

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

IECC Board of Trustees Meeting

Tuesday, April 16, 2024



Location:

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

**Dinner – 5:30 p.m.
Meeting – 6:15 p.m.**

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

**Illinois Eastern Community Colleges
Board Agenda**

Tuesday, April 16, 2024

6:15 p.m.

Banquet Room - Olney Central College

305 N. West Street

Olney, IL 62450

1. Call to Order & Roll Call Chairman Carter
2. Welcome from the Chair Chairman Carter
3. Recognition of Visitors and Guests President Simpson
 - 3.A. Visitors and Guests
 - 3.B. IECCEA Representative
4. Public Comments
5. Oath of Office and Seating of Student Trustee Mrs. Wease
6. Reports
 - 6.A. Trustees
 - 6.B. Chancellor
 - 6.C. Presidents & Divisions
 - 6.D. Division Report: Mental Health Specialist Mrs. O'Brien
7. Approval of Consent Agenda Chancellor Gower

7.A.	Disposition of Minutes		5
7.B.	Affiliation Agreements		17
7.B.i.	Standard Clinical- Rehab for Life		18
7.B.ii.	Negotiated Clinical- ProgressiveHealth Rehabilitation, Inc.		22
8.	Action on Items Removed from Consent Agenda	Chancellor Gower	
9.	Policy First Reading (and Possible Approval)		
9.A.	Policy 500.41 Student Attendance		28
9.B.	Policy 300.3 Auxillary Enterprises Fund		30
10.	Policy Second Reading	Chancellor Gower	
11.	Staff Recommendations for Approval		
11.A.	Sale of Real or Personal Property	Chancellor Gower	33
12.	Bid Committee Report	Chancellor Gower	34
12.A.	FCC Rotary Plaza Pavilion		
12.B.	FCC Forklift		
12.C.	FCC New Chevrolet Bolt		
12.D.	OCC Theatre Storage Building		

12.E. LTC Copper Wire Cable	
13. District Finance	Mr. Hawkins 83
13.A. Financial Report	
13.B. Approval of Financial Obligations	
14. Executive Session	Chancellor Gower
14.A. 2(c)(1) Employment/Appointment Matters	
14.B. 2(c)(2) Collective Negotiating Matters	
14.C. 2(c)(12) Litigation	
15. Approval of Executive Session Minutes	Chancellor Gower
16. Approval of Personnel Report	Mrs. McDowell 92
17. Collective Bargaining	Chancellor Gower
18. Litigation	Chancellor Gower
19. Other Items	
20. Adjournment	

IECC Board of Trustees Meeting
 Tuesday, March 19, 2024 6:15 PM Central

Lincoln Trail College, Statesmen Grill
 11220 State Highway 1
 Robinson, IL 62454

1. Call to Order & Roll Call

Guadalupe Amicone (Student Trustee): Present
 Susan Batchelor: Present
 John Brooks: Present
 Roger Browning: Present
 Gary Carter: Present
 Brenda Culver: Present
 Jan Ridgely: Present
 Barbara Shimer: Present
 Present: 7.

Also present at the meeting, in addition to trustees:

Ryan Gower, Chancellor
 Jay Edgren, President of Frontier Community College/ Vice Chancellor Academic Affairs
 Tona Ambrose, President of Lincoln Trail College/Vice Chancellor Institutional Outreach
 Chris Simpson, President of Olney Central College/Vice Chancellor Business Operations
 Matt Fowler, President of Wabash Valley College/Vice Chancellor Student Affairs
 Alex Cline, Chief Information Officer
 Ryan Hawkins, Chief Financial Officer/Treasurer
 Andrea McDowell, Executive Director of Human Resources
 Sonja Wease, Board Secretary

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

3. Recognition of Visitors and Guests

3.A. Visitors and Guests – Several Lincoln Trail College students and staff to support Student Trustee Amicone. Jesus Gonzalez, Phil Thorsen, Chris Forde, Amber Malone, Krystle Riggle, Andrea Loll, Brandon Weger, Cassandra Goldman, and Rachel Greenwood.

