

# IECC Board of Trustees Meeting

Tuesday, May 16, 2023 6:15 PM

Banquet Room - Olney Central College, 305 N. West Street, Olney, IL 62450

1. <b>Call to Order &amp; Roll Call</b>	<b>Speaker (s) :</b> Chairman Carter
2. <b>Welcome from the Chair</b>	<b>Speaker (s) :</b> Chairman Carter
3. <b>Recognition of Visitors and Guests</b>	<b>Speaker (s) :</b> President Eddy
3.A. Visitors and Guests	
3.B. IECEA Representative	
4. <b>Public Comments</b>	
5. <b>Reports</b>	
5.A. Trustees	
5.B. Chancellor	
5.C. Presidents	
6. <b>Approval of Consent Agenda</b>	<b>Speaker (s) :</b> Chancellor Gower
6.A. Disposition of Minutes	
6.B. Deletion of Policy 400.19 Drug-free Workplace	
6.C. Policy 100.9 Substance Abuse	
7. <b>Action on Items Removed from Consent Agenda</b>	<b>Speaker (s) :</b> Chancellor Gower
8. <b>Policy First Reading (and Possible Approval)</b>	<b>Speaker (s) :</b> Chancellor Gower
9. <b>Policy Second Reading</b>	<b>Speaker (s) :</b> Chancellor Gower
10. <b>Staff Recommendations for Approval</b>	
10.A. Ameren/CCRC Easement	
10.B. Reimbursement Resolution “Resolution expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the District”	<b>Speaker (s) :</b> Chancellor Gower
10.C. Emergency Procurement Temporary Structures	<b>Speaker (s) :</b> Chancellor Gower
10.D. Decennial Committee Resolution	<b>Speaker (s) :</b> Chancellor Gower
10.E. Capital Development Board; Power Hub	<b>Speaker (s) :</b> Chancellor Gower
11. <b>Bid Committee Report</b>	<b>Speaker (s) :</b> Chancellor Gower

11.A. FNB Field Support Area Improvements

12. District Finance

**Speaker (s) :** Mr.  
Hawkins

13. Executive Session

**Speaker (s) :**  
Chancellor Gower

14. Approval of Executive Session Minutes

**Speaker (s) :**  
Chancellor Gower

15. Approval of Personnel Report

**Speaker (s) :** Ms. Holtz

16. Collective Bargaining

**Speaker (s) :**  
Chancellor Gower

17. Litigation

**Speaker (s) :**  
Chancellor Gower

18. Other Items

19. Adjournment

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Welcome from the Chair**

**Agenda Item #3**

**Recognition of Visitors and Guests**

- A. Visitors and Guests**
- B. IECEA Representatives**

**Agenda Item #4**

**Public Comment**

## **Agenda Item #5**

### **Reports**

- A. Trustees**
- B. Chancellor**
- C. Presidents**

## **Agenda Item #6**

### **Consent Agenda**

- A. Disposition of Minutes
- B. Deletion of Policy 400.19 Drug-free Workplace
- C. Policy 100.9 Substance Abuse

IECC Board of Trustees Meeting  
Tuesday, April 25, 2023 6:15 PM Central

Lincoln Trail College, Statesmen Grill  
11220 State Highway  
Robinson, IL 62454

1. Call to Order & Roll Call – Chairman Gary Carter called the meeting to order at 6:15 p.m. and directed the Board Secretary Sonja Music to call the roll.

Susan Batchelor: Present  
John Brooks: Present  
Roger Browning: Present  
Gary Carter: Present  
Brenda Culver: Present (via Zoom)  
Jan Ridgely: Present  
Barbara Shimer: Present  
Present: 7. Absent: 0

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 Olney Central College  
Alex Cline, Director of Information & Communications Technology  
Ryan Hawkins, Chief Financial Officer/Treasurer  
Andrea McDowell, Director of Human Resources  
Sonja Music, Board Secretary

2. Welcome from the Chair – Chairman Carter welcomed all who were present for the meeting.

3. Resolution of Results of April 4, 2023 Election – Motion to approve the following Resolution Declaring Election Results of the April 4, 2023 Election and declaring that candidates Brenda Culver and Gary Carter were duly elected to serve full terms as trustees and Roger Browning was duly elected to serve the remaining two years of a full term as trustee.

This motion, made by John Brooks and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Nay: 0

### **RESOLUTION DECLARING ELECTION RESULTS**

The Board of Trustees of Illinois Eastern Community College District #529 hereby states that: WHEREAS on April 4, 2023, 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 Amanda Troyer, Richland County Clerk and Recorder, is the Election Authority for Illinois Eastern Community College District #529, and will certify the official election results and will 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 4, and;  
WHEREAS Amanda Troyer, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Amanda Troyer will certify that the following votes were tabulated for a full six year term:

Brenda Culver 6,487

Gary Carter 6,616 and;

WHEREAS Amanda Troyer will certify that the following votes were tabulated for the remaining 2 years of a 6 year term:

Roger Browning 7,974

WHEREAS Amanda Troyer will certify that Brenda Culver and Gary Carter were elected as trustees to serve a full term and;

WHEREAS Amanda Troyer will certify that Roger Browning 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 18, 2023, and that, Amanda Troyer is unable to officially certify the results before April 18, 2023 and that the official certification of votes has not yet occurred, the Board finds that the unofficial results as provided indicate the actual individuals elected to the Board of Trustees and;

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the unofficial results of the April 4, 2023 election as provided by the County Clerks of District #529, and further declares that Brenda Culver and Gary Carter were duly elected to serve full terms as trustees and that Roger Browning was duly elected to serve the remaining 2 years of a full term as trustee.

#### 4. Adjournment of Board - Sine Die

Motion to adjourn Sine Die and begin new business of the new board. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

**Chancellor Assumes Chair:** Ryan Gower, Chancellor, assumed the Chair for purposes of organization of the new Board of Trustees.

#### 5. Organization of New Board – The Board of Trustees organized as follows:

5.A. Appointment of Temporary Secretary - Without objection, the Chair appointed Sonja Music to act as Temporary Secretary during organization of the new Board.

5.B. Oath of Office and Seating of Student Trustee and Trustees Elected April 4, 2023 – The oath of office was administered to Trustees Gary Carter, Brenda Culver, and Roger Browning.

*“I hereby assume the office of Member of the Board of Trustees for Community College District #529 and that I will faithfully discharge the duties and obligations of this office and*

*will support and defend the Constitution of the State of Illinois and the Constitution of the United States of America.”*

The oath of office was also administered to Ms. Guadalupe Amicone, a student at Lincoln Trail College, and she was seated as student member of the Board of Trustees for the coming year, succeeding Ms. Raechel Hnetkovsky.

5.C. Roll Call - The Chair directed roll call of the new Board. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

Susan Batchelor: Present  
John Brooks: Present  
Roger Browning: Present  
Gary Carter: Present  
Brenda Culver: Present (via Zoom)  
Jan Ridgely: Present  
Barbara Shimer: Present  
Guadalupe Amicone: Present  
Present: 8. Absent: 0.

(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.)

5.D. Election of Chairman – Chancellor Ryan Gower acting as Chair asked for nominations for Chairman.

Motion to elect Gary Carter as Chairman of the Board of Trustees. This motion, made by Brenda Culver and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

5.E. Election of Vice-Chairman – Chairman Carter asked for nominations for Vice Chair.

Motion to elect Brenda Culver as Vice-Chairman of the Board of Trustees. This motion, made by Roger Browning and seconded by Jan Ridgely, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

5.F. Election of Board Secretary – Chairman Carter asked for nominations for Board Secretary  
Motion to elect Sonja Music as Board Secretary. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

5.G. Election of Secretary Pro Tempore – Chairman Carter asked for nominations for Secretary Pro Tempore.

Motion to elect Barbara Shimer as Secretary Pro Tempore. This motion, made by Susan Batchelor and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

5.H. Appointment of District Treasurer – Chairman Carter asked for nominations for District Treasurer.

Motion to re-appoint Ryan Hawkins as District Treasurer. This motion, made by Roger Browning and seconded by Jan Ridgely, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

5.I. Appointment of Ethics Officer – Chairman Carter asked for nominations for Ethics Officer.

Motion to re-appoint Sonja Music as Ethics Officer. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

5.J. Resolution for Adoption of Rules, Regulations, and Actions of Prior Boards

Motion to approve the resolution to adopt all rules, regulations, policies, and actions of prior Boards of Trustees including any changes and revisions. This motion, made by Roger Browning and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote.

Explanation of votes is not allowed during the taking of a roll call vote. *Roberts Rules of Order* will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any trustee may ask for a roll call vote on that issue.

5.K. Resolution for Time and Place of Board Meetings

Motion to adopt the resolution listing dates, times, and locations of regular monthly meetings for the remainder of the calendar year 2023. This motion, made by Barbara Shimer and seconded by John Brooks, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

## RESOLUTION

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2023:

Tuesday, May 16, 2023, 6:15 p.m., Olney Central College

Tuesday, June 20, 2023, 6:15 p.m., Wabash Valley College

Tuesday, July 18, 2023, 6:15 p.m., Frontier Community College

Tuesday, August 15, 2023, 6:15 p.m., Lincoln Trail College

Tuesday, September 19, 2023, 6:15 p.m., Olney Central College

Tuesday, October 17, 2023, 6:15 p.m., Wabash Valley College

Tuesday, November 21, 2023, 6:15 p.m., Frontier Community College

Tuesday, December 12, 2023, 6:15 p.m., Lincoln Trail College

### 6. Recognition of Visitors and Guests

6.A. Visitors and guests present were recognized, including college staff members.

6.B. IECEA Representative Rob Mason welcomed the newly organized Board of Trustees and expressed appreciation for all of their support.

7. Public Comments - Cyndi Boyce, LTC Dean of Instruction thanked FCC for all of the support with the Telecom/Broadband program following the aftermath of the recent tornado.

### 8. Reports

8.A. Trustees – None.

8.B. Chancellor - Chancellor Gower reviewed current issues and opportunities facing the District.

8.C. Presidents – None.

8.D. Division Report: Phi Theta Kappa Student Presentation – A group of Phi Theta Kappa students presented their college project on the importance of campus housing at Lincoln Trail College. The group presented data they have collected over the past year on this issue.

### 9. Approval of Consent Agenda

9.A. Disposition of Minutes - Open meeting minutes as prepared for the regular meeting held Tuesday, March 21, 2022 and the special meeting held on Monday, April 3, 2023, were presented for disposition.

9.B. Policy 500.27 Student Athlete Drug Abuse – Chancellor Gower recommended the revision of the current policy to relocate the procedural portion related to drug testing to the corresponding procedure 500.27.

9.C. Policy 500.5 Credit for Prior Learning – Chancellor Gower recommended revision to the current policy to apply credit to student's academic record immediately for any approved credit hours accepted for the various methods of prior learning.

