

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

September 17, 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**

September 17, 2019

7:00 p.m.

**Olney Central College
Banquet Room**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes Interim CEO Holt
3. Budget Hearing Fischer
4. Recognition of Visitors and Guests Holt
 - A. Visitors and Guests
 - B. IECEA Representative
5. Public Comment
6. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
7. Policy First Reading (and Possible Approval) Holt
 - A. None
8. Policy Second Reading Holt
 - A. None
9. Staff Recommendations for Approval
 - A. Articulation Agreement with USI Martin
 - B. Annual Security Report Martin
 - C. Fact Book Martin
 - D. FY2020 Budget Hawkins
 - E. Health & Dental Insurance – Calendar Year 2020 Hawkins
 - F. Health Savings Accounts, Calendar Year 2020 Hawkins
 - G. Lease with ROE #12 Preschool Program Holt
10. Bid Committee Report Holt
 - A. Truck Driving Facility/Concrete Pad and Loading Dock

- 11. District Finance
 - A. Financial Report Hawkins
 - B. Approval of Financial Obligations Hawkins
- 12. Chief Executive Officer's Report Holt
- 13. Executive Session Holt
- 14. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Holt
 - B. Audio Executive Session Minutes Holt
- 15. Approval of Personnel Report Holt
- 16. Collective Bargaining Holt
- 17. Litigation Holt
- 18. Other Items
- 19. 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 Street, Olney, Illinois, Tuesday, September 17, 2019.

AGENDA #1 – “Call to Order & Roll Call” – In the absence of Chairman G. Andrew Fischer, Vice Chairman Brenda Culver assumed the Chair and called the meeting to order at 7:00 p.m. and directed the Secretary 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, Alan Henager, James Lane, Jan Ridgely. Also present was Corey Hall, student trustee. Trustees absent: G. Andrew Fischer. 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:

Marilyn Holt, Interim Chief Executive 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.
Tara Buerster, Director of Human Resources.
Alex Cline, Director of Information & Communications Technology.
Ryan Hawkins, Chief Financial Officer/Treasurer.
Holly Martin, Chief Academic Officer.
Mike 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, August 20, 2019 were presented for disposition.

Board Action to Approve Minutes: Trustee James Lane made a motion to approve minutes of the August 20, 2019 meeting as prepared. 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 carried.-

AGENDA #3 – “Budget Hearing” – The Chairman announced that the next agenda item for the Board of Trustees was a public hearing to receive comments on the fiscal year 2020 budget. The Chair asked for a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. Student Trustee Corey Hall made a motion that the Board recess its regular meeting and reconvene immediately following the budget hearing. 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.

A. Motion to Convene Budget Hearing: Trustee Gary Carter made the following motion: “I move that Illinois Eastern Community College District 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a budget hearing on this 17th day of September, 2019. The purpose of the budget hearing is to receive public comments on the FY2020 Budget of the District.” Trustee James Lane 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.

B. Hearing on FY2020 Budget: The Chairman declared that the Board is now in a hearing on the FY2019 budget and directed the Secretary to call the roll for Board attendance. 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 Brooks, Gary Carter, Brenda Culver, Al Henager, James Lane, Jan Ridgely. Also present was Corey Hall, student trustee. Trustees absent: G. Andrew Fischer. The Chair declared that a quorum was present and the budget hearing was open.

C. Public Oral Testimony: The Chairman asked if any member of the public wished to provide oral testimony on the FY2020 budget. There was no oral testimony presented.

D. Public Written Testimony: The Chairman asked if any member of the public wished to provide written testimony on the FY2020 budget. There was no written testimony presented.

E. Public Hearing Adjourned: The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral or written testimony with respect to the FY2020 community college district budget and asked for a motion to adjourn the hearing. Trustee James Lane made a motion that the public hearing be adjourned. Trustee Gary Carter seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and that the budget hearing was adjourned and the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

AGENDA #4 – “Recognition of Visitors & Guests” –

#4-A. Visitors & Guests: Visitors & guests present were recognized, including several college staff members.

#4-B. IECEA Representative: None.