3.B. IECCEA Representative – None

4. Public Comments - None

5. Reports

5.A. Trustees – The Board recognized Student Trustee Guadalupe Amicone for her service to the Board of Trustees and the IECC district. Ms. Amicone is a student at Lincoln Trail College who ran on the platform of improving student housing and access to healthy meal options on campus. Progress was made on both fronts this year, and Chancellor Gower and the Trustees pledged to continue work on those matters in the upcoming academic year. The next student trustee, Jorri VanDyke, is a student at Olney Central College and will be seated during the April 2024 Board of Trustees meeting at Olney Central College.

5.B. Chancellor – No additional information to his previously sent report.

5.C. Presidents & Divisions – Mr. Brandon Weger, Program Director of Institutional Assessment & Effectiveness presented the AY23 IECC Fact Book to the Board. Among the highlights discussed were:

- IECC had a 4.1% increase in headcount serving 17,497 students, 2,276 of these were degree or certificate seeking students.
- Retention to students from Fall 2022 to Fall 2023 saw marked improvements with an average retention rate of 68% for full-time students and 61% for part-time students. Both numbers are well above the national average.
- 942 students completed degrees or certificates at one of IECC’s four campuses. A total of 1,356 credentials were awarded.

The IECC Fact Book has been developed to provide stakeholders of Illinois Eastern Community Colleges information about the students in our District, enrollment history, the degrees and certificates granted, the financial aid received and distributed, and the District’s budgets and operations.

6. Approval of Consent Agenda

Motion to approve the consent agenda as presented. This motion, made by Brenda Culver and seconded by Roger Browning, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

6.A. Disposition of Minutes – Open meeting minutes as prepared for the regular meeting held on February 27, 2024 were presented for approval.

6.B. Policy 300.20 Operating Cash Reserve – Minor updates were made to the policy.

6.C. Policy 300.21 Financial Standards for Federal Grant/ Award Funds – Minor updates were made to the policy.

6.D. Policy 500.23 Nursing Student Progression/ Remediation – Deletion of the policy as the testing referenced in the policy will no longer be used as a measure of achievement effective May 31, 2024.

6.E. Policy 400.1 Selection and Employment – Minor updates were made to the policy.

6.F. Policy 400.4 Holiday, Leave, and Benefit Policy/ Non-Bargaining Unit – Minor updates were made to the policy.

6.G. Policy 400.31 Personal Workspace Appearance – Minor updates were made to the policy.

6.H. 2025-2027 Academic Calendar – The Board approved the 2025-2027 Academic Calendar

Academic Calendar 2025-2027	
2025 Fall Semester	
August13	IECC Faculty & Staff Workshop/Campus Offices Closed
August14	Faculty Workshop
August18-20	Registration, Testing
August21	First Day of Classes
September.....1	Campuses Closed.
Labor Day September.....17	Constitution Observance Day. Classes in session

October	10	No Classes. District Faculty & Staff Professional Development Day
October	13	Campuses Closed. Columbus Day
October	16	Midterm
October	21	Spring Registration Begins
November	11	Campuses Closed. Veteran’s Day
November	26	Last Day to Withdraw from Courses
November	27-28	Campuses Closed. Thanksgiving
December.....	12	Last Day of Classes
December	15-18	Final Exams
December.....	19	Last Day of Semester
(Campuses closed December 22, 2025 – January 2, 2026. Winter Break)		
2026 Spring Semester		
January	5	Campuses Open
January	7	Faculty Workshop
January.....	8-9	Registration, Testing
January	12	First Day of Classes
January	19	Campuses Closed. Martin Luther King, Jr. Day
February.....	16	Campuses Closed. President’s Day
March	2	Casimir Pulaski Day. Classes in Session
March	6	Midterm
March	9	Casimir Pulaski Day Observed. No Classes
March.....	10-15	No Classes. Spring Break
March	17	Summer & Fall Registration Begins
April.....	3	Campuses Closed. Spring Holiday
April.....	24	Last Day to Withdraw from Courses
May	8	Last Day of Classes
May	11-14	Final Exams
May	15	Last Day of Semester/Graduation
2026 Intersession		
May	18	First Day of Classes
May	25	Campuses Closed. Memorial Day
May	27	Midterm
June	3	Last Day to Withdraw from Courses
June	5	Last Day of Intersession
2026 Summer Session		
June	8	First Day of Classes
June	19	Campuses Closed. Juneteenth
July	3	Campuses Closed. Independence Day Observed
July	6	Midterm
July	24	Last Day to Withdraw from Courses
July	31	Last Day of Classes

