

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**November 17, 2020**



**Location:**

**Lincoln Trail College  
11220 State Highway 1  
Robinson, IL 62454**

**Meeting – 7:00 p.m. – Cafeteria**

<https://zoom.us/j/96285027498>

Meeting ID: 962 8502 7498

Dial in number: 312 626 6799

*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**

**November 17, 2020**

**7:00 p.m.**

**Lincoln Trail College  
Cafeteria**

1. Call to Order & Roll Call .....Chairman Fischer
2. Disposition of Minutes ..... Chancellor Gower
3. Recognition of Visitors and Guests .....Gower
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Chancellor
  - C. Presidents
  - D. Cabinet
6. Policy First Reading (and Possible Approval) .....Gower
  - A. Business Policy 300.2 Revised
7. Policy Second Reading .....Gower
  - A. None
8. Staff Recommendations for Approval
  - A. TOEFL Tests for International Students .....Gower
  - B. 2020 Annual Security Report .....Gower
  - C. 2021 IECC Holiday Calendar .....Gower
  - D. 2021 IECC Board Meeting Dates .....Gower
  - E. Affiliation Agreement/Carle Non-Clinical .....Gower
  - F. Spring Hybrid Course Fee.....Gower
  - G. Resolution Establishing Tax Levy Hearing.....Gower
  - H. 2020 Estimated Tax Levy Resolution .....Gower
  - I. FY2020 Audit.....Gower
  - J. Annual Financial Report .....Gower
  - K. Reimbursement Resolution.....Gower

L. Audit Request for Proposals .....	Gower
9. Bid Committee Report.....	Gower
A. FCC Nursing Simulator Manikin	
10. District Finance	
A. Financial Report .....	Hawkins
B. Approval of Financial Obligations .....	Hawkins
11. Executive Session .....	Gower
12. Approval of Executive Session Minutes	
A. Written Executive Session Minutes.....	Gower
B. Audio Executive Session Minutes .....	Gower
13. Approval of Personnel Report .....	Gower
14. Collective Bargaining.....	Gower
15. Litigation .....	Gower
16. Other Items	
17. Adjournment	

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1 Illinois, in said Community College District at 7:00 o’clock P.M., on Tuesday, November 17, 2020.

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

**Roll Call:** The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present: John D. Brooks (via Zoom), Gary Carter (via Zoom), Brenda K. Culver (via Zoom), G. Andrew Fischer, Alan Henager, Jan Ridgely (via Zoom), Barbara Shimer. Also present was Sutton Dunn, student trustee (via Zoom). 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: Trustees John D. Brooks, Gary Carter, Brenda K. Culver, Jan Ridgely, Student Trustee Sutton Dunn, and Board Secretary Renee Smith joined the entire meeting by electronic means – Zoom.

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

Also present at this meeting, in addition to trustees:

Ryan Gower, Chancellor.  
Jay Edgren, President of Frontier Community College. (via Zoom)  
Roger Eddy, Interim President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College. (via Zoom)  
Matt Fowler, President of Wabash Valley College.  
Ryan Hawkins, Chief Financial Officer/Treasurer.  
Andrea McDowell, Director of Human Resources.  
Alex Cline, Director of Information & Communications Technology.  
Renee Smith, Board Secretary (via Zoom).  
Michael Thomas, Dean of Workforce Education. (via Zoom)

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held October 20, 2020, were presented for disposition.

**Board Action to Approve Minutes:** Trustee Barbara Shimer 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 college staff members. Members of LTC Pathways to Success/Leadership classes attended the meeting; both in person and by virtual means, to observe board proceedings.

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

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

**AGENDA #5 – “Reports”** –

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

**#5-B. Report from Presidents:** Electronic reports were presented from each of the colleges.

President Jay Edgren provided a progress update on the success of FCC’s Title III Program. President Rodney Raney provided a progress update on the success of OCC’s Title III Program.

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

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

**#6-A. Board Policy 300.2 Audits:** Revisions to the current Business Policy 300.2 Audits were presented for approval by Chancellor Gower:

**BUSINESS – 300**

**Audits (300.2)**

Date Adopted: December 19, 1989

Revised: April 19, 2016

November 17, 2020 (Pending Board Approval)

Annually, the Board shall nominate and select two members from the Board of Trustees to serve as the audit committee. The audit committee will serve as the responsible representatives of the Board to aid in the recommendation of an audit firm, and review and discuss the final audit with the lead auditor, Chancellor, and Board treasurer prior to submission to the whole board. An audit shall be made at the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and appointed by the Board of Trustees. The audit examination shall be conducted in accordance with generally accepted auditing standards and the requirements set forth by 100 ILCS 805/3-22.1.