9.D. Policy 100.1 Adopting or Changing Policies – Chancellor Gower recommended Policy 200.5 (Adoptions, Amendment, and Repeal of Policies) be reassigned as a procedure for the

parent Policy 100.1 (Adopting or Changing Policies), resulting in the deletion of Policy 200.5. Appropriate revisions are reflected in the modifications to Policy 100.1.

9.E. Procedure 100.1 Adoption, Amendment, and Repeal of Policies – Chancellor Gower recommended Policy 200.5 (Adoptions, Amendment, and Repeal of Policies) be reassigned as a procedure for the parent Policy 100.1 (Adopting or Changing Policies).

9.F. ROE #12 ASSIST Program Lease - removed

9.G. Identity Theft Prevention Plan – Chancellor Gower recommended approval of the Identity Theft Prevention Plan and the Program Status and Report for 2022 as presented. Federal regulations require the district to develop and implement a written identity theft prevention program.

9.H. Affiliation Agreements

9.H.i. Kid's Kingdom Preschool Inc. Day Care Center

9.H.ii. Rehabilitation and Performance Institute

9.H.iii. Wabash Co. Health Department

9.H.iv. Small World Child Development

9.H.v. Select Specialty Hospital

Motion to approve the consent agenda as presented with the removal of Agenda 9F - ROE ASSIST Lease Agreement. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

10. Action on Items Removed from Consent Agenda

Motion to approve Item #9F ROE #12 ASSIST Lease Agreement that was removed from the Consent Agenda. The lease agreement grants approval for OCC to lease space to ROE #12 to house their ASSIST program from August 1, 2023 through May 31, 2024. This motion, made by Jan Ridgely and seconded by John Brooks, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

11. Policy First Reading (and Possible Approval) – None.

12. Policy Second Reading – None.

13. Staff Recommendations for Approval

13.A. Activity Fee Allocations

Motion to approve activity fee allocations for 2023-2024 for FCC, LTC, OCC, and WVC. This motion, made by Roger Browning and seconded by Jan Ridgely, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

#### 13.B. Municipal Advisory Services Recommendation

Motion to approve the proposal submitted by PMA Securities, LLC to serve as municipal advisor of record for the District for anticipated and upcoming bond issuance. This motion, made by Roger Browning and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

#### 13.C. Solar Design Services Recommendation

Motion to approve IMEG, design firm with significant experience working with colleges and universities to serve as the engineer of record for the scope of projects outlines in the RFQ for Solar Design dated March 2023. This motion, made by Susan Batchelor and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

#### 13.D. Removal of Remaining Student Handbook Fees

Motion to approve the removal of handbook fees for the following programs: Certified Medical Assistant, Medical Assistant, Massage Therapy, Pharmacy Technician, and Phlebotomy. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

#### 13.E. C.E.F.S. Community Partnership Agreement

Motion to approve a partnership agreement with C.E.F.S. Economic Opportunity Corporation. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

#### 13.F. IECC Programs of Study

Motion to approve a set of transfer pathways for the Meta Majors that were previously approved in February 2023. This motion, made by Guadalupe Amicone and seconded by Jan Ridgely, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

#### 14. Bid Committee Report

Motion to approve the acceptance of the bid received from Martinsville Roofing for a total of \$181,145 for the LTC North Campus Roof Replacement; acceptance of the bid received from Homes by Schuetz for a total of \$65,900 for the WVC Student Center Roof Replacement; and rejection of a \$465,000 bid from Martin Roofing for the WVC Main Hall Roof Replacement. This motion, made by Roger Browning and seconded by Barbara Shimer, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

#### 15. District Finance

Motion to approve payment of district financial obligations for April 2023, in the total amount of \$1,740,135.14. This motion, made by Jan Ridgely and seconded by Roger Browning, Carried.  
Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

#### 16. Executive Session - None

17. Approval of Executive Session Minutes – None.

#### 18. Approval of Personnel Report

##### **400.1. Employment of Personnel**

###### **A. Faculty**

1. Tina Staley, Early Childhood Instructor, IECC, effective August 15, 2023

###### **B. Classified**

1. Annie Matthews, Administrative Assistant to Dean of Instruction, OCC, effective May 1, 2023
2. Arron Brown, Full-time Maintenance Worker, WRC, effective May 1, 2023
3. Cody Gifford, Full-time Groundskeeper/Custodian, FCC, effective May 1, 2023
4. Sarah Clodfelter, Administrative Assistant to Dean of Instruction, WVC, effective May 1, 2023

##### **400.2. Change in Status**

1. David Mullins, Part-time to Full-time Custodian, LTC, effective May 1, 2023
2. Karissa Anderson, Library Technician to Director of Instructional Support Services, WVC, effective May 1, 2023
3. KaRissa Miller, Part-time to Full-time Business & Industry Specialist, FCC, effective May 1, 2023

##### **400.3. Special Assignments (Attachment)**

##### **400.4. Resignation Ratification**

1. Autumn Hoalt, Full-time Custodian, LTC, effective May 1, 2023
2. Allison Stephens, TRIO Upward Bound Counselor, OCC, effective April 17, 2023
3. Bobbi Hart-Walka, Student Services Specialist, OCC, effective April 18, 2023
4. Tonda Brayfield, Allied Health Program Facilitator, OCC, effective April 4, 2023
5. Brad Logsdon, Physical Sciences Instructor, LTC, effective May 12, 2023

##### **400.5 Retirement Ratification**

1. Debbie Hosselton, Student Services Specialist, OCC, effective June 30, 2023
2. Tayna Smith, TRIO Academic Counselor, WVC, effective June 1, 2023
3. Lona Peavler, Payroll Coordinator, DO, effective November 1, 2023

Motion to approve the foregoing Personnel Report as recommended. This motion, made by Jan Ridgely and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

19. Collective Bargaining - None

20. Litigation - None

21. Other Items - None

22. Adjournment

Motion to adjourn at 8:41 p.m. This motion, made by Guadalupe Amicone and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Student Trustee (Guadalupe Amicone): Yea, Nay: 0

Approved:      Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: May 16, 2023

RE: Policy 100.9 Substance Abuse Policy  
Policy 400.19 Drug-Free Workplace Policy

The title change of Policy 100.9 from Substance Abuse Policy to Alcohol-free/Drug-free Campus Policy was recommended in order to make it clear that the scope of the policy includes alcohol as well as drugs. Updates were made to include definitions and make reference to applicable supporting documents. The pertinent elements of Policy 400.19 were incorporated into Policy 100.9 and Procedure 100.9, eliminating the need for a second and redundant drug policy.

The proposed policy revisions for Policy 100.9 and the deletion of policy 400.19 have been approved by Cabinet. I would ask the Board to waive the second reading and approve both documents as presented.

Attachment

## HUMAN RESOURCES - 400

### **Drug-Free Workplace Policy (400.19)**

Date Adopted: November 20, 1990

Revised: April 18, 2017

**Deleted by Board action May 16, 2023 (See Policy/Procedure 100.9) (Pending Board Approval)**

~~Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and the abuse of legal drugs and/or alcohol while on IECC owned or supervised property, and while on IECC business. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.~~

#### ~~I. NOTICE OF CONVICTION~~

~~As a condition of employment, all employees directly engaged in performing work under federal grants must agree to comply with this policy and must agree to notify the President or the Chief Executive Officer no later than five (5) days after any conviction for workplace violation of a criminal drug statute. IECC will report such convictions to the federal agency with whom IECC has contracted or from whom IECC has received the grant within ten (10) days.~~

~~Any employee who is convicted of such a crime is also subject to discipline up to and including discharge. Where appropriate, in the College's discretion, employees who are convicted of such crimes may be required to participate satisfactorily in a drug rehabilitation or counseling program.~~

#### ~~II. DEFINITIONS~~

~~The term "controlled substances" means substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C., § 812. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD. For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug but which is not legally obtained, is not being used for prescribed purposes and/or is not being taken according to prescribed dosages.~~

~~The phrase "conviction for a violation of a criminal drug statute" means a finding of guilt, a no-contest plea or an imposition of sentence by any judicial body for any violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.~~

#### ~~III. PENALTIES FOR VIOLATION~~

~~Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render College employees subject to disciplinary action, up to and including termination. Alternatively, if deemed appropriate by the College under the particular circumstances, any employee who violates this policy may be required to participate in and complete a drug abuse assistance or rehabilitation program to the satisfaction of the Agency.~~

**Substance Abuse Alcohol-free/Drug-free Campus Policy (100.9)**

Date Adopted: December 19, 1989

Revised: November 20, 2018

Revised: May 16, 2023 (Pending Board Approval)

In accordance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988, the Board of Trustees of Illinois Eastern Community Colleges (IECC) ~~recognizes the importance of~~ is committed to providing a college environment ~~which is~~ free of substance abuse. ~~Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events.~~ Measures taken in support of this commitment include: 1) Drug and alcohol abuse awareness, prevention, and treatment initiatives. 2) Prohibiting the unlawful manufacture, sale, distribution, possession, or use of alcohol and use/misuse of drugs while on IECC property or while performing/participating in an IECC-sponsored/related off-site event or function. Procedures further outline expectations of employees and steps taken by IECC to ensure a workplace free of alcohol and drugs.

**Scope**

This policy applies to all members of the IECC community including students, employees, and the general public (i.e., visitors, contractors, volunteers).

**Annual Notification**

Students and employees are notified annually of IECC's alcohol and drug prevention measures, which include information on:

- Standards of conduct and sanctions for violations of this policy;
- Applicable federal, state, and local alcohol and drug penalties;
- Health risks associated with alcohol and drug abuse;
- Prevention and treatment resources available to students and employees.

**AOD (Alcohol and Other Drugs) Biennial Review**

IECC conducts a review of its alcohol and drug program to determine effectiveness and the consistency of sanction enforcement, in order to identify and implement any necessary changes. The review is conducted in even-numbered years and focuses on the previous 2 academic years.

~~Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA) added section 1213 to the Higher Education Act of 1965 (HEA), requiring that all institutions receiving federal financial assistance, including student financial aid, implement a drug prevention program.~~

~~Pursuant to section 22 of the DFSCA, Drug-Free Workplace Act of 1988, and the Controlled Substance Act of 1970, Illinois Eastern Communities Colleges prohibits the unlawful possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance on college property or on the premises where college activity is occurring.~~

~~Under federal jurisdiction, the possession, sale, transfer, purchase, or use of cannabis, including medical marijuana, is unlawful. Therefore, although Illinois state legislation permits the authorized use of medical marijuana, under physician prescription, the possession, sale, transfer, purchase or use of all cannabis, is prohibited on college property or on the premises where college activity is occurring.~~

**Drug and Alcohol Violations**

Students

~~Students and employees~~ in violation of this policy:

- may be required to seek treatment;

- are subject to disciplinary action per the Student Code of Conduct, and/or
- Any illegal substance abuse instance will result in involvement of law enforcement officials may be referred for criminal prosecution.