AGENDA #5 – “Public Comment” – None

AGENDA #6 – “Reports” –

#6-A. Report from Trustees: James Lane reported on an ICCTA meeting he recently attended. John Brooks noted that he has completed the required trustee training and found the topics to be relevant and beneficial.

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

#6-C. Report from Cabinet: Alex Cline provided an update on the redesign of the District’s website.

AGENDA #7 – “Policy First Readings (and Possible Approval)” – None.

AGENDA #8 – “Policy Second Readings” – None.

AGENDA #9 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#9-A. Articulation Agreement with USI: Holly Martin presented the following 2 + 2 Articulation Agreement between University of Southern Indiana (USI) and Illinois Eastern Community Colleges which will allow graduates of IECC who earn the Associate in Applied Science degree in Health Informatics at Frontier Community College who meet University of Southern Indiana admission requirements to be considered for admission into the Bachelor of Science in Health Informatics and Information Management (BSHIM) Degree Completion track. The Interim CEO recommended approval of the following agreement:

2+2 Articulation Agreement

between
THE UNIVERSITY OF SOUTHERN INDIANA
and
Illinois Eastern Community Colleges, Olney, IL

Statement of Intent: The purpose of this agreement is to facilitate the transfer of graduates of the Illinois Eastern Community Colleges/Frontier Community College who earn Associate of Applied Science degree (AAS) in Health Informatics towards the Bachelor of Science in Health Informatics and Information Management (BSHIIM) Degree Completion track offered at the University of Southern Indiana (USI).

Principles Upon Which Articulation is Based: This agreement, which encompasses the degree-granting institutions of the Illinois Eastern Community Colleges/Frontier Community College and the University of Southern Indiana, provides a written record of a continuing relationship centered on a mutually beneficial commitment to serving students.

This agreement confirms that all the eligible credit hours earned by students who complete graduation requirements for the Health Informatics Program at the Illinois Eastern Community Colleges/Frontier Community College will be accepted into and serve to fulfill lower division requirements for the Health Informatics and Information Management at the University of Southern Indiana. Thus, students who graduate having completed all degree requirements in the Health Informatics Program at the Illinois Eastern Community Colleges/Frontier Community College will be eligible for full junior level standing in the Health Informatics and Information Management at the University of Southern Indiana.

Students transferring with an AAS degree from Illinois Eastern Community Colleges/Frontier Community College into the University of Southern Indiana are subject to the same admission and academic policies as other applicants to the University of Southern Indiana. Transfer students are also subject to specific baccalaureate degree program admission requirements. Completion of the AAS degree does not guarantee admission to a program that has a separate application process.

Students who have transferred into the University of Southern Indiana must meet all university and program graduation requirements, including the completion of the university's general education program (CORE 39), minimum residence, grade point average, and upper division course requirements.

Both institutions reserve the right to change their curriculum and agree to inform the other institution's administration and program faculty of such changes as they relate to the conditions of this agreement. Such changes may require an update to the articulation agreement.

All agreements will be reviewed, updated, and re-signed three years from the effective date of the agreements.

Board Action: Trustee James Lane made a motion to approve the Articulation Agreement with University of Southern Indiana 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, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. 2019 Annual Security Report – Holly Martin reviewed the Annual Security Report. The report is an annual report that meets requirements recently approved under the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The 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 Interim CEO recommended approval of the 2019 Annual Security Report.

Board Action: Trustee Gary Carter made a motion to approve the Annual Security Report 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, Al Henager, James Lane, Jan

Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew ischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. IECC Fact Book – Holly Martin reviewed the IECC 2019 Fact Book containing basic information about the community college district. It was noted that this is the 14th annual Fact Book. The fact book was developed as an annual compilation of data about IECC and gathers information from various sources into one central document regarding students, enrollment history, degrees and certificates granted, financial aid received and distributed, and the district’s annual budgets and operation. The time period covered, in most cases, is FY19 which is from July 1, 2018 to June 30, 2019. The Interim CEO recommended approval of the IECC 2019 Fact Book.

Board Action: Trustee John Brooks made a motion to approve the IECC 2019 Fact Book 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, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D – FY2020 Budget – The community college district budget for fiscal year 2020 was reviewed. The Interim CEO recommended adoption of the following resolution approving the FY2020 budget. There are no significant changes from the tentative budget which was approved by the Board on August 20, 2019.