It is the policy of the Board to issue a request for proposals for the audit examination no less than every three years. A recommendation for an audit firm shall be made to the Board using a thorough quality-based selection process. The audit firm shall be selected for up to a three-year (3) audit cycle. An auditing firm may perform this service for no more than two consecutive (2) cycles of three years. If a firm is selected to perform two consecutive (2) audit cycles, unless otherwise permitted by the Board of Trustees, that firm will be ineligible for consideration for the next succeeding audit cycle selection.

**Board Action:** Trustee Al Henager made a motion to approve revisions to Board Policy 300.2 Audits, and to waive second reading, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. Student advisory vote: Yea.

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

**AGENDA #7 - "Policy Second Reading":** None.

**AGENDA #8 - "Staff Recommendations for Approval":**

**#8A. TOEFL Tests for International Students:** Chancellor Gower recommended approval for changes to two catalog policies pertaining to testing students for whom English is their second language.

**STUDENT PLACEMENT AND TESTING** section (p. 17 of 2020-2021 catalog)

Multiple measures for placement include ~~analysis of~~:

1. Review of nationally standardized test scores such as ACT, SAT, ACCUPLACER, ASSET, COMPASS, GED, etc.
2. Analysis of high school or college transcripts, including coursework completed and grade point average; and remedial and/or previous college coursework completed.
3. If 1 and 2 are not available or do not meet the course placement requirements, additional placement testing may be required.

4. TOEFL testing of all students whose first language is not English. (Additional information can be found in the International Students section and applies to US Citizens as well as International.)

**INTERNATIONAL STUDENTS** section (p. 18 of 2020-2021 catalog)

The student does NOT need an official TOEFL score to apply, but will be tested for English proficiency ~~upon arrival on campus~~ during the first week they arrive upon campus. Testing ensures students are placed in the appropriate level ESL and/or academic classes in support of our mission to provide the necessary tools for international students to succeed in the classroom. All students attending IECC whose native language is not English will be required to take TOEFL testing. Students who do not have a score of 550 PBT or 79 IBT will be required to enroll in the intensive English as a Second Language (ESL) program. A minimum of 500 PBT or 61 IBT will be required to enroll in select academic classes.

**Addendum to Agenda Item #8A. TOEFL Tests for International Students:** It was the desire of the Board to include the following additional language be added on the face of the document as it relates to the Test of English as a Foreign Language (TOEFL):

TOEFL test exemptions may be made to those who are fluent in English at the consent of the International Director (International Students) or College Academic Advisor (Domestic Students).

**Board Action:** Trustee Barbara Shimer made a motion to include the afore listed additional language to catalog language as it relates to TOEFL testing and to make this revision to the face of the document listed in the board agenda. Student Trustee seconded the motion to addend the catalog language. 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.

**Board Action:** Trustee Barbara Shimer made a motion to approve the amended catalog language as it relates to TOEFL testing. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yeas: John Brooks, Gary Carter, Brenda Culver, Andrew

Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

**#8B. 2020 Annual Security Report:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires an Annual Security Report be compiled and published annually. The Annual Security Report contains crime information for the past three years, relevant policy statements, and training and educational programming related to campus safety and security, crime prevention, alcohol and drug use, and sexual misconduct. The Chancellor recommended approval of the 2020 Annual Security Report.

**Board Action:** Trustee Al Henager made a motion to approve the Annual Security Report for 2020 as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

**#8C. Holiday Calendar 2021:** The Chancellor recommended a change to the face of the Holiday Calendar 2021 document. The proposed revision to the holiday calendar was to change December 25 – Christmas, to December 24 – Christmas Observed and to change January 1, New Year’s Day to December 31 – New Year’s Day Observed.

**Board Action to Amend Agenda Item #8C. Holiday Calendar 2021:** Trustee Barbara Shimer made a motion to revise the Holiday Calendar 2021 with the afore proposed changes. 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.