### Employees

Employees in violation of this policy:

- may be required to seek treatment;
- are subject to disciplinary action, up to and including termination, and/or
- may be referred for criminal prosecution.

### **Drug and Alcohol Testing**

#### Students

Student athletes are subject to drug testing per Student-athlete Drug Abuse Policy 500.27.

#### Employees

Employees suspected of violating this policy are subject to alcohol and drug testing as outlined in Procedure 100.9.

~~including, but not limited to, referral to counseling, academic suspensions or expulsions for students, and termination of employment for employees. Any illegal substance abuse instance will result in involvement of law enforcement officials.~~

~~Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.~~

### **Inspections**

IECC reserves the right to inspect IECC property for drugs, alcohol, or other contraband.

### **Resources**

Information available on the IECC website at [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree) will include, at a minimum: health risks associated with alcohol and drugs, state and federal drug and alcohol penalties, and prevention and treatment resources.

### **Definitions**

“Employee”, for the purpose of this policy, includes any individual (full-time or part-time) providing a service and receiving compensation from IECC. This includes, but is not limited to, faculty, staff, administrators, and student workers.

“IECC Property” means any property owned, leased, occupied, operated, or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to vehicles, academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways.

“Drugs”, for the purpose of this policy, are those substances listed in [Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812](#). It includes such illegal drugs as cocaine, crack, PCP, heroin, morphine, and LSD, as well as marijuana. (While Illinois law permits the authorized use of marijuana, it is not legal under federal law and classified as a Schedule 1 drug, meaning it is also prohibited on IECC property.) It also includes legal drugs that are regulated under federal law.

“Misuse of drugs”, for the purpose of this policy, is referring to prescription drugs and means:

- taking a medication in a manner or dose other than prescribed;
- taking someone else’s prescription, even if for a legitimate medical complaint such as pain; or
- taking a medication to feel euphoria (i.e., to get high).

**Agenda Item #7**

**Action on Items Removed from Consent Agenda**

**Agenda Item #8**

**Policy First Reading (and Possible Approval)**

**None.**

**Agenda Item #9**

**Policy Second Reading  
None.**

**Agenda Item #10**

**Staff Recommendations for Approval**

- A. Ameren/CCRC Easement.....Gower
- B. Reimbursement Resolution “RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the District”.....Gower
- C. Emergency Procurement Temporary Structures .....Gower
- D. Decennial Committee Resolution .....Gower
- E. Capital Development Board; Power Hub .....Gower

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: May 16, 2023

RE: Easement at Ameren Illinois Lincoln Trail College

As part of the construction for the Crawford County Recreation Center, a new transformer is required to be placed near the site of the newly built center. In order to place the transformer, the contractor has installed 600' of 4" conduit for Ameren Illinois to install primary power lines from the transformer located on the North Campus of Lincoln Trail College to the new transformer.

The attached Easement, prepared by Ameren Illinois Company, provides the legal description and necessary approvals to allow the underground power line to be placed.

I ask the board to approve the easement to allow Ameren Illinois to proceed with this work.

RG/akb

Attachment

---

**REMS INFORMATION**

Agreement ID: AIC-202304-47791

Project ID: 60360

**EASEMENT**

(Underground Electric)

11220 State Highway 1  
Robinson, IL 62454

KNOW ALL MEN BY THESE PRESENTS, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, that **BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT NO. 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBELRAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND STATE OF ILLINOIS AND BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529**, its successors and assigns, whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantor"), for and in consideration of the sum of One and No/100th Dollars (\$1.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, does hereby grant unto **AMEREN ILLINOIS COMPANY d/b/a AMEREN ILLINOIS**, an Illinois corporation, its successors and assigns (hereinafter "Grantee"), a perpetual easement (hereinafter "Easement") with the right, privilege, and authority of Grantee, its agents, contractors, and subcontractors to survey, stake, construct, reconstruct, replace, use, operate, maintain, patrol, inspect, protect, repair, relocate, modify, add to the number of, abandon or retire in place, and remove an electric and communication line or lines consisting of wires, cables, conduits, fixtures, appliances, and other appurtenances thereto, including above-ground transformers, cabinets, and pedestals (hereinafter individually and collectively "Facilities"), together with all rights and privileges for the exercise and enjoyment of the Easement rights and the authority to extend to any other party the right to use, pursuant to the provisions hereof, upon, over, across and under the following described land in Section 25, Township 7 North, Range 12 West, of the 2<sup>nd</sup> Principal Meridian, in Crawford County, State of Illinois, to-wit:

Property Description:

The East Half of the Southeast Quarter and the East Half of the West Half of the Southeast Quarter of Section 25, Township 7 North, Range 12 West of the Second Principal Meridian, Crawford County, Illinois.

EXCEPT that part deeded to Central Illinois Public Service Company by deed dated June 14, 1990, and recorded on June 21, 1990, in the Crawford County Recorder of Deeds in Book 177 Page 289 and described as follows:

Beginning at a point where the North line of the East Half (E ½) of the Southeast Quarter (S.E. ¼), of Section Twenty-five (Sec. 25), Township Seven North (T7N), Range 12 West (R12W), of the Second Principal Meridian (2nd P.M.) Crawford County, Illinois intersects with the West Right-of-Way line of S.B.I. Route 1; thence South along said West line of S.B.I. Route 1 a distance of 250 feet; thence West 300 feet; thence North 250 feet; thence East 300 feet to the point of beginning.

ALSO EXCEPT that portion deeded to Lincoln Trail College Foundation by deed dated May 14, 2009, and recorded on May 22, 2009, in the Crawford County Recorder of Deeds as Document Number 2009-01854 and described as follows:

1040.00 feet evenly off the South end of the following real estate, to wit:

The East Half of the Southeast Quarter and the East Half of the West Half of the Southeast Quarter, all in Section 25, Township 7 North, Range 12 West of the Second P.M., Crawford County, Illinois, EXCEPT that portion of land lying on the East side of said subdivision and being the existing right-of-way of Illinois Route 1, containing 46.90 acres more or less.

PIN: 05-1-25-000-007-000 and 05-1-25-000-006-000

Easement Description:

The centerline of a 20-foot-wide strip of land is described as beginning at a point approximately 1,378 feet Westerly of and approximately 370 feet Southerly of the Northeast Corner of the Southeast Quarter of Section 25, Township 7 North, Range 12 West of the Second Principal Meridian and being the Point of Beginning (POB); said POB also being the location of an existing pad mount transformer; thence extending Southerly a distance of approximately 565 feet to the Point of Termination (POT); said POT being the location of a pad mount transformer to be installed.

The actual centerline of said 20-foot-wide strip of land is to be established by the longitudinal centerline of the electric facilities as installed.

The above-described easement shown on Exhibit A, attached hereto and made a part hereof.

Grantor also conveys the right of ingress and egress to and over the Easement Area and premises of Grantor adjoining the same, for all purposes herein stated, together with the right to trim, control the growth, cut and remove or cause to be removed at any time and from time to time, by any means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, over-hanging branches, and other obstructions upon, over, and under the surface of said Easement Area and of the premises of Grantor adjoining the same deemed by Grantee to interfere with the exercise and enjoyment of Grantee's rights hereunder, endanger the safety of the Facilities, or in order for Grantee to maintain compliance with the minimum clearance requirements of the National Electric Safety Code.

Grantee shall be responsible for actual damages (except the trimming, controlling of growth, cutting, and removal of trees and other vegetation) occurring as a result of the Grantee's exercise of the Easement rights hereinabove conveyed and shall reimburse the owner thereof for such loss or damages.

Grantor, for itself, its successors and assigns, does hereby warrant and covenant unto Grantee, (1) that Grantor is the owner of the Easement Area and has the full right and authority to grant this Easement, (2) that Grantee may quietly enjoy the Easement for the purposes herein stated, and (3) that Grantor will not create or permit any building or other obstruction or condition of any kind or character upon Grantor's premises that will interfere with the Grantee's exercise and enjoyment of the Easement rights hereinabove conveyed.

Grantor hereby waives and releases any and all homestead and other marital rights it may have pursuant to Illinois law.

This Easement shall be governed by the laws of the State of Illinois.

IN WITNESS WHEREOF, the Grantor has hereunto caused this Easement to be executed on the date hereinabove written.

BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT  
NO. 529, COUNTIES OF RICHLAND, CLARK, CLAY,  
CRAWFORD, CUMBELRAND, EDWARDS, HAMILTON,  
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Gary Carter  
Chairman, Board of Trustees

ATTEST:

By: \_\_\_\_\_  
Sonja Music  
Secretary, Board of Trustees

Remainder of page intentionally left blank.

**ALL PURPOSE NOTARY ACKNOWLEDGMENT**

STATE OF ILLINOIS }  
COUNTY OF \_\_\_\_\_ } SS

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned, a Notary Public in and for said State, personally appeared (print or type names):

**Gary Carter**

**Sonja Music**

to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their authorized capacity(ies), and that by their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

**Capacity Claimed By Signator(s)**

<input type="checkbox"/> Individual(s)	<input type="checkbox"/> Corporate	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partner(s)
<input type="checkbox"/> Trustee(s)	Title(s) of Officer(s):	Member(s)/Manager(s):	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Executor(s)	_____	_____	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Administrator(s)	_____	_____	<input type="checkbox"/> Other (Specify Below):
<input type="checkbox"/> Attorney-In-Fact	_____	_____	_____
<input type="checkbox"/> Conservator(s)	_____	_____	_____
<input type="checkbox"/> Guardian(s)	_____	_____	_____

My Commission Expires \_\_\_\_\_

Notary Public

Affix Notary Stamp Below

Prepared By: Ameren Illinois

Return To: Ameren Services  
1901 Chouteau Avenue  
P.O. Box 66149, MC 700  
St. Louis, MO 63166-6149

DMH  
WR#: IA11888  
Latitude: 39.021459 / Longitude: -87.689613  
05/11/2023

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: May 16, 2023

RE: Reimbursement Resolution

As the Board is aware, we have been in the exploratory stages of several construction projects across the District. In an effort to have a realistic projection of costs for our upcoming bond issuance, Illinois Eastern Community Colleges began working with Hurst-Roche in December on preliminary design. During that time Hurst-Roche has billed the District for this work.

Under Internal Revenue Service Regulations concerning the use of tax-exempt financing, an entity may make an official declaration of its intent to reimburse for expenditures previously made through future bond proceeds. The official declaration must be properly made within sixty (60) days after the date the expenditure was paid. The period of reimbursement must be made up to three (3) years after the date of the expenditure.

The attached resolution makes the official declaration of Illinois Eastern Community Colleges intent to reimburse itself for costs incurred to date related to this preliminary design. It establishes the maximum amount to be reimbursed at \$9,000,000. **This resolution in no way binds the Board to issue future bonds for reimbursement but does provide an avenue to issue tax-exempt bonds for this purpose if the Board so desires.**

I ask the board's approval of the resolution expressing official intent to reimburse from proceeds of an obligation to be issued by Illinois Eastern Community Colleges District #529.