6.I. AY23 IECC Fact Book – Chancellor Gower recommended approval of the AY23 IECC Fact Book as presented by Mr. Brandon Weger.

6.J. Affiliation Agreements – Chancellor Gower recommended approval of affiliation agreements with Clay County Hospital and Medical Clinics; Fairfield Memorial Hospital; Joyner Therapy Services; R&T Physical Therapy LLC; Wabash General Hospital; and Health Pro Heritage, LLC. 7

7. Action on Items Removed from Consent Agenda - None

8. Policy First Reading (and Possible Approval)

Motion to waive the second reading and approve Policy 200.8 Campus Closures and Interruptions as presented. The policy ensures clarity in decision-making responsibilities, establishing communication channels, and setting clear expectations for students and employees. This motion, made by Barbara Shimer and seconded by Guadalupe Amicone, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

9. Policy Second Reading - None

10. Staff Recommendations for Approval

10.A. Calendar Year Report 403(b) Plan

Motion to accept the Calendar Year 2023 Report for the IECC 403(b) Plan as presented. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

10.B. Lease Agreement with Wabash Telephone Cooperative

AGREEMENT

THIS AGREEMENT (“*Agreement*”) is made and entered into this ___ day of March 2024 (the “*Effective Date*”), by and between Illinois Eastern Community College / Lincoln Trail College (“*Lessor*”), and Wabash Telephone Cooperative, Inc. (“*Lessee*”). Lessor and Lessee are collectively referred to herein as the “*Parties*” and individually as a “*Party*”.

RECITALS:

WHEREAS, Lessor is the owner of certain real property located at 11220 State Highway 1, Robinson, Illinois (the “*Property*”);

WHEREAS, Lessee desires to lease from Lessor the Leased Space (defined below) on the Property;

WHEREAS, Lessor desires to lease to Lessee the Leased Space; and

WHEREAS, the parties hereto desire to set forth herein the terms and conditions of their agreements and understandings.

NOW THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

A. **Ground Space.** Lessor hereby leases to Lessee approximately 450 square feet of space in the north east corner of parcel 05-1-25-000-007-000, off E 1150th Ave., located on the Property. (See Exhibit A) Lessee may construct, install, operate, modify, replace, make additions to, and repair and maintain a 6’x 9’ Concrete hut, two buried fiber optic cables not smaller than 96 count along with privacy and security fencing, and access road, including any required culvert off of E 1150th Ave, (collectively, the “*Colocation Facilities*”) within the Equipment Space. All costs, expenses and labor related to the Colocation Facilities are the responsibility of Lessee. Lessor shall have no responsibility for the Colocation Facilities.

B. **Connection Space.** Lessee shall have non-exclusive rights of way on, over, across and under the Property or otherwise permitted by Lessor, to construct, install, operate, modify, replace make additions to, and repair and maintain wire, fiber, cables and conduit (the “*Connection*”

Facilities”) to connect the Facilities, to connect the Facilities to power sources, and to connect the Facilities to Lessor’s communications system located in the public right of way (the “*Connection Space*”).

1. Permits. Lessee shall, at its sole cost and expense, obtain and maintain all necessary licenses, permits, and approvals for the installation, operation and use of the Facilities.