## ILLINOIS EASTERN COMMUNITY COLLEGES

### Holidays for

**Administrative, Technical,**

**Professional Non-Faculty,**

**Clerical & Maintenance Staff**

### Calendar Year 2021

Monday	January 18	Martin Luther King Jr. Day
Monday	February 15	President’s Day
Friday	April 2	Spring Holiday
Monday	May 31	Memorial Day
Monday	July 5	Independence Day Observed

Monday	September 6	Labor Day
Monday	October 11	Columbus Day
Thursday	November 11	Veteran's Day
Thursday	November 25	Thanksgiving
Friday	November 26	Thanksgiving
	December 20-24	Winter Break
<u>Friday</u>	<u>December 24</u>	<u>Christmas Observed</u>
<del>Saturday</del>	<del>December 25</del>	<del>Christmas</del>
	December 27-31	Winter Break
<u>Friday</u>	<u>December 31</u>	<u>New Year's Day Observed</u>
<del>Saturday</del>	<del>January 1, 2022</del>	<del>New Year's Day</del>

**Board Action:** Trustee Barbara Shimer made a motion to approve the amended Holiday Calendar for administrative, technical, professional/non-faculty, clerical, and maintenance staff for calendar year 2021 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, Jan Ridgely, Barbara Shimer. 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.

**#8D. Board Meeting Dates and Locations for 2021:** The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming calendar year. The following resolution sets forth that the Trustees will meet on the third Tuesday of every month except the December meeting shall be the second Tuesday of the month and the April meeting shall be the fourth Tuesday of the month. The following are the proposed meeting dates and locations for the IECC Board of Trustees for 2021.

- Tuesday, January 19, 2021, 7 p.m., Frontier Community College
- Tuesday, February 16, 2021, 7 p.m., Lincoln Trail College
- Tuesday, March 16, 2021, 7 p.m., Olney Central College
- Tuesday, April 27, 2021, 7 p.m., Wabash Valley College
- Tuesday, May 18, 2021, 7 p.m., Frontier Community College
- Tuesday, June 15, 2021, 7 p.m., Lincoln Trail College
- Tuesday, July 20, 2021, 7 p.m., Olney Central College
- Tuesday, August 17, 2021, 7 p.m., Wabash Valley College
- Tuesday, September 21, 2021, 7 p.m., Frontier Community College
- Tuesday, October 19, 2021, 7 p.m., Lincoln Trail College
- Tuesday, November 16, 2021, 7 p.m., Olney Central College
- Tuesday, December 14, 2021, 7 p.m., Wabash Valley College

**Board Action:** Trustee Al Henager made a motion to approve the Board Meeting Dates and Locations for 2021 as recommended. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew



Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

**#8E. Non-Clinical Affiliation Agreement with Carle Richland Memorial Hospital:** Carle Richland Memorial Hospital (CRMH) has agreed to allow Olney Central College students to access multiple Carle sites. The programs covered in this agreement are Medical Coding, Health Information Technology, Medical Office Assistant, Office Administration, and Human Resource Associate. The Chancellor recommended approval of the agreement as listed in full in the Board agenda.

**Board Action:** Trustee Barbara Shimer made a motion to approve the agreement between CRMH and the District for non-clinical use by OCC students. Trustee Al Henager seconded the motion and on a recorded roll call vote by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

**#8F. Spring Hybrid Course Fee:** Chancellor Gower recommended the Board repeal the Online-Hybrid Course Fee for hybrid delivery courses only for Spring Semester 2021. This waiver will benefit students forced to move to virtual learning because of the COVID 19 pandemic.

**Board Action:** Trustee John Brooks made a motion to repeal the Hybrid Course Fee for the Spring Semester 2021 only. 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, Jan Ridgely, Barbara Shimer. 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.

**#8G. Resolution Establishing Tax Levy Hearing:** The Board annually adopts a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in a greater than 5% increase in the proposed property tax levy over the previous year's extension (exclusive of bond and interest costs), a tax levy hearing must be held.

The resolution which follows would:

- 1) Establish a fiscal year of July 1, 2021 – June 30, 2022.
- 2) Require the publication of a public notice of a hearing on the tax levy.
- 3) Require a hearing on December 8, 2020.
- 4) Notify the public that a tax levy would be adopted by the Board on December 8, 2020.

## **RESOLUTION**

### **ESTIMATED 2020 TAX LEVY**

### **HEARING**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for 2020 for taxes due and collectible in 2021:

1. Date of Fiscal Year: July 1, 2021 - June 30, 2022.
2. Publication of Notice of Public Hearing on Tax Levy: After November 24, 2020 and before December 1, 2020.
3. Public Hearing on Tax Levy: December 8, 2020, at the hour of 7:00 p.m. local time, Olney Central College, Olney, Illinois.
4. Adoption of Tax Levy: December 8, 2020, following the Public Hearing.