RG/akb  
Attachment

MINUTES of a regular public meeting of 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, held at Olney Central College, 305 North West Street, Olney, Illinois, in said Community College District at 6:15 o'clock P.M., on the 16th day of May, 2023.

\* \* \*

The meeting was called to order by the Chairman, and upon the roll being called, Gary Carter, the Chairman, and the following Trustees were physically present at said location: \_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ (non-voting student trustee).

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The Chairman announced that the District has developed a list of capital projects for which it reasonably expects to reimburse itself for the expenditures related thereto with the proceeds of an obligation and that the Board of Trustees would consider the adoption of a resolution expressing its official intent with regard to such expenditures.

Whereupon Trustee \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

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 to reimburse the Expenditures is \$9,000,000.

*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 May 16, 2023.

---

Chairman, Board of Trustees

---

Secretary, Board of Trustees

## **EXHIBIT A**

### **DESCRIPTION OF CAPITAL PROJECTS**

Improving the sites of and altering, repairing and equipping District facilities, including but not limited to improving the athletic facilities at the Lincoln Trail and Wabash Valley Campuses, improving the athletic facility/student life building at the Frontier Campus, and installing solar arrays at the Lincoln Trail and Olney Central Campuses.

Trustee \_\_\_\_\_ moved and Trustee \_\_\_\_\_  
seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following Trustees voted NAY: \_\_\_\_\_.

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of 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, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

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

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF RICHLAND        )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of 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 (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 16th day of May, 2023, insofar as same relates to the adoption of a resolution entitled:

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.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 16th day of May, 2023.

---

Secretary, Board of Trustees

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: May 16, 2023

RE: Emergency Authorization for Expenditure of Funds

Under ILCS 5/3-27.1, the Board of Trustees may authorize emergency expenditures when three-fourths of the Board approve the expenditure. Due to the destruction of the Harry Crisp Building, the Broadband Telecom Program at Lincoln Trail College requires space to be made available by the start of the fall 2023 term to carry out its programmatic needs.

Through Wright Specialty Insurance, the District maintains Business Interruption insurance. This coverage provides for continuity of operations and will pay necessary extra expenses incurred during the period of restoration if operations are suspended as a result of direct physical loss or damage to real property. Under this provision of our policy, the costs associated with temporary facilities will be covered by our current claim.

Wright Specialty Insurance is recommending Cotton Commercial USA, Inc. (Cotton Logistics) to provide coordination, site planning, and construction of a temporary facility for the Broadband Telecom Program. The District has held preliminary discussions regarding programming with Cotton Logistics and has confidence from these interactions they have the capability to provide what is needed for the District.

I would ask the Board authorize the District to work with Cotton Logistics to procure a temporary structure to house Broadband Telecom activities, not to exceed available coverages through the Business Interruption policy.

RG/akb

## MEMORANDUM

To: IECC Board of Trustees

From: Ryan Gower

RE: Public Act 10-1088

Date: May 16, 2023

On June 10, 2022, Illinois Governor Pritzker signed into law Public Act 10-1088, the Decennial Committees on Local Government Efficiency Act (“the Act”). This Act mandates that all units of local government capable of levying a tax, excluding municipalities and counties, establish a committee to study local efficiencies and submit recommendations for enhanced efficiency and increased accountability.

To adhere to the Act's requirements, the committee must be comprised of the following members:

1. The elected members of the IECC Board of Trustees
2. Two individuals residing within our district (who may also be employees of our college)
3. The chief executive officer of IECC

The formation of this committee is expected to be completed no later than June 10, 2023, as stipulated by the Act. Additionally, the committee is required to convene at least three times throughout the year. It is worth noting that these meetings may be scheduled during regularly scheduled Board meetings, provided specific conditions are met. These conditions include issuing separate public notice of the committee meeting and allowing the public the opportunity to speak and participate in the meetings.

Furthermore, the committee is entrusted with the responsibility of summarizing their findings in a written report, which must be submitted to the county board(s) for the county in which our four colleges are located.

To ensure our compliance with the Act and streamline the process, I recommend that we approve the attached resolution. This resolution encompasses our intent to comply with the Act, outlines the composition and responsibilities of the committee, and specifies the conduct of meetings.

I would request the Board's adoption of the attached Resolution to Establish the Decennial Committee on Local Government Efficiency as Required by Public Act 102-1088.

**RESOLUTION TO ESTABLISH DECENNIAL COMMITTEE ON LOCAL GOVERNMENT  
EFFICIENCY AS REQUIRED BY PUBLIC ACT 102-1088**

**WHEREAS**, on June 10, 2022, the Illinois General Assembly enacted Public Act 102-1088, known as the "Decennial Committees on Local Government Efficiency Act" (the "Act"), which took immediate effect; and

**WHEREAS**, the Act requires each governmental unit, excluding municipalities and counties, to form a committee within one (1) year of the Act's effective date and at least once every ten (10) years thereafter, to study local efficiencies and enhanced accountability to the county board; and

**WHEREAS**, to comply with the Act, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 (the "Board of Trustees"), deems it necessary and appropriate to establish a Decennial Committee on Local Government Efficiency, as outlined below;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees as follows:

**SECTION ONE: Formation and Duration.** The Decennial Committee on Local Government Efficiency (the "Committee") is hereby established. Illinois Eastern Community Colleges ("IECC") shall provide administrative and other necessary support to the Committee, as determined by the Chancellor of IECC. The Committee shall be dissolved once the report required under Section Five is published, until its re-establishment with newly appointed members, as per Section 10 of the Decennial Committees on Local Government Efficiency Act.

**SECTION TWO: Membership.** The Committee shall consist of the Board of Trustees members, the Chancellor of IECC, and two residents of District 529 ("Community College Residents") to be appointed by the Board of Trustees Chair, with the advice and consent of the Board of Trustees. Trustee Gary Carter and the Chancellor shall serve as Co-Chairpersons of the Committee. The Co-Chairpersons may appoint additional Committee members. Committee members will not receive compensation but may be reimbursed for pre-approved expenses. The appointed Community College Residents may be removed from the Committee at the sole discretion of the Board of Trustees. Any vacancies shall be filled in the same manner as the initial appointment.

**SECTION THREE: Powers and Duties.** The Committee's duties may include studying the Community College's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units. Additionally, the Committee shall collect data, conduct research, and perform necessary analysis to prepare the report required under Section Five. The Committee may seek assistance from public administration and governmental management specialists, consultants, analysts, investigators, and assistants, as well as colleges and universities, as needed. All recommendations for services and expenditures shall be presented to the Chancellor and Board of Trustees for review and approval.

**SECTION FOUR: Meetings.** The Committee shall meet as determined by the Co-Chairpersons and at least three (3) times before dissolution under Section One. The Committee shall adhere to applicable rules, regulations, ordinances, and laws, including the Open Meetings Act and relevant provisions in the District's Policy Manual. After each meeting, the Committee shall conduct a survey to gather input from residents in attendance regarding the discussed matters. The Committee may meet during a regularly scheduled Board meeting, provided separate notice is given, the Committee meeting is listed on the Agenda, and a majority of Committee members are present.

**SECTION FIVE: Reporting.** The Committee is responsible for summarizing its work and findings in a written report, which should include recommendations for increased accountability and efficiency. This report must be provided to all County Boards within Community College District #529 no later than November 23, 2024, which is eighteen months after the Committee's formation. The report should also be made available to the public. The Board Chair may exercise discretion in requiring the Chancellor or Co-Chairpersons to present the report at a full meeting of the Board of Trustees. Additionally, the Board Chair may occasionally request the Co-Chairpersons to provide in-person progress and status reports during regularly scheduled Board Meetings.

**SECTION SIX: Severability.** If any section, paragraph, or provision of this Resolution is determined to be invalid or unenforceable for any reason, it will not affect the remaining provisions of this Resolution.

**SECTION SEVEN: Repealer.** Any prior Ordinances and Resolutions that conflict or are inconsistent with this Resolution are hereby expressly repealed to the extent of such conflict or inconsistency.

**SECTION EIGHT: Effective Date.** This Resolution shall be in full force and effect upon its passage and approval as required by law.

PASSED AND APPROVED ON THIS 20th DAY OF MAY 2023.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

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

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: May 16, 2023

RE: CDB Project 810-044-015

On October 15, 2019, the Board of Trustees approved placing \$75,000 in a trust account with First National Bank in Olney. This represents the 25% local share for the replacement of the existing transformer at Wabash Valley College with three above ground transformers to serve the main three buildings of the campus.

The original appropriation for this project totaled \$300,000. Due to delays brought on by COVID the project did not make it to bid until May 2, 2023. The State of Illinois and the District received two bids on May 2, with the low bid coming in at \$620,000. Upon receipt of these bids, the District began reviewing costs with the engineers on the project and found the equipment cost of the project increased 290% from the time it was originally designed.

In discussion with the Capital Development Board the District has a few options – 1) Re-bid the project, 2) Alter the scope and re-bid the project, 3) Express the interest and desire to proceed with the project and request additional support from the State of Illinois, 4) Provide the funding gap necessary to ensure the project may proceed, or 5) Cancel the project.

I would ask the Board to authorize the District to work with the State of Illinois Capital Development Board to see this project to completion. We will provide a letter of intent and desire and request additional funding from the State of Illinois. However, should no funding be made available, the budget shortfall of the project will be filled with local funds totaling approximately \$405,000.

RG/akb

**Agenda Item #11**

**Bid Committee Report**

## BID COMMITTEE REPORT

May 16, 2023

### Frontier Community College

1. FNB Field Support Area Improvements

TO: Board of Trustees

FROM: Bid Committee

DATE: May 16, 2023

RE: FNB Field Support Area Improvements for FCC

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

The Bid Committee recommends accepting the bid from Homes by Schuetz for a total of \$43,175.08.

<b>FNB Field Support Area Improvements for FCC</b>	
<b>Company</b>	<b>Bid</b>
Homes by Schuetz Olney, IL	\$43,175.08

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Sonja Music

Department: Frontier Community College

Source of Funds: Protection, Health & Safety.

Rationale for Purchase: Homes by Schuetz was the lowest responsible bidder in conformity with the bid specifications.

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

## **REQUEST FOR PROPOSAL**

### **ILLINOIS EASTERN COMMUNITY COLLEGES**

#### **TIME AND PLACE OF BIDS**

Notice is hereby given that sealed bids for Frontier Community College FNB Field Support Area Improvements shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 10:00 a.m. local time, on Thursday, May 4, 2023, 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, and to hold the bids for a period of thirty (30) days from the bid date.