2. Maintenance and Repair. Lessee shall be responsible for proper maintenance of the Facilities in good condition and repair, and in compliance with all present and future laws, rules and regulations enforceable by the Federal Communications Commission (“*FCC*”), the Federal Aviation Administration (“*FAA*”), and other federal, state and local governmental authorities and agencies (“*Applicable Laws*”), at its sole cost and expense.

3. Title to Facilities. Lessee will maintain ownership of all Facilities and is responsible for all insurance, risk of casualty losses, and associated liability of ownership. Lessor acknowledges and agrees that Lessor waives and has no lien rights in the Facilities.

4. Removal of Facilities. Lessee may remove the Facilities from the Property at any time, whether all or any part of the same are deemed real or personal property. Within one hundred and twenty (120) days of the date of termination of this Agreement, Lessee shall remove all of its Facilities from the Property (except footings below three (3) feet), at Lessee’s sole cost and expense, and surrender the Leased Space completely and in good condition, reasonable wear excepted.

C. **Easement.** Lessor hereby grants to Lessee, its Affiliates, and its and their assignees, and each of their employees, contractors, and agents a non-exclusive easement of ingress and egress to traverse the Property, by foot and motor vehicle, to accomplish the purposes as set forth in this Agreement, which includes, but is not limited to, the right at Lessee’s sole expense (a) to place Facilities on, over, across and under the Property; (b) to trim, cut and clear vegetation, trees, and undergrowth, and move earthen materials upon the Property; and (c) to enter and temporarily rest upon the Property, for the purposes set forth in this Agreement, including the right to bring in and use all necessary tools and machinery. The easement rights herein granted shall terminate upon termination or expiration of this Lease.

D. **Access.** Lessee, its Affiliates, and its and their assignees, and each of their employees, contractors, and agents shall be entitled to unrestricted seven (7) days a week, twenty-four (24) hours a day access to the Leased Space and the Upgraded Power Supply pursuant to the maps and procedures set forth in *Exhibit A*.

E. **Term: Termination.** This Agreement shall commence on March 20, 2024 (the “*Commencement Date*”), and shall continue thereafter for an initial term of ten (10) years, with the first expiration date being June 30, 2034 (the “*Initial Term*”). This Agreement shall automatically renew for three (3) five (5) year terms (each a “*Renewal Term*”), unless Lessee provides notice to Lessor of its election to terminate this Agreement not less than one hundred and twenty (120) days prior to the conclusion of the then-current Term. The Initial Term and the Renewal Terms are collectively and individually referred to herein as the “*Term*”. Notwithstanding the preceding and in addition to any other right of termination provided in this Agreement, Lessee may, at its option, terminate this Agreement upon one hundred and twenty (120) days’ notice to Lessor. Lessee shall repair all damage caused in connection with removal and shall restore the areas affected by the Equipment to the condition and appearance in which they were found

prior to installation of the Equipment, reasonable wear and tear and damage by casualty excepted.

F. **Renumeration:** Lessee agrees that in lieu of monthly rental payments, they will provide an independent fiber data connection through Lessee's terminal for Lincoln Trail College. Data connection shall not be less than 1 gig or 1,000 meg download and 1 gig or 1,000 meg upload speed. The data connection shall be made available for use in academic instruction and general administrative needs of the college. All costs of installation and maintenance, including any relocation necessary, of the connection shall be the responsibility of the Lessee.

G. **Taxes.** Lessee shall be solely responsible for payment of all sales or use taxes and assessments, and any other taxes hereinafter becoming due on account of or arising out of Lessee's use of the Equipment Space and Ground Space, upon whichever Party they may be levied ("**Taxes**"); provided, however, each Party shall be responsible for their own personal property, real property and income taxes. In lieu of paying such Taxes, Lessee may provide Lessor with a tax exemption certificate acceptable to the taxing authority.