For Fiscal Year 2020, the Operating expenditures of the budget compared to Fiscal Year 2019 are as follows:

	<u>FY20</u>	<u>FY19</u>
Education Fund	\$29,162,920	\$28,539,048
Operations & Maintenance Fund	\$ <u>3,746,866</u>	\$ <u>3,147,340</u>
Total Operating Funds	\$32,909,786	\$31,686,388

The District has complied with all the notice and budget hearing requirements.

Budget of 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, for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

WHEREAS the Board of Trustees of 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, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 17th day of September 2019, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with:

NOW, THEREFORE, be it Resolved by the Board of Trustees of said district as follows:

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2019 and ending June 30, 2020.

Section 2. That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said Fiscal Year.

EDUCATION FUND	
Revenue	\$29,809,799

Expense	(29,162,920)
Transfer – Out	(1,761,967)
Excess (Deficiency)	(1,115,088)
Transfer – In	890,000
Reserve for Contingencies	0
Cash Balance – Beg. of Year	6,873,341
Cash Balance – End of Year	6,648,253
OPERATIONS & MAINTENANCE FUND	
Revenue	\$2,915,000
Expense	(3,746,866)
Transfer – Out	0
Excess (Deficiency)	(831,866)
Transfer – In	600,000
Reserve for Contingencies	0
Cash Balance – Beg. of Year	632,895
Cash Balance – End of Year	401,029
TOTAL OPERATING FUNDS	
Revenue	\$32,724,799
Expense	(32,909,786)
Transfer – Out	(1,761,967)
Excess (Deficiency)	(1,946,954)
Transfer – In	1,490,000
Reserve for Contingencies	0
Cash Balance – Beg. of Year	7,506,236
Cash Balance – End of Year	7,049,282

The official budget, which is accurately summarized in this document, was approved by the Board of Trustees on September 17th, 2019.

Board Action: Student Trustee Corey Hall made a motion to adopt the budget for Illinois Eastern Community College District No. 529 for the fiscal year beginning July 1, 2019 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, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-E. Health and Dental Insurance - Calendar Year 2020: Ryan Hawkins reviewed information on employee health and dental insurance coverage. The current IECC Marketplace makes available four different health insurance options including a \$250 deductible plan, a \$1,500 deductible plan, a \$2,650 deductible plan, and a \$6,000 deductible plan.

The District will contribute \$780.07 per month for health benefits and \$30.96 per month for dental benefits. The calendar year 2020 premiums represent a 4.4% decrease for health insurance and a 5.7% increase for dental insurance.

In addition to health and dental insurance, employees will continue to have the option to purchase identity theft protection services, vision, critical illness, accident, term life, and long term disability insurance at their own expense.

By choosing one of the Qualified High Deductible Plans (\$1,500, \$2,650, or \$6,000 deductible) the employee will qualify for a Health Savings Account (HSA). The District will continue to offer the Medical Reimbursement Plan (MRP) for eligible employees that waive coverage through the group health plan. The Interim CEO recommended approval of the plans and premiums as negotiated with Blue Cross Blue Shield to be offered under the IECC Marketplace.

Board Action: Trustee James Lane made a motion to approve the Health and Dental Insurance plans as recommended for Calendar Year 2020. 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, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-F. Health Savings Accounts, Calendar Year 2020: In February of 2010 the Board approved the offering of a Qualified High Deductible Health Plan. The Board also implemented a plan allowing Health Savings Accounts (HSA) that enabled qualified employees to set aside money in pre-tax dollars. The Interim CEO recommended that the Board make a \$1,000 contribution for Calendar Year 2020 to each qualified employee's HSA. A qualified employee being all bargaining unit faculty employees and all non-bargaining unit employees working at least 40 hours of service per week as defined in Business Procedure 300.1 for Employee Benefits.