#### **PRE-BID MEETING / SITE VISIT**

A pre-bid meeting is scheduled for Thursday, April 20, 2023, at 10:00 a.m. at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois 62837, FNB Field. A walk around of the proposed project will take place as part of the pre-bid meeting.

Attendance of the scheduled pre-bid meeting or a separate/additional site visit is not a requirement of submitting a bid proposal, but it is the responsibility of the contractor to field verify measurements of the installation areas as well as to provide all labor, materials, equipment, and tools necessary for the complete project. If a site visit, other than the scheduled pre-bid meeting, is desired prior to submitting a bid, schedule a visit with Kent Staley, FCC O&M Team Leader, to determine an acceptable date and time. Kent can be contacted at (618) 838-3376. Any questions concerning anything contained herein should be directed, in writing, to Nicholas Knapp, Construction Project Manager, at 233 E. Chestnut, Olney, IL 62450. Questions may also be submitted to [bids@iecc.edu](mailto:bids@iecc.edu). Please include FRONTIER COMMUNITY COLLEGE FNB FIELD SUPPORT AREA IMPROVEMENTS in the subject line of any inquiry. The deadline for questions is 2:00 p.m., Thursday, April 27, 2023.

#### **ADDENDUM**

If it becomes necessary to revise any part of the RFP, an official written addendum will be issued by Illinois Eastern Community Colleges to all bidders of record.

Vendor must clearly understand that any verbal representation made or assumed to be made during any oral discussion held between vendor's representative and any Illinois Eastern Community Colleges personnel is not binding. Only the information issued in writing and added to the Request for Proposal specifications file by an official written addendum are binding.

## **METHOD OF BIDDING**

Bids should include all items bid as one contract price. Bidders shall examine all documents contained herein. Failure to do so will not relieve a successful bidder of his obligation to provide all labor, materials, training, and support necessary to carry out the provision of his contract for the sum stated thereon. Each bidder, by submitting a bid represents that they have received, read, and understand the bidding documents.

## **SCOPE OF WORK**

The scope of this bid is to include all materials, labor, and equipment required to perform work described within this request for proposal. See drawing included in this request for proposal illustrating the extent of the new sidewalks, dugout door locations, and concession building window scope.

### **Dugout Scope (Home and Visitor dugouts)**

Remove portion of existing split-face CMU wall as required for installation of new galvanized hollow metal frame and door, and associated hardware. Install steel angle lintel above new door opening, 4" bearing minimum each side of masonry opening. Steel angle shall be painted with a high-performance epoxy paint, color to be determined. Frame shall be 14 gauge with 4" head to properly fit in masonry opening. 3'-0" x 7'-0" door shall be 16 gauge. All hardware shall be exterior grade. Provide 1 ½ pair 5 knuckle butt hinges. Provide heavy-duty Classroom lockset by Schlage manufacturer or of an equal product. Core shall be KeyMark by Medeco to match existing system on campus and shall be keyed to match existing keying system.

### **Concession Building Window Scope**

Remove and salvage existing window system. Remove portion of existing CMU wall construction as required for re-installation of salvaged window system and salvaged CMU sill so that the top of the CMU sill is ADA compliant, maximum 36" above the concrete pad outside the concession building window. Re-install salvaged existing window system as per manufacturer's recommendations providing all flashing and sealants required. Provide new metal framed header between top of reinstalled window location and existing steel lintel above. Header shall have break metal cover to match window frame finish color.

### **Accessible/Companion Bleacher Seating**

Install (2) two 4' aluminum benches mounted/fastened to the existing concrete pad between FNB Field and the concession building. Bench Specification: Steelcraft, Model: 1119-04G, 4' Aluminum Bench with galvanized frame, Aluminum 2x10 4' Planks, M3 surface mount, or of an equal product. Final location to be coordinated with owner.

### **Concrete Sidewalk Scope**

Install new 6' wide sidewalks from the northeast corner of the parking lot south of the FCC Bobcat Den to the existing concrete pad at the concession building northwest of FNB Field, from the existing concrete pad at the concession building northwest of FNB Field to the first base dugout, and from the existing concrete pad at the concession building northwest of FNB Field to the third base dugout. The new sidewalk shall be installed along and replacing a portion of the existing gravel paths between the beginning and ending points described. No portion of the sidewalks shall have a slope of 5% or greater. All slopes in the direction of the sidewalk path shall be less than 5% (less than 1:20).

The scope shall include cutting/grading the existing gravel path down 2" - 4" from its existing elevation so that the top of the new 4" thick sidewalk is flush with the existing parking paving, existing concrete pad at the concession building northwest of FNB Field, and new fill on side(s) of sidewalk(s). The remaining gravel path below this depth shall be compacted as the sub-base for the new concrete sidewalk.

#### MATERIAL & PLACING/FINISHING OF CONCRETE

The new sidewalk shall be minimum 4" thick fiber-reinforced concrete with a strength of not less than 4,000 psi. The aggregate sub-base material shall be lightly moistened just before the concrete is placed. The concrete shall be placed in successive batches for the entire width of the slab, struck off and finished to a true and even surface with floats and trowels. The final troweling shall be done with a steel trowel and the finished surface shall be smooth and even. All edges of the concrete shall be edged with a ¼" radius tool. The final finish shall be a light to medium broom finish with adjacent strokes lightly overlapping, producing a uniform and slightly roughened surface. The broom finish shall be perpendicular to the centerline of the sidewalk.

#### FORMS

Side forms shall be true to line and grade. The finished grade of the sidewalk shall be set to an elevation establishing a uniform slope between the sidewalk and the adjacent grade. The cross slope of the sidewalk shall be a maximum of 2%. The sidewalk cross slope shall cause the sidewalk to drain in the direction of the natural drainage of the adjacent existing grade.

#### TIE BARS/REBAR

Where concrete sidewalks are constructed adjacent to existing sidewalk or parking lot concrete paving, ½" deformed steel tie bars (rebar) 16" long shall be positioned 18" on center. The tie bars shall be drilled into the existing concrete a minimum of 3".

#### CONTRACTION JOINTS

Contraction joints in concrete sidewalks shall be provided every 8' or less and in equal intervals where possible. The depth of saw-cut contraction joints for concrete sidewalks approaches shall be a minimum of 25% of the depth of the concrete and shall be tooled or saw-cut.

#### EXPANSION JOINTS

Transverse expansion joints consisting of ½" thick pre-formed joint filler shall be placed ¼" below the surface of the concrete sidewalk at maximum intervals of 100'.

#### ACCESSIBLE TRANSITION

Where the sidewalk is constructed at the existing parking lot paving, the sidewalk and transition shall be provided in accordance with the requirements of the Americans with Disability Act Accessibility Guidelines (ADAAG), the most recent ADA Standards for Accessible Design. The maximum slope at this location shall be less than 1:20. Detectable warnings consisting of raised truncated domes shall be installed in the new sidewalk at the intersection of the existing parking paving and shall be a minimum of 5' wide and 2' deep.

Placement of the detectable warning shall be in accordance with the ADAAG requirements. The color of the detectable warning panels shall be a contrasting color of Brick Red. The truncated dome warning panels shall be cast in place detectable warning panels of high impact polymer, which is colorfast and UV stable, as manufactured by TufTile ADA Tactile Products or of an equal product.

#### **BACKFILL**

After the concrete has cured, the edges along the sidewalk from the northeast corner of the parking lot south of the FCC Bobcat Den to the existing concrete pad at the concession building northwest of FNB Field and the area noted on the attached drawing to have the existing gravel removed shall be backfilled with compacted topsoil, graded at a gradual slope to the existing grade on each exposed side of the sidewalk.

All work shall comply with all applicable Federal, State, and local codes. The contractor shall provide all safeguards, safety devices, protective equipment, and shall take any other actions reasonably necessary to protect the life and health of persons working at the site of the project, the safety of the public, and to protect property in connection with the performance of the work covered by the contract.

See attached project location maps, existing pictures, and drawings associated with the scope of this project.

#### **ALTERNATES**

##### **ALTERNATE 1:**

This alternate includes all site modifications, material, labor, and equipment associated with providing a new 10' wide sidewalk in lieu of the new 6' wide sidewalk scheduled from the northeast corner of the parking lot south of the FCC Bobcat Den to the existing concrete pad at the concession building northwest of FNB Field. This portion shall be constructed in the same manner/specifications as scheduled for base bid scope.

#### **PREPARATION OF BIDS**

All bids must be submitted on the bid form contained herein. Bids shall be delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

Bid submissions should detail all materials included as part of bid.

#### **METHOD OF BID EVALUATION**

The IECC Board of Trustees reserves the right to reject all bids or parts of bids, and to waive informalities therein. Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

## **INSURANCE**

The successful bidder will be required to furnish a certificate of insurance, naming Illinois Eastern Community Colleges as an additional insured, in the following amounts:

1. Workers' Compensation	Statutory Limits
2. Employer's Liability	\$500,000
3. Comprehensive General Liability & Property Damage including: a. Personal Injury Liability b. Blanket Broad Form Contractual Liability c. Independent Contractors d. Products and Completed Operations	\$500,000 combined single limit
4. Automobile Liability	\$1,000,000 combined and single limit
5. Owner's and Contractor's Protective Liability Insurance to protect the Owner and Architect, their agents, consultants, and employees from contingent responsibility and liability arising from work performed under the contract.	\$1,000,000

## **SALES TAX**

Retailers Occupational Sales Taxes **are not** applicable for this project.

## **PREVAILING WAGE**

Illinois Eastern Community Colleges is a unit of local government, and as such, any contract for public works is subject to the Illinois Prevailing Wage Act. The Prevailing Wage Act regulates wages of laborers, mechanics, and other workers employed under contract for public work. It is the bidder's responsibility to bid all work pursuant to laws and regulations outlined in the Illinois Prevailing Wage Act.

With each Application for Payment the Contractor shall submit certified payrolls for the period covered by the present Application for Payment to the Owner to demonstrate prevailing wage payrolls for each worker that works on this project.

## **SHIPPING & HANDLING**

All freight and delivery must be included in bid.

## **SPECIAL PROVISIONS**

Nondiscrimination: There will be no discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin by the owner or contractor.

Certification of Eligibility: Prior to contract award, all bidders must certify that neither it nor any person or firm that has an interest in the bidder's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

No subcontracts shall be made to any person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act of 29 CFR 5.12(a)(1).

The penalty for making false statement is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

Debarment, Suspension, Ineligibility, and Voluntary Exclusions: No contract will be awarded to a bidder, nor its principals, that is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Illinois Eastern Community Colleges has an aspirational goal that **20%** of this project's material and/or labor will involve small, minority-owned, veteran-owned, and/or women-owned businesses in the procurement process. Prime contractors that do not meet the eligibility criteria as a Business Enterprise Program, are encouraged to utilize sub-contractors who do qualify or to utilize material vendors that qualify. To qualify as a Business Enterprise Program entity, prime or subcontractors must be certified by the Department of Central Management Services of the State of Illinois as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification.