**Board Action:** Trustee Brenda Culver made a motion to approve the Tax Levy Hearing Resolution as presented. Student Trustee Sutton Dunn seconded the motion and on a recorded roll call vote ordered by the Chairman, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

**#8H. 2020 Estimated Tax Levy Resolution:** Mr. Hawkins reviewed the District's estimated tax levy for the year. Each year the Board of Trustees certifies the District's estimated tax levy for the year. The 2020 estimated tax levy resolution for taxes due and collectible in 2021 was recommended as follows:

The resolution establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance. The 2018 estimated tax levy resolution for taxes due and collectible in 2020 establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance. The Chancellor recommended approval of the following Estimated Tax Levy Resolution.

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2020**

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2019 was:

Education Purposes	\$2,925,000
Operations and Maintenance Purposes	1,257,306
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	790,000
Audit	<u>82,000</u>
Total	\$5,054,306

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2020 is as follows:

Education Purposes	\$3,115,000
Operations and Maintenance Purposes	1,325,000
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	1,075,000
Protection, Health and Safety Purposes	150,000
Audit	<u>80,000</u>
Total	\$5,745,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide a date in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2019 was \$2,188,350; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2020 is \$1,818,370.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, as follows:

- Section 1:** The aggregate amount of taxes estimated to be levied for the year 2020, exclusive of bond and interest costs, is \$5,745,000.
- Section 2:** The aggregate amount of taxes estimated to be levied for the year 2020, exclusive of bond and interest costs, does exceed 105% of the taxes extended by the district in the year 2019.
- Section 3:** The aggregate amount of taxes estimated to be levied for the year 2020 for debt service is a 16.9% decrease from the taxes extended for debt service for 2019.
- Section 4:** Public notice shall be given in the following newspapers of general circulation in said district,

Marshall Advocate, Clark County  
Robinson Daily News, Crawford County

Toledo Democrat, Cumberland County  
The Prairie Post, Edwards County  
McLeansboro Gazette, Hamilton County  
Lawrenceville Daily Record, Lawrence County  
Wayne County Press, Wayne County  
The Hometown Register, Clay County, Jasper County,  
Richland County, Wabash County & White County

and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF PROPOSED TAX INCREASE FOR**

**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529**

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2020 will be held on December 8, 2020, at 7:00 p.m. at Olney Central College, Olney, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Ryan Hawkins, Chief Financial Officer, 233 East Chestnut Street, Olney, IL 62450; phone: 618.393.2982.

- II. The corporate and special purpose property taxes extended or abated for the year 2019 were \$5,054,306.

The proposed corporate and special purpose property taxes to be levied for 2020 are \$5,745,000. This represents a 13.7% increase over the previous year extension.

- III. The property taxes extended for debt service for 2019 were \$2,188,350.

The estimated property taxes to be levied for debt service and public building commission leases for 2020 are \$1,818,370. This represents a 16.9% decrease from the previous year.

- IV. The total property taxes extended or abated for 2019 were \$7,242,656.

The estimated total property taxes to be levied for 2020 are \$7,563,370. This represents a 4.4% increase over the previous year extension.

**Section 5:** This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 17th day of November 2020.

BOARD OF TRUSTEES

ILLINOIS EASTERN COMMUNITY COLLEGES

COUNTIES OF RICHLAND, CLARK, CLAY,  
CRAWFORD, CUMBERLAND, EDWARDS,  
HAMILTON, JASPER, LAWRENCE, WABASH,  
WAYNE, AND WHITE

STATE OF ILLINOIS

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

Chairman

ATTEST: \_\_\_\_\_

Secretary

**Illinois Eastern Community Colleges  
Tax Levy History**

It is necessary to certify our tax levies for tax year 2020. This information and that of prior years is presented below to assist in evaluating next year's levy.