H. **Indemnification.**

1. Each Party (the "**Indemnifying Party**") will indemnify, defend and hold harmless the other party, its affiliates and any of its or their shareholders, members, owners, officers, directors, employees, and contractors ("**Indemnified Parties**") from and against any claims, actions, lawsuits, losses, liabilities, damages, costs, and expenses (including reasonable attorneys' fees) arising from or in connection with the damage, loss (including theft) or destruction of any real property or tangible personal property or bodily injury (including death) to the extent caused directly and proximately by the negligence or willful misconduct of the Indemnifying Party, its employees, contractors, representatives, or agents.

2. The Indemnified Parties will (a) notify the Indemnifying Party promptly in writing of any claim or commencement of any action by third parties for which the Indemnified Parties alleges that the Indemnifying Party is responsible under this Section ("**Claim**"); and (b) tender the defense of such Claim to the Indemnifying Party. The Indemnified Parties also will cooperate in a reasonable manner with the defense or settlement of such Claim. The Indemnifying Party shall keep the Indemnified Parties reasonably and timely apprised of the status of the Claim. The Indemnified Parties shall have the right to retain their own counsel, at their expense.

3. The Indemnifying Party will not be liable under this Section for settlements or compromises by the Indemnified Parties of any Claim unless the Indemnifying Party has approved the settlement or compromise in advance or unless the defense of the Claim has been tendered to the Indemnifying party in writing and the Indemnifying Party has failed to promptly undertake the defense. In no event shall the Indemnifying Party settle a Claim or consent to judgment with regard to the same without the prior written consent of the Indemnified Parties which consent shall not be unreasonably withheld, conditioned or delayed; provided that if the Indemnified Parties refuse such settlement or judgment, the Indemnified Parties shall, at their own cost and expense, take over the defense against the Claim and the Indemnifying Party shall not be responsible for, nor shall it be obligated to indemnify or hold harmless the Indemnified Parties against the Claim for any amounts in excess of such refused settlement or judgment.

I. **LIMITATION OF LIABILITY.** NO PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL OR

PUNITIVE DAMAGES INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS, LOSS OF OPPORTUNITY, BUSINESS INTERRUPTION, AND/OR ANY OTHER ECONOMIC LOSS IN CONNECTION WITH OR ARISING FROM ANY ACTS OR OMISSIONS HEREUNDER, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

J. **WARRANTY DISCLAIMER.** THE EQUIPMENT SPACE AND GROUND SPACE ARE PROVIDED ON AN “AS IS” BASIS. EXCEPT AS SPECIFICALLY PROVIDED HEREIN, LESSOR MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIMS ANY WARRANTY, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, OR ANY WARRANTY ARISING BY USAGE OR TRADE, COURSE OF DEALING, OR COURSE OF PERFORMANCE.

K. **Default.** In the event either Party fails to perform a material obligation of this Agreement, the performing Party will give the non-performing Party written notice, and the non-performing Party shall have fifteen (15) days from the giving of written notice to cure a default that may be cured by the payment of money and thirty (30) days to cure any other default. In the event the non-performing Party fails to cure the default (an “*Uncured Event of Default*”), then the other Party may upon written notice terminate this Agreement.

L. **Compliance with Applicable Law.** This Agreement and the Parties actions under this Agreement shall comply with all applicable federal, State, and local laws, ordinances, rules, regulations, court orders, and governmental agency orders.

M. **Insurance.** Lessee shall maintain in full force and effect during the Term of this Agreement the following policies of insurance shall name Lessor as an “additional insured”:

1. Worker’s Compensation Insurance with statutory limits in accordance with all applicable state, federal and maritime laws, and Employers’ Liability Insurance with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per accident/occurrence, or in accordance with all applicable state, federal and maritime laws.
2. Commercial General Liability Insurance (Bodily Injury and Property Damage), the limits of liability of which shall not be less than One Million Dollars (\$1,000,000.00) per occurrence.
3. An umbrella policy of not less than Two Million Dollars (\$2,000,000.00).
4. Lessee shall, as reasonably requested by Lessor, provide proof of the insurance specified above, reasonably acceptable to Lessor, reflecting all such coverages.