Bids submitted with small, minority-owned, veteran-owned, and/or women-owned (BEP) business participation; whether as primary contractor, sub-contractor, material vendor, etc.; should indicate the percentage of work associated with the BEP businesses.

**BID FORM**

Following Board approval, bids will be awarded on May 17, 2023.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO FRONTIER COMMUNITY COLLEGE, 2 FRONTIER DRIVE, FAIRFIELD, IL 62837. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

BASE BID MATERIALS \$ \_\_\_\_\_

BASE BID LABOR \$ \_\_\_\_\_

TOTAL BASE BID \$ \_\_\_\_\_

(MATERIALS AND LABOR)

ESTIMATED TIME TO COMPLETE IN DAYS \_\_\_\_\_

ALTERNATE 1 BID (10' wide sidewalk in lieu of 6' wide from existing parking to concession building)

MATERIALS \$ \_\_\_\_\_

LABOR \$ \_\_\_\_\_

TOTAL ALTERNATE 1 BID \$ \_\_\_\_\_

ESTIMATED START DATE IF AWARDED ON OR ABOUT MAY 17, 2023 \_\_\_\_\_

ACKNOWLEDGEMENT OF ADDENDUM RECEIVED \_\_\_\_\_

(IF APPLICABLE)

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

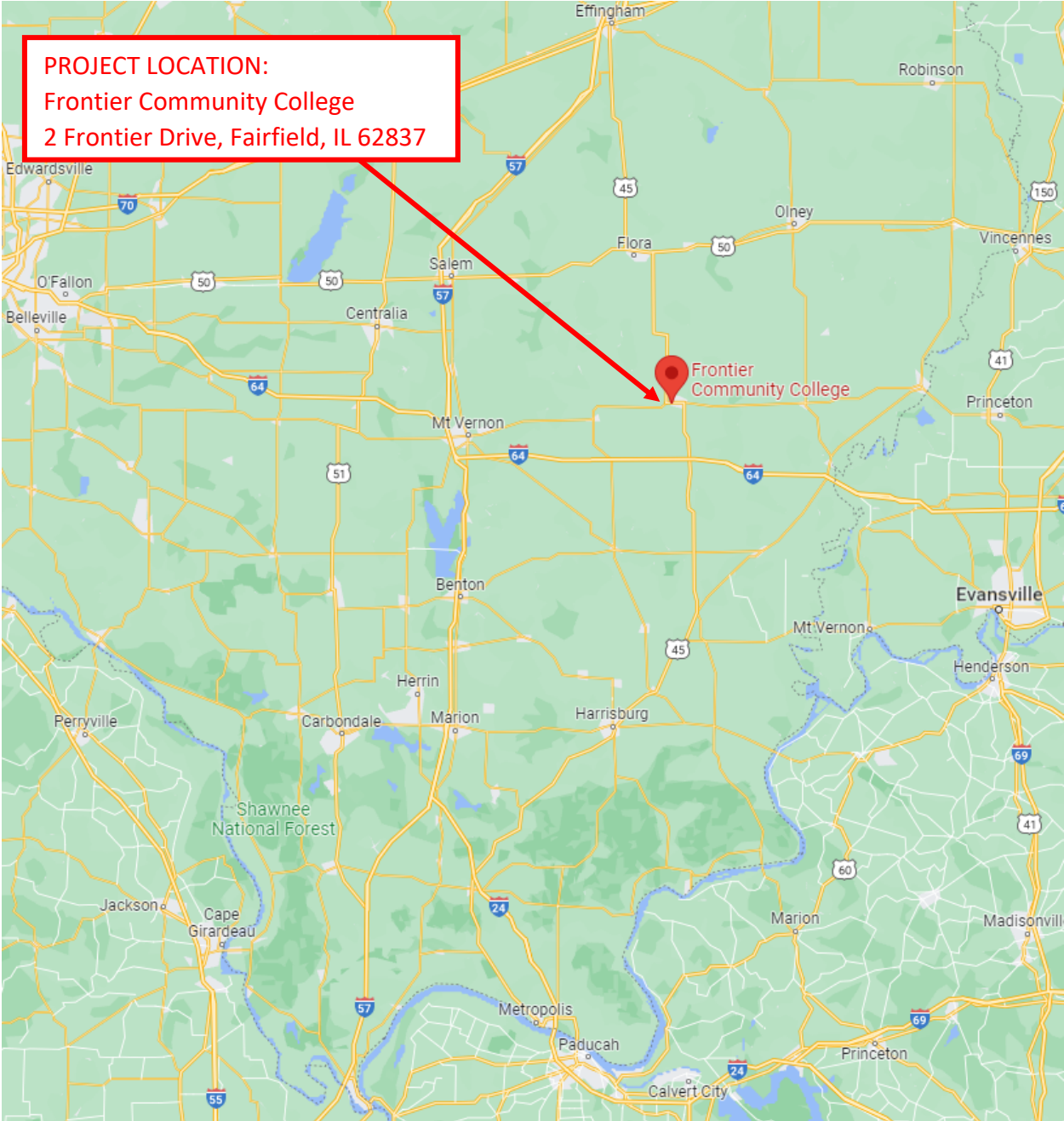
Any Certified Vendor (Primary Contractor, Sub-Contractors, or Procurement/Material Vendors) in accordance with the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities Act:

Yes    No   If yes, you must attach a copy of the current letter of certification.

Percentage of overall work (material and/or labor) being provided by BEP Certified Vendor(s) % \_\_\_\_\_

**Illinois Eastern Community Colleges  
Frontier Community College  
FNB Field Support Area Improvements**

**Project Location Map**



**Illinois Eastern Community Colleges  
Frontier Community College  
FNB Field Support Area Improvements**

**Project Campus Location**



**Illinois Eastern Community Colleges  
Frontier Community College  
FNB Field Support Area Improvements**

**Scope Narrative**

1. **Execution of Work:** The contractor shall coordinate the performance of all work 5 working days in advance of any work being accomplished. The contractor shall provide to the IECC representative a progress schedule for approval. The progress schedule shall show the various work trades (demo, concrete installation, door installation, etc.) and shall reflect the start and completion of this project. The contractor shall be responsible for protection of adjacent surfaces and areas not to receive work. All work under this project shall be complete within 90 calendar days after the notice to proceed. The contractor will be responsible for providing and furnishing all equipment needed to perform the scope of this project.
2. **Disposal of Materials:** The contractor shall be responsible for disposal of all materials (waste and/or trash) and removal from the property.
3. **Clean-up:** The contractor shall keep worksite clear of debris and/or material during the work and shall accomplish clean-up of the worksite at the end of each day. Materials removed or demolished shall not be allowed to accumulate on the jobsite.
4. **Standard of Workmanship:** Contractor is responsible for all permits required. Workmanship shall be of the highest grade throughout this project. The contractor shall take precaution to protect the interior of the buildings being worked on from damage during periods of inclement weather. Any buildings contents that are damaged from weather, due to the contractor's operations and failure to adequately protect the building, shall be corrected to original condition by the contractor at no cost to IECC. All noted construction deficiencies shall be corrected within 1 day and before proceeding.
5. **Safety:** All work shall comply with all applicable Federal, State, and local codes. All work shall be accomplished in strict compliance with OSHA Safety Standards. The contractor shall provide all safeguards, safety devices, protective equipment, and shall take any other actions reasonably necessary to protect the life and health of persons working at the site of the project, the safety of the public, and to protect property in connection with the performance of the work covered by the contract.
6. **Point of Contact:** Nicholas Knapp, Illinois Eastern Community Colleges, Construction Project Manager.
7. **Measurements:** It shall be the responsibility of the contractor to field-verify measurements and necessary material quantities prior to bid of this project. See drawing for additional information.