Board Action: Trustee James Lane made a motion to approve a \$1,000 contribution for Calendar Year 2020 to each qualified employee's Health Savings Account. Student Trustee Corey Hall 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, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-G. Lease with ROE #12 Preschool Program: The Regional Office of Education #12 wishes to establish a Pre-K, ages 3-5 program on District property at Lincoln Trail College. The CEO recommended approval of the following lease between ROE #12 and the District.

LEASE AGREEMENT
BETWEEN
STORYBROOKE PRE-K
(A Regional Office of Education #12 Preschool Program)
AND
ILLINOIS EASTERN COMMUNITY COLLEGES

1. The Lease Agreement entered into this 17th day of September, 2019 between the Illinois Eastern Community Colleges whose address is 233 East Chestnut, Olney, Illinois 62450 hereinafter called the LESSOR and Storybrooke Pre-K Program (A Regional Office of Education #12 Preschool Program), whose address is 103 W. Main St, Olney, IL 62450 hereinafter called the LESSEE, to use and occupy the property herein described under the terms and subject to the conditions set forth herein.
2. The LESSOR hereby leases to the LESSEE the following premises: The Industrial Annex of Lincoln Trail College, 11220 State Hwy 1, Robinson, IL 62454 (approximately 3,500 sq. ft.), to be used exclusively as classroom facilities for the facilitation of a pre-K program to allow local residents to have access to educational opportunities for children aged 3-5.
3. To have and to hold the premises with the appurtenances under the following terms: commencing September 18, 2019 through June 30, 2020 and may be terminated by either party giving the other ninety (90) days written notice. The lease could automatically renew at the end of the lease period if mutually agreed to in writing by both parties.
4. The LESSEE shall pay the LESSOR a total not to exceed Two Thousand One Hundred (\$2,100) monthly. The rent shall be due and paid by the 5th day of each month. Rents for part of a month will be prorated accordingly. Any prorated rent for the first month will be forwarded to the LESSOR upon the completion, execution and signature of this lease by both parties. An initial payment of \$2,100 will be paid on 09/20/19 with regular payments to follow beginning in October 2019.

5. The LESSOR shall provide the following utilities on the lease premises during the term of this lease, to include heat and air conditioning, water, telephone, wireless internet, sewage service, trash removal, janitorial service and electricity.
6. The LESSEE shall have the right to install and maintain such signs as are necessary for the identification of its place of business, as approved by the LESSOR.
7. The LESSEE has inspected and knows the condition of the leased premises and agrees to accept same "as is". It is further understood that the premises are hereby leased to LESSEE without obligation on the part of the LESSOR to make any additions, alteration or improvements thereto.
8. The LESSEE shall not make any additions, alterations, improvements or repairs to the premises without written consent of the LESSOR in each and every instance.
9. The LESSEE shall under the terms of this Lease Agreement ensure that the area leased is kept clean and orderly for the premises and the appurtenances occupied.
10. The LESSEE shall procure and maintain in force during the term of this agreement, and any extension thereof, at LESSEE's expense, public liability insurance in an amount of at least Three Hundred Thousand Dollars (\$300,000.00) and agrees to furnish to the LESSOR a certificate of insurance naming the LESSOR an insured party, to protect against liability for damage claims through public use of or arising out of accidents occurring in and around the premises and building when said premises and building are being used.

11. This Lease Agreement may be terminated by either party giving the other ninety (90) days written notice.

Board Action: Student Trustee Corey Hall made a motion to approve the lease agreement between IECC/LTC and ROE #12 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, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10 - "Bid Committee Report" – CFO Ryan Hawkins reviewed the following Bid Committee report and recommended it be approved as presented.

TO: Board of Trustees

FROM: Bid Committee

DATE: September 17, 2019

RE: Truck Driving Training Facility/Concrete Pad and Loading Dock

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 from John Flach Builders for a total of \$124,000 pending final approval by the United States Department of Commerce.

Company	Total Bid
Bergstrom Concrete Construction Olney, IL	\$128,457
Dean Colyer Construction, Inc. Browns, IL	\$130,525
John Flach Builders Teutopolis, IL	\$124,000
Johannes Construction, Inc. Centralia, IL	\$131,000

Samron Midwest Contracting Murphysboro, IL	\$153,715
---	-----------

Respectfully submitted,

Ryan Hawkins
Marilyn Holt
Renee Smith

Department: Wabash Valley College Truck Driving Program.