TAX YEAR	ACTUAL EAV	EDUCATIONAL LEVY	BUILDING LEVY	OPERATING LEVY	OPERATING TAX EXTENSION	ACTUAL EXTENSION TAX RATE	
2000	1,010,227,912	1,837,500	787,500	2,625,000	2,525,570	45.13	
2001	1,019,727,226	1,925,000	825,000	2,750,000	2,549,318	44.41	
2002	1,034,733,922	1,925,000	825,000	2,750,000	2,586,835	44.44	
2003	1,023,487,154	1,925,000	825,000	2,750,000	2,558,718	43.72	
2004	1,077,939,382	1,925,000	825,000	2,750,000	2,694,848	44.99	
2005	1,101,476,437	2,100,000	900,000	3,000,000	2,753,691	42.55	
2006	1,109,341,717	2,135,000	915,000	3,050,000	2,773,354	42.71	
2007	1,203,320,686	2,450,000	1,050,000	3,500,000	3,008,302	42.11	
2008	1,373,502,477	2,135,000	915,000	3,050,000	3,019,810	39.36	
2009	1,268,645,929	2,450,000	1,050,000	3,500,000	3,171,615	41.63	
2010	1,266,328,720	2,450,000	1,050,000	3,500,000	3,165,822	43.84	
2011	1,289,013,277	2,450,000	1,050,000	3,500,000	3,202,552	44.46	
2012	1,313,132,171	2,353,750	1,008,750	3,362,500	3,263,408	44.46	
2013	1,316,174,679	2,450,000	1,050,000	3,500,000	3,287,696	46.45	
2014	1,355,971,691	2,450,000	1,050,000	3,500,000	3,389,930	46.01	
2015	1,434,729,746	2,450,000	1,050,000	3,500,000	3,535,634	45.19	
2016	1,487,918,606	2,625,000	1,125,000	3,750,000	3,683,392	43.98	
2017	1,518,650,175	2,712,500	1,162,500	3,875,000	3,793,344	44.44	
2018	1,582,056,888	2,825,000	1,226,500	4,051,500	3,955,636	43.95	
2019	1,676,407,734	2,925,000	1,270,000	4,195,000	4,182,306	42.95	
						43.84	Average
Estimated:							
2020	1,734,661,438	3,115,000	1,325,000	4,440,000	4,374,654	42.85	(Estimated)

In addition to the Educational and Building Fund, our certificate of tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, for insurance purposes: (tort liability, Medicare, worker's compensation and unemployment), and for financial audit purposes.

**Board Action:** Trustee John Brooks made a motion to approve the Estimated Tax Levy Resolution as presented. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

**#81. FY2020 Audit:** CFO Ryan Hawkins reviewed the annual financial audit for fiscal year 2020, with comments by Trustees John Brooks and Jan Ridgely as members of the Audit Committee. The Chancellor recommended adoption of the following resolution to accept the audit and authorize the staff to forward the audit to the Illinois Community College Board.

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community College District 529,

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board,

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community College District #529, accepts and approves the annual audit of the district as submitted by CliftonLarsonAllen LLP.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District 529 authorizes the Chancellor to submit the audit to the Illinois Community College Board.

By order of the Board of Trustees.

**Board Action:** Trustee John Brooks made a motion to approve the FY2020 Audit. 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, Jan Ridgely, Barbara Shimer. 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.

**#8J. Annual Financial Report:** Pursuant to Section 3.22.2 of the Public Community College Act, each district is required to annually publish a financial report prior to November 15, in a newspaper of general circulation in the district. A copy of this publication must be filed with the Illinois Community College Board by December 31. The Chancellor recommended approval of the following Annual Financial Report so that it may be published locally and filed with ICCB.

**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529**

**ANNUAL FINANCIAL REPORT  
For the Fiscal Year Ended June 30, 2020**

Community College District No. 529 Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, State of Illinois

Total District Assessed Valuation: \$ 1,676,407,734  
Total District Bonded Debt: \$ 6,685,000

Tax Revenues:	<u>Extensions</u>	<u>Rates</u>
Education Fund	\$ 2,925,000	0.00175
Operations and Maintenance Fund	\$ 1,257,306	0.00075
Bond and Interest Fund	\$ 2,188,350	0.00128
Liability, Protection, and Settlement Fund	\$ 790,000	0.00047
Audit Fund	\$ 82,000	0.00005