**FNB Field – Existing Conditions of Proposed Sidewalk Locations**



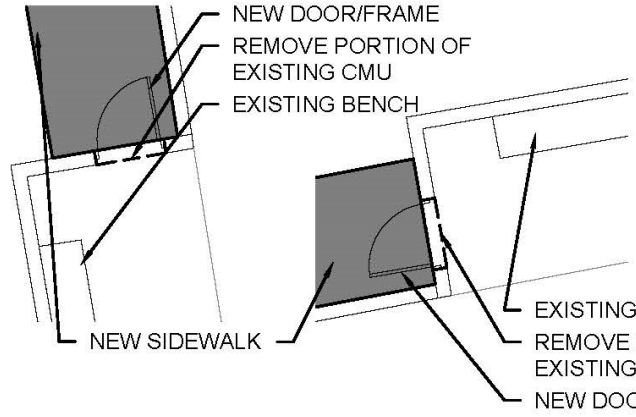


**FNB Field –Existing Dugouts**

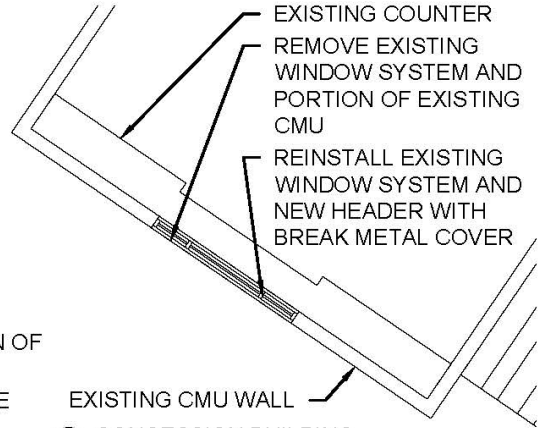


**FNB Field –Existing Concession Building Window**



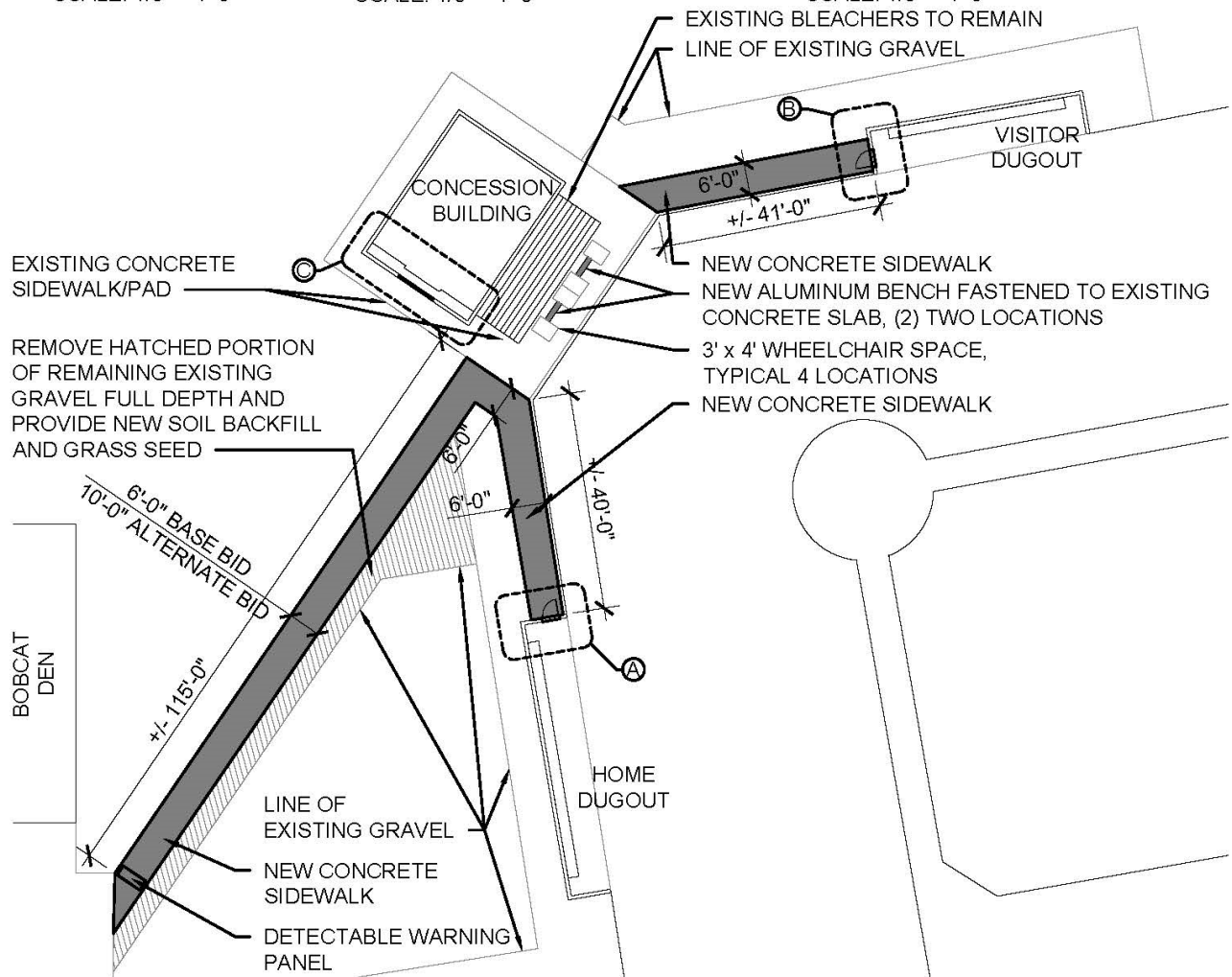


**A** HOME DUGOUT  
 ENLARGED PLAN  
 SCALE: 1/8" = 1'-0"

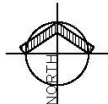


**C** CONCESSION BUILDING  
 ENLARGED PLAN  
 SCALE: 1/8" = 1'-0"

**B** VISITOR DUGOUT  
 ENLARGED PLAN  
 SCALE: 1/8" = 1'-0"



**SITE PLAN**  
 SCALE: 1" = 30'-0"



# FRONTIER COMMUNITY COLLEGE

FNB FIELD SUPPORT AREAS  
 APRIL 11, 2023

**Agenda Item #12**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
April 30, 2023**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$ 8,154,498.62</b>
<b>Operations &amp; Maintenance</b>	<b>2,616,435.72</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>975,683.89</b>
<b>Bond &amp; Interest</b>	<b>340,002.43</b>
<b>Auxiliary</b>	<b>2,806,880.78</b>
<b>Restricted Purposes</b>	<b>(138,359.01)</b>
<b>Working Cash</b>	<b>101,528.27</b>
<b>Trust &amp; Agency</b>	<b>576,855.27</b>
<b>Audit</b>	<b>29,825.95</b>
<b>Liability, Protection &amp; Settlement</b>	<b>403,748.75</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 15,867,100.67</u></b>

Respectfully submitted,

Ryan Hawkins, Treasurer

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
April 30, 2023

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>ASSETS</b>						
Cash	\$ 8,169,799	\$ 2,616,436	\$ 975,684	\$ 340,002	\$ 2,827,381	\$ (138,359)
Investments	8,501,003	1,500,001	-	-	3,400,182	-
Accounts Receivable	2,295,574	266,769	-	-	221,339	-
Other Receivables	842,003	-	224,959	-	-	33,076
Restricted Cash	-	-	3,876,650	-	-	-
Inventory	-	-	-	-	610,360	-
Other Assets	1	-	-	-	-	437,696
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 19,808,380</u>	<u>\$ 4,383,206</u>	<u>\$ 5,077,293</u>	<u>\$ 340,002</u>	<u>\$ 7,059,262</u>	<u>\$ 332,413</u>
<b>LIABILITIES</b>						
Accounts Payable	\$ 7,532	\$ 6,972	\$ 231,851	\$ -	\$ (7,350)	\$ 1,996
Accrued Payroll Liabilities	6,710	-	-	-	(1,700)	-
Other Accrued Liabilities	3,053,025	233,055	32,998	-	57,190	(13,981)
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>3,067,267</u>	<u>240,027</u>	<u>264,849</u>	<u>-</u>	<u>48,140</u>	<u>(11,985)</u>
<b>FUND BALANCES</b>						
Non-Spendable	-	-	-	-	610,360	-
Restricted						
Board Designated	9,316,184	1,200,316	-	-	-	-
Other Purposes	-	2,559,757	1,627,419	340,002	-	-
Encumbered	4,079,384	383,106	3,185,025	-	694,133	723,557
Unassigned	3,345,545	-	-	-	5,706,629	(379,159)
Total Fund Balances	<u>16,741,113</u>	<u>4,143,179</u>	<u>4,812,444</u>	<u>340,002</u>	<u>7,011,122</u>	<u>344,398</u>
Total Liabilities and Fund Balances	<u>\$ 19,808,380</u>	<u>\$ 4,383,206</u>	<u>\$ 5,077,293</u>	<u>\$ 340,002</u>	<u>\$ 7,059,262</u>	<u>\$ 332,413</u>

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
April 30, 2023

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>ASSETS</b>					
Cash	\$ 101,528	\$ 576,855	\$ 29,826	\$ 403,749	\$ 15,902,901
Investments	6,254,375	-	-	500,000	20,155,561
Accounts Receivable	-	-	-	-	2,783,682
Other Receivables	-	17,110	-	-	1,117,148
Restricted Cash	-	-	-	-	3,876,650
Inventory	-	-	-	-	610,360
Other Assets	-	-	-	-	437,697
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 6,355,903</u>	<u>\$ 593,965</u>	<u>\$ 29,826</u>	<u>\$ 903,749</u>	<u>\$ 44,883,999</u>
<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ -	\$ -	\$ (9,234)	\$ 231,767
Accrued Payroll Liabilities	-	-	-	-	5,010
Other Accrued Liabilities	-	-	-	-	3,362,287
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>(9,234)</u>	<u>3,599,064</u>
<b>FUND BALANCES</b>					
Non-Spendable	6,315,000	-	-	-	6,925,360
Restricted					
Board Designated	-	-	-	-	10,516,500
Other Purposes	40,903	561,374	29,826	893,707	6,052,988
Encumbered	-	32,591	-	19,276	9,117,072
Unassigned	-	-	-	-	8,673,015
Total Fund Balances	<u>6,355,903</u>	<u>593,965</u>	<u>29,826</u>	<u>912,983</u>	<u>41,284,935</u>
Total Liabilities and Fund Balances	<u>\$ 6,355,903</u>	<u>\$ 593,965</u>	<u>\$ 29,826</u>	<u>\$ 903,749</u>	<u>\$ 44,883,999</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended April 30, 2023

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>REVENUES</b>						
Property Taxes	\$ 3,189,262	\$ 1,454,206	\$ 259,893	\$ 1,953,015	\$ -	\$ -
Replacement Taxes	732,838	732,838	-	-	-	-
ICCB Grants	11,360,159	-	493,746	-	-	1,309,031
Federal Grants	-	-	-	-	-	10,136,287
Tuition & Fees	11,004,800	1,032,510	-	-	430,867	-
Charges for Services	39,450	33,278	-	-	2,195,426	-
Interest	225,152	50,703	57,442	7,122	84,304	9,183
Other Revenues	161,912	54,894	500,000	-	104,482	171,934
Total Revenues	<u>26,713,573</u>	<u>3,358,429</u>	<u>1,311,081</u>	<u>1,960,137</u>	<u>2,815,079</u>	<u>11,626,435</u>
<b>EXPENDITURES</b>						
Payroll	13,389,103	953,086	-	-	1,673,253	1,713,722
Benefits	2,093,481	221,337	-	-	166,695	407,359
Contractual Services	1,526,989	448,101	497,703	-	278,285	266,435
Supplies	1,491,049	241,326	43,515	-	1,720,000	410,561
Travel	196,595	175	-	-	388,261	74,359
Fixed	28,924	-	-	2,138,218	159,951	4
Utilities	43,180	1,114,216	-	-	390	-
Capital Outlay	564,686	239,985	2,224,358	-	138,046	1,004,596
Other	175,210	505	-	-	73,382	1,370,451
Scholarships, Student Grants, & Waivers	4,913,629	-	-	-	332,081	6,557,868
Total Expenditures	<u>24,422,846</u>	<u>3,218,731</u>	<u>2,765,576</u>	<u>2,138,218</u>	<u>4,930,344</u>	<u>11,805,355</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>2,290,727</u>	<u>139,698</u>	<u>(1,454,495)</u>	<u>(178,081)</u>	<u>(2,115,265)</u>	<u>(178,920)</u>
<b>TRANSFERS</b>						
Net Transfers	(3,733,516)	100,000	1,900,000	-	1,733,516	-
Total Transfers	<u>(3,733,516)</u>	<u>100,000</u>	<u>1,900,000</u>	<u>-</u>	<u>1,733,516</u>	<u>-</u>
Net Change in Fund Balance	<u>(1,442,789)</u>	<u>239,698</u>	<u>445,505</u>	<u>(178,081)</u>	<u>(381,749)</u>	<u>(178,920)</u>
Fund Balance - Beginning	18,183,902	3,903,481	4,366,939	518,083	7,392,871	523,318
Fund Balance - Ending	<u>\$ 16,741,113</u>	<u>\$ 4,143,179</u>	<u>\$ 4,812,444</u>	<u>\$ 340,002</u>	<u>\$ 7,011,122</u>	<u>\$ 344,398</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended April 30, 2023