Source of Funds: This bid is partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration for \$600,000. The project will be paid for 50% by the EDA and 50% by IECC.

Rationale for Purchase: The proposals received meet all specifications required and satisfies the objectives of the grant agreement.

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

Specifications for Truck Driving Facility/Concrete Pad and Loading Dock

**REQUEST FOR PROPOSAL
ILLINOIS EASTERN COMMUNITY COLLEGES**

Recipient of U.S. Department of Commerce, Economic Development Administration Grant Award
06-79-06113

TIME AND PLACE OF BIDS

Notice is hereby given that sealed bids for the Truck Driver Training Facility to the West Richland Center, Noble, IL, shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL, until 10:30 a.m. local time, on Tuesday, August 27, 2019, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, to award the contract to the lowest, responsive, responsible bidder, and to hold the bids for a period of thirty (30) days from the bid date.

METHOD OF BIDDING

Lump Sum Bids will be received for the following:
CONTRACT #1: Complete Construction.

PREPARATION OF BIDS

Bids shall be executed in accordance with attached forms, and delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project. Faxed or electronically submitted bids will NOT be accepted.

PERFORMANCE BOND AND PAYMENT BOND

Contractors receiving award shall be required to furnish an approved Performance Bond and Labor and Material Payment Bond for one hundred (100%) percent of the Contract amount which shall be in full force

and effect for twelve (12) months from date of acceptance of the work. Bonds shall be furnished within ten (10) days after written notice of intent to Contract Award.

CONTRACT DOCUMENTS

Prime Contractors may obtain bidding documents from ADG/Architecture and Design Group, P.O. Box 335, 512 Market Street, Mt. Carmel, Illinois 62863, by depositing \$50.00 for one complete set, cash or check, payable to ADG/Architecture and Design Group. Supplemental sheets of drawings and specifications may be purchased for \$3.50 per drawings and \$.30 per specification sheet. Supplemental sets may be purchased for \$50.00 per set. Plan deposits will be refunded to bidders returning their documents, in good condition, within ten (10) days after bid opening.

BID SECURITY

A certified check or bank draft, payable to the Illinois Eastern Community Colleges District 529, or a satisfactory bid bond executed by the bidder and acceptable sureties in an amount equal to five percent of the bid shall be submitted with each bid. Should the bidder withdraw his bid within ten (10) days after bid date without written consent of the Owner, or fail to execute a satisfactory contract including performance bond within thirty (30) days after the written notice to proceed, the Owner may declare the bid deposit forfeited as liquidated damages.

PREVAILING WAGE RATES

Contractors and subcontractors are notified that they are required to pay no less than the current Davis-Bacon Act Wage Rates and the Illinois Department of Labor Prevailing Wage Standards set forth and approved by the Illinois Department of Labor and enclosed in the Project Manual. The higher rate per trade is required. The Contractor of Award will be required to submit monthly Certified Payroll Reports for the entire project.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

FUNDING

This project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.

EQUAL OPPORTUNITY EMPLOYER

Illinois Eastern Community Colleges District 529 is an Equal Opportunity Employer. See attached Notice of Requirements for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246 and 41 CFR Part 60-4).

PRE-BID CONFERENCE

A pre-bid conference will be held at 10:30 a.m. local time on Tuesday, August 20, 2019, at the Conference Room of West Richland Center located in Noble, IL. While attendance is not mandatory, all bidders are encouraged to attend.

PLANS AND SPECIFICATIONS

Plans and specifications are available for review at the following locations:

OFFICE OF THE OWNER

Illinois Eastern Community Colleges District 529
233 East Chestnut Street
Olney, IL 62450

West Richland Center
320 East North Avenue
Noble, IL 62868

OFFICE OF THE ARCHITECT

ADG/Architecture and Design Group
P.O. Box 335, 512 Market Street
Mt. Carmel, IL 62863
618.263.3254