N. **Notice.** Any notice to a Party required or permitted under this Agreement shall be in writing and shall be: (a) delivered personally; (b) delivered by express overnight delivery service; or (c) mailed, via certified mail or first class U.S. Postal Service, with postage prepaid, and a return receipt required. Notices will be deemed given on the date of receipt if delivered pursuant to method (a), the next business day after mailing if sent pursuant to method (b), and

upon receipt or refusal of receipt if sent pursuant to method (c). Notices will be addressed to the Parties as follows, or to such other address designated by notice to the other Party:

Lessor:

Wabash Telephone Cooperative, Inc.
Attn: Justin Gephart
14415 Highway 45
Louisville, IL 62858

Lessee:

Illinois Eastern Community College /
Lincoln Trail College
Attn: Ryan Gower
233 E. Chestnut
Street Olney, IL
62450

O. **Assignment.** Notwithstanding anything to the contrary contained in this Agreement, Lessee shall not have the right to assign all or any part of its interest in this Agreement to any other person or entity, without the express prior written consent of Lessor; *provided, however*, upon prior written notice to Lessor, Lessee shall be permitted to assign its rights and obligations under this Agreement to a person or entity acquiring all or substantially all of its assets or equity, whether by sale, merger, consolidation or otherwise, or to any person or entity which is directly or indirectly (through one or more subsidiaries) Controlled by, Controlling or under common Control with Licensee (an “*Affiliate*”). “*Control*” means: (i) holding fifty percent (50%) or more ownership or beneficial interest of income and capital of such entity; or (ii) ownership of at least fifty percent (50%) of the voting power or voting equity of such entity; or (iii) having sole or shared management of a general partner or member of such entity; or (iv) regardless of the percentage ownership interest held, having the ability to appoint a majority of the board of directors, managers or other governing body of such entity or otherwise direct management policies of such entity by contract or otherwise.

P. **Quiet Enjoyment.** Lessor represents and warrants to Lessee that (i) Lessor has full right, power and authority to execute this Agreement; (ii) Lessor has good and unencumbered title to the Property free and clear of any liens or mortgages, except those disclosed to Lessee and which will not interfere with Lessee’s rights to or use of the Property; (iii) Lessee shall have quiet enjoyment of the Property throughout the Term of this Agreement; (iv) Lessor will not intentionally disturb Lessee’s occupation of the Property as long as Lessee is not in default under this Agreement; and (v) execution and performance of this Agreement will not violate any laws, ordinances, covenants, or the provisions of any mortgage, lease, or other agreement binding on Lessor.

Q. **Miscellaneous.**

1. **Authority.** Each Party represents and warrants to the other Party that: (a) it has the right, power and authority to enter into and perform its obligations under this Agreement; and (b) the person executing this Agreement on its behalf has been duly authorized to bind said Party hereto.

2. **Independent Contractors.** The Parties are independent contractors. Nothing contained in this Agreement shall be construed to create a partnership between the Parties, or an employee relationship, or to authorize either Party to act as an agent for the other Party. Neither Party has the authority to make any agreement or incur any liability on behalf of the other Party, nor is either Party liable for any acts, omissions to

act, contracts, commitments, promises, or representations made by the other Party.

3. **Binding Effect.** The terms, conditions and agreements made and entered into by the Parties hereto are declared and agreed to be binding upon and inure to the benefit of the Parties' respective successors and/or permitted assigns.

4. **Third Party Beneficiaries.** This Agreement shall not provide any person that is not a party to this Agreement with any remedy, claim, liability, reimbursement, cause of action, or other right in excess of those existing without reference to this Agreement.

5. **Joint Work Product.** This Agreement is the joint work product of the Parties and has been negotiated by the Parties and will be fairly interpreted in accordance with its terms and, in the event of any ambiguities, no inferences will be drawn against either Party.

6. **Headings.** The titles to sections of this Agreement are not part of the same and shall have no effect upon the construction or interpretation of any part thereof.