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>REVENUES</b>					
Property Taxes	\$ -	\$ -	\$ 71,605	\$ 1,050,340	\$ 7,978,321
Replacement Taxes	-	-	-	-	1,465,676
ICCB Grants	-	-	-	-	13,162,936
Federal Grants	-	-	-	-	10,136,287
Tuition & Fees	-	-	-	-	12,468,177
Charges for Services	-	18,626	-	-	2,286,780
Interest	41,275	8,247	301	9,188	492,917
Other Revenues	-	580,353	-	2,737	1,576,312
Total Revenues	<u>41,275</u>	<u>607,226</u>	<u>71,906</u>	<u>1,062,265</u>	<u>49,567,406</u>
<b>EXPENDITURES</b>					
Payroll	-	-	-	-	17,729,164
Benefits	-	-	-	117,193	3,006,065
Contractual Services	-	8,920	62,000	570,227	3,658,660
Supplies	-	25,051	-	425	3,931,927
Travel	-	12,293	-	-	671,683
Fixed	-	-	-	325,497	2,652,594
Utilities	-	-	-	-	1,157,786
Capital Outlay	-	-	-	-	4,171,671
Other	60	27,601	-	-	1,647,209
Scholarships, Student Grants, & Waivers	-	485,122	-	-	12,288,700
Total Expenditures	<u>60</u>	<u>558,987</u>	<u>62,000</u>	<u>1,013,342</u>	<u>50,915,459</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>41,215</u>	<u>48,239</u>	<u>9,906</u>	<u>48,923</u>	<u>(1,348,053)</u>
<b>TRANSFERS</b>					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>41,215</u>	<u>48,239</u>	<u>9,906</u>	<u>48,923</u>	<u>(1,348,053)</u>
Fund Balance - Beginning	6,314,688	545,726	19,920	864,060	42,632,988
Fund Balance - Ending	<u>\$ 6,355,903</u>	<u>\$ 593,965</u>	<u>\$ 29,826</u>	<u>\$ 912,983</u>	<u>\$ 41,284,935</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**April 30, 2023**

	<b>ALL FUNDS</b>	
	<b>Fiscal Year 2023</b>	<b>Fiscal Year 2022</b>
<b>ASSETS:</b>		
CASH	\$ 15,867,101	\$ 19,167,334
IMPREST FUND	21,300	21,300
CHECK CLEARING	14,500	14,500
CDB PROJECT TRUST	3,876,650	3,915,140
PREPAID EXPENSES	-	-
INVESTMENTS	20,155,561	17,245,522
RECEIVABLES	3,900,830	3,223,103
INVENTORY	610,360	584,799
OTHER ASSETS	437,696	451,262
FIXED ASSETS (Net of Depr)	20,827,931	17,732,512
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 65,711,929</b>	<b>\$ 62,355,472</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ 5,010	\$ -
ACCOUNTS PAYABLE	466,970	129,635
DEFERRED REVENUE	2,734,225	2,369,471
L-T DEBT GROUP (FUND 9)	4,073,092	6,181,062
OPEB (Prior Year Restated for GASB 75 Implementation)	13,963,316	15,176,595
OTHER LIABILITIES	392,859	399,130
<b>TOTAL LIABILITIES:</b>	<b>21,635,472</b>	<b>24,255,893</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	32,167,862	36,543,620
INVESTMENT IN PLANT (Net of Depr)	20,827,931	17,732,512
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(18,036,408)	(21,357,657)
RESERVE FOR ENCUMBRANCES	9,117,072	5,181,104
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>44,076,457</b>	<b>38,099,579</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 65,711,929</b>	<b>\$ 62,355,472</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS ONLY  
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2021-2023**

College	Category	FISCAL YEAR 2021			FISCAL YEAR 2022			FISCAL YEAR 2023			% of Year
		Budget	Spent Thru April	% of Budget	Budget	Spent Thru April	% of Budget	Budget	Spent Thru April	% of Budget	
Frontier	Bills		\$ 567,170			\$ 516,516			\$ 754,459		
	Payroll		1,626,183			1,644,980			1,928,323		
	Waivers		662,175			654,336			671,703		
	Totals	\$ 3,899,789	2,855,528	73%	\$ 3,688,586	2,815,832	76%	\$ 3,873,183	3,354,485	87%	83%
Lincoln Trail	Bills		\$ 1,375,218			\$ 970,137			\$ 980,179		
	Payroll		2,009,212			2,059,999			2,076,428		
	Waivers		928,733			758,427			783,567		
	Totals	\$ 4,943,901	4,313,163	87%	\$ 4,977,953	3,788,563	76%	\$ 4,727,391	3,840,174	81%	83%
Olney Central	Bills		\$ 1,123,241			\$ 1,299,766			\$ 1,605,405		
	Payroll		3,834,445			3,835,167			4,114,514		
	Waivers		718,391			613,290			633,972		
	Totals	\$ 7,047,772	5,676,077	81%	\$ 7,367,058	5,748,223	78%	\$ 7,402,072	6,353,891	86%	83%
Wabash Valley	Bills		\$ 985,239			\$ 1,070,771			\$ 1,137,642		
	Payroll		2,616,144			2,737,376			2,816,089		
	Waivers		1,175,883			1,218,177			1,161,744		
	Totals	\$ 5,988,433	4,777,266	80%	\$ 5,775,220	5,026,324	87%	\$ 6,271,689	5,115,475	82%	83%
Workforce Educ.	Bills		\$ 151,892			\$ 184,437			\$ 166,593		
	Payroll		669,622			661,497			571,724		
	Waivers		1,197,499			1,489,293			1,598,774		
	Totals	\$ 3,349,386	2,019,013	60%	\$ 3,378,641	2,335,227	69%	\$ 2,761,446	2,337,091	85%	83%
District Office	Bills		\$ 232,576			\$ 466,624			\$ 641,088		
	Payroll		847,087			1,103,637			1,221,382		
	Waivers		-			-			-		
	Totals	\$ 1,410,117	1,079,663	77%	\$ 1,991,105	1,570,261	79%	\$ 2,334,026	1,862,470	80%	83%
District Wide	Bills		\$ 1,645,437			\$ 2,909,257			\$ 3,102,947		
	Payroll		667,096			1,128,071			1,613,728		
	Waivers		138,214			152,775			61,316		
	Totals	\$ 3,576,315	2,450,747	69%	\$ 7,148,722	4,190,103	59%	\$ 7,711,317	4,777,991	62%	83%
<b>GRAND TOTALS</b>		<b>\$ 30,215,713</b>	<b>\$ 23,171,457</b>	<b>77%</b>	<b>\$ 34,327,285</b>	<b>\$ 25,474,533</b>	<b>74%</b>	<b>\$ 35,081,124</b>	<b>\$ 27,641,577</b>	<b>79%</b>	<b>83%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Revenues & Expenditures Report**  
**April 30, 2023**

**REVENUES**

	FY 2023		FY 2022		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Property Taxes	\$ 4,643,468	15.44%	\$ 4,477,471	14.89%	\$ 165,997
Replacement Taxes	1,465,677	4.87%	1,320,502	4.39%	145,175	10.994%
ICCB Grants	11,360,159	37.78%	11,635,462	38.69%	(275,303)	-2.366%
Federal Grants	-	0.00%	-	0.00%	-	#DIV/0!
Tuition & Fees	12,037,310	40.03%	12,082,005	40.18%	(44,695)	-0.370%
Charges for Services	72,727	0.24%	63,158	0.21%	9,569	15.151%
Interest	275,855	0.92%	100,655	0.33%	175,200	174.060%
Other Revenues	216,804	0.72%	232,768	0.77%	(15,964)	-6.858%
	<u>\$ 30,072,000</u>	<u>100.00%</u>	<u>\$ 29,912,021</u>	<u>99.47%</u>	<u>\$ 159,979</u>	<u>0.535%</u>

**EXPENDITURES**

	FY 2023		FY 2022		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Salaries	\$ 14,342,188	51.89%	\$ 13,170,727	51.70%	\$ 1,171,461
Employee Benefits	2,314,819	8.37%	2,102,758	8.25%	212,061	10.085%
Contractual Services	1,975,090	7.15%	1,543,883	6.06%	431,207	27.930%
Materials	1,732,375	6.27%	1,806,155	7.09%	(73,780)	-4.085%
Travel & Staff Development	196,770	0.71%	148,327	0.58%	48,443	32.660%
Fixed Charges	28,924	0.10%	38,561	0.15%	(9,637)	-24.992%
Utilities	1,157,397	4.19%	952,594	3.74%	204,803	21.500%
Capital Outlay	804,671	2.91%	709,508	2.79%	95,163	13.413%
Other	5,089,343	18.41%	5,002,020	19.64%	87,323	1.746%
	<u>\$ 27,641,577</u>	<u>100.00%</u>	<u>\$ 25,474,533</u>	<u>100.00%</u>	<u>\$ 2,167,044</u>	<u>8.507%</u>

**Locally Funded, CDB, & PHS Projects  
Projects Schedule**

	Funding Source	Estimated Budget										
Center for Technology - LTC	CDB	\$11,160,000										
Applied Technology Center - OCC	CDB	\$3,076,400										
Power Hub - WVC	CDB	\$300,000										
Parking Lot Resurfacing	CDB	\$918,392										
LTC - Crawford County Recreational Center	Local	\$4,700,000										
OCC - Wattlewroth Hall Door Repairs	DM/Local	\$110,175										
<b>GRAND TOTAL</b>		<b>\$20,264,967</b>	<b>Board Approval</b>	<b>Preliminary Design</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>	

4/30/2023

**Agenda Item #13**

**Executive Session**

- A. 2(c)(1) Employment/Appointment Matters
- B. 2(c)(7) Setting the Price for Sale or Lease of Property

**Agenda Item #14**

**Approval of Executive Session Minutes**

**A. Written Executive Session Minutes**

**B. Audio Executive Session Minutes**

**Agenda Item #15**

**Approval of Personnel Report**

# MEMORANDUM

**TO:** Board of Trustees

**FROM:** Ryan Gower

**DATE:** May 16, 2023

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the May Personnel Report. Additional information for items 400.1, 400.2, & 400.3 have been sent under separate confidential cover.

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Resignation Ratification**
- 400.3. Retirement Ratification**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Faculty

1. John McCarty, Music Instructor, LTC, effective August 7, 2023
2. Austin Alexander, Social Science Instructor, LTC, effective August 7, 2023

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

1. Phil Britton, Head Baseball Coach, OCC, effective July 1, 2023
2. Terrance McGee, Head Men's Basketball Coach, WVC, effective June 1, 2023

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

1. Cindy Smith, TRIO Student Support Services Counselor, IECC, effective May 22, 2023

### D. Classified

1. Amanda Andrews, International Student Liaison, WVC, effective May 22, 2023

## 400.2 Resignation Ratification

1. Tyson Murray, College Admissions Representative, LTC, effective May 1, 2023
2. Tabatha Niduaza, Director of Instructional Services, WVC, effective May 31, 2023

## 400.3 Retirement Ratification

1. Beth Wilson, Nursing Instructor, FCC, effective August 10, 2023

**Agenda Item #16**

**Collective Bargaining**

**Agenda Item #17**

**Litigation**

**Agenda Item #19**

**Adjournment**