CONSTRUCT CONNECT

30 Technology Parkway South, Suite 100
Norcross, GA 30092

SOUTHERN ILLINOIS BUILDERS ASSOCIATION

1519 E. DeYoung Street, Suite B
Marion, IL 62959

SOUTHERN ILLINOIS BUILDERS ASSOCIATION

1468 Green Mount Road
O'Fallon, IL 62269

GENERAL REQUIREMENTS

1. GENERAL

1.01 DESCRIPTION

A. TRUCK DRIVER TRAINING FACILITY
WEST RICHLAND CENTER
320 E. NORTH AVENUE
NOBLE, IL 62868

B. SCOPE OF WORK: The scope of this project includes but is not necessarily limited to the construction of new poured concrete loading dock and truck driver drive at the West Richland Center, Noble, IL.

C. Contracts shall be let for the following work:

CONTRACT NO. 1 – GENERAL CONSTRUCTION

Time of Completion:

If notified of award of this contract by July 9, 2019, the Owner would like the General Contractor to complete the work in a timely fashion to limit interference with the fall school schedule.

D. EXISTING CONDITIONS:

As the West Richland Center will remain open for school during this project, it will be the responsibility of the Contractor/s to coordinate the work schedule with the Owner to provide the least amount of interference as possible. The Contractor/s will be ultimately responsible

for the protection of the public from injury due to construction and demolition work being performed on the site.

E. Work by Others: Not applicable.

F. EXAMINATION OF DRAWINGS, SPECIFICATIONS & PREMISES:

Prior to submitting his Bid, each Bidder will be held to have examined the premises and be fully acquainted with the existing conditions under which they will be obligated to operate and conduct the work. The bidder will further be held to have thoroughly examined all drawings and to have read the General Conditions, the Supplemental Conditions and all of the Specifications which may in any manner affect the work under this contract. Failure to be fully acquainted with existing conditions or the amount of work involved will NOT be considered subsequently as a basis for extra compensation.

G. Duties:

1. The General Contractor except as specifically noted, shall provide and pay for, as called for in order to perform the work of their Contract:

- a. Labor, materials and equipment, tools, construction equipment and machines.
- b. Other facilities and services necessary for proper execution and completion of work.
- c. Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of work.

H. Permits: As required for the completion of the work of specific Contracts, secured and paid for by the Contractor.

I. Use of Premises: Do not unreasonably encumber site with materials or equipment, or load structure with weight that will endanger the structure. Assume full responsibility for protection and safekeeping of products.

J. The General Contractor shall protect existing construction from damage or wear from new construction. Any existing construction disturbed by new work shall be repaired or replaced to match the existing conditions.

1.02 COORDINATION

A. The General Contractor shall schedule, manage and expedite all work under his contract, coordinating their work with all other Contractors, Sub-Contractors and trades so that no conflicts of timing or location occur.

B. The General Contractor shall ultimately be responsible for the coordination of the work of all contracts, subcontractors and trades, and coordinating the work schedule with the Owner.

C. Keep Architect/Engineer informed on the progress of work.

1. Close or cover no work until duly inspected and approved.

2. Uncover uninspected work and, after approval, repair and/or replace all work at no cost to the Owner.

3. Notify Architect/Engineer and Owner at least seven (7) days in advance of utility connections, utility shutoff, street or alley closings to allow ample time to receive Owner's written approval or procedure to be followed.

4. Coordinate these operations with the Owner and complete same in the minimum amount of time.

D. Protection:

1. Do not close or obstruct streets, entrance drives, sidewalks, or other facilities without permission of the Owner and local authorities.
2. Furnish, erect and maintain barricades, warning light, signs, and guards as may be required.

E. Smoking Policy:

1. Smoking and smokeless tobacco are not allowed on the campus.

1.03 EDA SITE SIGN

A. The General Contractor shall supply, erect, and maintain in good condition a project sign according to the specifications set forth below. See EDA attachments:

