 8, 2019.
2. Gerry Kinney, EDS Instructor, FCC, effective August 8, 2019.

B. Professional, Non-Faculty

1. Amy Theriac, Coordinator of Financial Aid, LTC, effective June 3, 2019.

400.2. Academic Rank Change from Instructor to Assistant Professor

A. Faculty

1. Jacy Ghast

400.3 Academic Rank Change from Assistant Professor to Associate Professor

A. Faculty

1. Cheryl Dill
2. Chris Mathews
3. Linda Monge

400.4. Academic Rank Change from Assistant Professor to Professor

A. Faculty

1. David Denton
2. John Kendall

400.5. Resignation Ratification

A. Maintenance/Custodial

1. Stuart Balding, Custodian, WVC, effective May 28, 2019.

400.6 Retirement Ratification

A. Administration

1. Terry Bruce, Chief Executive Officer, DO, effective July 1, 2019.

400.7. Special Assignment
A. Academic

1. Amie Mayhall, Director of Health Information Technology Program, \$3,000/year + 12 hours release time per academic year, effective June 1, 2019.

400.8 Employment of Personnel
A. Administrative, Non-exempt

1. Kyle Gray, Director of Business, Lincoln Trail College, effective May 28, 2019, pending successful completion of background check.

#14-A. Board Action to Amend Personnel Report: The Chair recommended the Personnel Report be Amended to include Item 400.7 Special Assignment and 400.8 Employment of Personnel. Trustee Gary Carter made a motion to amend the personnel report as recommended. Student Trustee Corey Hall 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 Al Henager made a 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, Andrew Fischer, Al Henager, Jan Ridgely, Brenda Culver. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: James Lane. The motion having received 6 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 Brenda Culver made a motion to adjourn. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:52 p.m.