**STATEMENT OF REVENUE AND EXPENDITURES  
For the Fiscal Year Ended 2020**

<u>REVENUE BY SOURCE</u>	<u>Education Fund</u>	<u>Operations &amp; Maintenance Fund</u>	<u>Debt Service Fund</u>	<u>Other Tax Funds</u>
Local Government	\$ 3,123,819	\$ 1,578,917	\$ 2,166,495	\$ 876,447
State Government	12,926,260	-	-	24,491
Federal Government	-	-	-	-
Student Tuition and Fees	11,797,387	1,267,500	-	-
Other Sources	<u>371,489</u>	<u>261,526</u>	<u>11,024</u>	<u>3,990,611</u>
<b>TOTAL REVENUE</b>	<u>28,218,955</u>	<u>3,107,943</u>	<u>2,177,519</u>	<u>4,891,549</u>
 <u>EXPENDITURES BY PROGRAM</u>				
Instruction	11,633,226	-	-	-
Academic Support	461,706	-	-	-
Student Services	1,736,265	-	-	-
Public Services	5,913	-	-	-
Auxiliary Enterprises	-	-	-	-
Operation and Maintenance of Plant	48,831	2,920,264	-	46,025
Institutional Support	6,084,986	227,037	2,160,925	2,107,937
Scholarships, Student Grants, and Waivers	<u>6,156,184</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<u>26,127,111</u>	<u>3,147,301</u>	<u>2,160,925</u>	<u>2,153,962</u>
OTHER FINANCING USES: Operating Transfers-In / (Out)	<u>(1,597,967)</u>	<u>55,185</u>	<u>-</u>	<u>-</u>
Excess (or Deficiency) of Revenue over Expenditures and Other Financing Uses	<u>493,877</u>	<u>15,827</u>	<u>16,594</u>	<u>2,737,587</u>
FUND BALANCE (Deficit), July 1, 2019	<u>8,481,174</u>	<u>2,934,103</u>	<u>407,620</u>	<u>1,420,597</u>
FUND BALANCE (Deficit), June 30, 2020	<u>\$ 8,975,051</u>	<u>\$ 2,949,930</u>	<u>\$ 424,214</u>	<u>\$ 4,158,184</u>

Illinois Eastern Community Colleges offers a wide variety of educational opportunities.

Frontier Community College, Lincoln Trail College, Olney Central College and Wabash Valley College offer degrees in Associate in Arts, Associate in Science, Associate in Science and Arts, Associate in General Studies, Associate Degree Nursing, Certificate in General Studies and Certificates in (8) eight Vocational Skills areas and GECC Credential.



In addition, Frontier Community College offers (20) twenty Certificates in Career and Technical Education and (10) ten Associate in Applied Science degrees. Frontier delivers the above offerings to (5) five of the Counties of Illinois Eastern Community College District No. 529.

Lincoln Trail College offers (22) twenty-two Certificates in Career and Technical Education and (8) eight Associate in Applied Science Degrees in Career and Technical Education.

Olney Central College offers (29) twenty-nine Certificates in Career and Technical Education and (15) fifteen Associate in Applied Science Degrees in Career and Technical Education.

Wabash Valley College offers (33) thirty-three Certificates in Career and Technical Education and (16) sixteen Associate in Applied Science Degrees in Career and Technical Education.

Annual Enrollment Data by Semester, including Summer Term:

<i>Headcount: 21,886</i>	<i>Full-time Equivalent: 3,305</i>
Staff Data: Full-time 268	Part-time: 628

All accounts of said Illinois Eastern Community College District No. 529 were audited by Clifton Larson Allen, LLP, Certified Public Accountants, for the fiscal year July 1, 2019 through June 30, 2020.

Dated at Olney, Illinois, this 17th day of November 2020.

Chairman, Board of Trustees: \_\_\_\_\_

G. Andrew Fischer

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

Renee Smith

Treasurer, Board of Trustees: \_\_\_\_\_

Ryan Hawkins

It is the policy of the Board of Trustees of Illinois Eastern Community Colleges not to discriminate on the basis of race, color, religion, sex, age, disability, or national origin. Illinois Eastern Community Colleges operates pursuant to all applicable laws relating to the Americans with Disabilities Act, PL 101-336. Inquiries regarding compliance with the policy may be directed to:

Equal Opportunity Officers:

Bonnie Chaplin, IECC District Office, Olney, IL

Paul Bruinsma, Frontier Community College, Fairfield, IL

Brent Todd, Lincoln Trail College, Robinson, IL

Andrea Pampe, Olney Central College, Olney, IL

Katie Hinderliter, Wabash Valley College, Mt. Carmel, IL

**Board Action:** Trustee Al Henager made a motion to approve the Annual Financial Report. Trustee Barbara Shimer seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

**#8K. Reimbursement Resolution:** The Chancellor recommended the following resolution which makes the official declaration of Illinois Eastern Community Colleges' intent to reimburse itself for the capital projects placed in trust on October 29, 2020. It establishes the maximum amount to be reimbursed at \$3,559,100.