1. Size: 4' x 8' x ¾"
2. Materials: Exterior grade/MDO plywood (APA rating A-B)
3. Supports: 4" x 4" x 12' posts with 2" x 4" cross branching
4. Erection: Posts shall be set a minimum of three (3) feet deep in concrete footings that are at least 12" in diameter.
5. Paint: Outdoor enamel
6. Colors: Jet Black, Blue (PMS300), and Gold (PMS7406). Specifically, on white backgrounds the following will be placed:
The U.S. Department of Commerce seal in blue, black and gold;
"EDA" in blue;
"U.S. DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ADMINISTRATION" in black;
"In partnership with" in blue;
"Illinois Eastern Community Colleges No. 529" in black;
7. Lettering: Specific fonts are named below; positioning will be as shown on the attached illustration.
"U.S. DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ADMINISTRATION" use Bank Gothic Medium
"In partnership with" use Univers™ 55 Oblique

"Illinois Eastern Community Colleges No. 529" use Univers™ Extra Black 85
8. Project signs will not be erected on public highway rights-of way. If any possibility exists for obstruction to traffic line of sight, the location and height of the sign will be coordinated with the agency responsible for highway or street safety in the area.
9. The EDA Regional Director may permit modifications to these specifications if they conflict with state law or local ordinances.

10. Erect the job sign as soon as possible following execution of a construction contract.

11. Protect sign from damage during the entire project. If necessary, relocate and re-install sign for convenience.

Board Action: Trustee James Lane made a motion to approve the Bid Committee Report recommendations as presented. Student Trustee Corey Hall 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, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “District Finance” – The following district financial matters were presented:

#11-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of August 31, 2019.

#11-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for September 2019, totaling \$890,654.47, 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 September 2019, in the amounts listed, and payments from the revolving fund for August 2019. 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, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: G. Andrew Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #12 – “Chief Executive Officer’s Report” – Mrs. Holt presented informational reports relative to the topics including the Vistra Energy Plant, The Chancellor Search and the upcoming District Wide Workshop.

AGENDA #13 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #14 - “Approval of Executive Session Minutes” - The following actions were taken relative to executive session minutes.

#14-A. Written Executive Session Minutes: No executive session was held at the regular meeting, August 21, 2018.

#14-B. Audio Executive Session Minutes: No executive session was held at the regular meeting, August 20, 2019.

AGENDA #15 – “Approval of Personnel Report” – The Interim CEO recommended approval of the following Personnel Report.

400.1. Employment of Personnel

A. Classified

1. Shannon Waters, Office Assistant, Business Office, LTC, effective September 18, 2019.

400.2. Change-in-Status

A. Professional/Non-Faculty, Exempt

1. Tiffany Cowger, Director of Upward Bound, DO, to Program Director, Upward Bound, DO, effective September 18, 2019.

B. Classified

1. Lori Barger, Office Assistant, DO, to Administrative Assistant, DO, effective September 18, 2019.
2. Tina Nation, Office Assistant, Business Office, FCC, to Office Assistant, Adult Education, FCC, effective September 18, 2019.

400.3. Salary Adjustment

A. Professional/Non-Faculty, Exempt

1. Wain Davis, Director of TRIO Student Support Services, effective September 18, 2019.

B. Professional/Non-Faculty, Non-Exempt

1. Alyssa Maglone, Coordinator of Curricular Reporting and Articulation, effective September 18, 2019.

400.4. Special Assignment

A. Academic

1. Chelsea Gemeinhardt, Life and Physical Science Discipline Facilitator, WVC, \$1,000/Academic Year 2019-2020.

400.5. Academic Year 2019-2020 Educational Level Change

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Andrew Pittman	M+48	PhD	\$2,000
Vanessa Lowe	B+16	M	\$1,000

400.6. Resignation Ratification

A. Professional/Non-Faculty, Exempt

1. Dena Weber, Program Director, Adult Education, FCC, effective September 13, 2019.

400.7. Retirement Ratification

A. Faculty

1. John Day, Professor, WVC, effective December 27, 2019.

Board Action to Approve Personnel Report: Trustee Gary Carter made a motion to approve the foregoing Personnel Report as recommended. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Brenda Culver, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: John Brooks. Trustees absent: G. Andrew Fischer. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried.

AGENDA #16 – “Collective Bargaining” – None.

AGENDA #17 – “Litigation” – None.

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” - Trustee Gary Carter made a motion to adjourn. Trustee Jan Ridgely seconded the motion. The Chair asked the 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 8:07 p.m.