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the "*District*"), has developed a list of capital projects described in *Exhibit A* hereto (the "*Projects*"); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the "*Expenditures*") (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

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

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Intent to Reimburse.* The District reasonably expects to reimburse the Expenditures with proceeds of an obligation.

*Section 3. Maximum Amount.* The maximum principal amount of the obligation expected to be issued for the Projects is \$3,559,100.

*Section 4. Ratification.* All actions of the officers, agents and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

*Section 5. Severability.* If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

*Section 6. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 17, 2020.

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Chairman, Board of Trustees

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Secretary, Board of Trustees

**EXHIBIT A**  
**DESCRIPTION OF CAPITAL PROJECTS**

Construction of an Applied Technology Center at Olney Central College and the Technology Center at Lincoln Trail College.

**Board Action:** Trustee Barbara Shimer made a motion adopt a resolution expressing official intent to reimburse from proceeds of an obligation to be issued by Illinois Eastern Community College District #529. Trustee Al Henager seconded the motion and on a roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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.

**#8L. Request for Proposals – Audit:** Chancellor Gower reviewed the listing of accounting firms that submitted proposals for conducting the District’s annual audit and for performing other professional services.

**Board Action:** Trustee Gary Carter made a motion to employ the accounting firm of Martin Hood LLC, located in Champaign, Illinois, to conduct the District’s annual audit and perform other professional services. Trustee John Brooks seconded the motion and on a roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely,

Barbara Shimer. 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 Chancellor reviewed the following Bid Committee report and recommended it be approved as presented.

TO: Board of Trustees  
FROM: Bid Committee  
DATE: November 17, 2020  
RE: Nursing Simulator Manikin

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

The Bid Committee recommends acceptance of the bid received from Pocket Nurse for a total of \$27,328.69.

<b>Company</b>	<b>Total Bid</b>
CAE Healthcare Sarasota, FL	\$11,912.82
Laerdal Wappingers Falls, NY	\$30,906.70
<b>Pocket Nurse</b> <b>Monaca, PA</b>	<b>\$27,328.69</b>
Simulaids, Inc. (Nasco Healthcare) Saugerties, NY	\$31,500.00

Respectfully submitted,

Ryan Gower

Ryan Hawkins

Renee Smith

Department: Nursing.

Source of Funds: \$25,000.00 Perkins Budget (65032O-5032OI-8600-108) and \$2,328.69 Nursing Budget (012-B5116O-8600-104).

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

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

**Board Action:** Trustee Gary Carter made a motion to approve the Bid Committee Report recommendation as presented. Trustee Barbara Shimer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely, Barbara Shimer. 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 October 31, 2020.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for November 2020, totaling \$3,107,515.25, 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 November 2020, 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, Jan Ridgely, Barbara Shimer. 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 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting.

**AGENDA #12 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, October 20, 2020.

**AGENDA #13 – “Approval of Personnel Report”** – Andrea McDowell presented the following amended Personnel Report and the Chancellor recommended approval.

## PERSONNEL REPORT

### 400.1. Employment of Personnel

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

1. Carrie Hallam, Information Technology Trainer/Support, DO, effective November 18, 2020.

### 400.2. Change in Status

#### A. Administrative

1. Alyssa Maglone, Coordinator of Curricular Reporting & Articulation, DO, to Assistant Dean of Academic Services, DO, effective January 5, 2021.

### 400.3. Salary Adjustment

#### A. Classified

1. Jacquelyn Shamhart, Administrative Assistant to the Dean and President, LTC, effective December 1, 2020.

### 400.4. Resignation Ratifications

#### A. Faculty

1. Joseph Lampley, Workforce Education Instructor, effective November 28, 2020.

#### B. Classified

1. Kimberly Venters, Administrative Assistant, FCC, effective November 12, 2020.

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

**AGENDA #14 - “Collective Bargaining”** - None.

**AGENDA #15 - “Litigation”** - None.

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

**AGENDA #17 - “Adjournment”** – Trustee Al Henager made a motion to adjourn. Trustee Barbara Shimer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say

“No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:20 p.m.