7. **Non-Waiver.** The failure of either Party to insist on strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights under this Agreement will not waive such rights and such Party will be permitted to enforce such rights at any time and take such actions as may be lawful and authorized under this Agreement, whether at law or in equity. No express waiver by any Party shall be construed as waiving any breach hereunder or the performance of any of the terms or conditions not specified in the express waiver, and then only for the time and to the extent stated therein. One or more waivers of any covenants, term, or condition shall not be construed as a waiver of a subsequent breach of the same covenant, term, or condition.

8. **Survival.** The Parties' obligations under this Agreement that by their nature are intended to continue beyond the termination of this Agreement (e.g., **Section H**, Indemnification; **Section I**) will survive the termination of this Agreement.

9. **Severability.** If any provision of this Agreement is held by a court or regulatory agency of competent jurisdiction to be unenforceable, the remainder of the Agreement will remain in full force and effect and will not be affected unless removal of that provision results in a material change to this Agreement. If a material change occurs as a result of action by a court or regulatory agency, the Parties will negotiate in good faith for replacement language. If replacement language cannot be agreed upon within a reasonable time period, either Party may terminate this Agreement without penalty or liability for such termination upon written notice to the other Party.

10. **Governing Law; Venue; Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois, without giving effect to conflict of law provisions.

11. **Entire Agreement; Amendments.** This Agreement contains all agreements, promises, warranties, representations and understandings between the Parties regarding the subject matter hereof, and supersede all prior oral or written agreements, promises, warranties, representations or understandings between the Parties and shall constitute the entire agreement between the Parties regarding the subject matter thereof. Any addition, variation, modification or amendment to this Agreement will be null, void and ineffective unless made in a writing signed by both Parties.

12. **Costs of Enforcement.** If either Party brings an action to enforce this Agreement, the prevailing Party in any such action shall be entitled to recover reasonable actual attorneys' fees, costs and expenses from the other Party.

13. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Facsimile or electronic signatures are acceptable and shall be given the same effect as the original.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

LESSOR:

LESSEE:

WABASH TELEPHONE COOPERATIVE, INC.

**ILLINOIS EASTERN COMMUNITY
COLLEGE / LINCOLN TRAIL COLLEGE**

Motion to approve a lease agreement with Wabash Telephone Cooperative for the Lincoln Trail College Campus commencing March 20, 2024, with an initial term expiring June 30, 2024. This motion, made by Jan Ridgely and seconded by Barbara Shimer, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

10.C. Audit Selection

Motion to approve the three-year proposal received from Martin Hood, PLLC for the upcoming June 30, 2024 audit as presented. The proposed fee for the annual audits is: 2024 - \$74,900; 2025 - \$78,900; 2026 - \$81,900. This motion, made by Roger Browning and seconded by Barbara Shimer, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

11. Bid Committee Report

Motion to accept the following bids: A) Kay Bee Electric for a total of \$1,472,990 for the solar array project at OCC. B) WorldStrides Travel for a total of \$104,400 for the TRIO Upward Bound Education Trip 2024. The District did not receive any bids for the Copper Wire Cable

project, therefore, no recommendation of award is presented at this time. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

12. District Finance

Motion to approve payment of district financial obligations for March 2024 in the total amount of \$1,313,314.47. This motion, made by Guadalupe Amicone and seconded by Jan Ridgely, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

13. Executive Session

Motion to enter Executive Session at 7:51 p.m. under Open Meetings Act exceptions 2(c)(1) Employment/Appointment Matters; 2(c)(2) Collective Negotiating Matters; and 2(c)(7) Setting the Price for Sale or Lease of Property. This motion, made by Brenda Culver and seconded by Barbara Shimer, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

Motion to exit Executive Session at 8:40 p.m. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

14. Approval of Executive Session Minutes - None

15. Approval of Personnel Report

400.1 Employment of Personnel

A. Professional, Non-Faculty, Non-Exempt

1. Abbygail Gangloff, College Admission Representative, LTC effective April 22, 2024

400.2 Change in Status

A. Classified, Non-Exempt

1. Heather Watts, Office Assistant to Administrative Assistant to the Dean, LTC effective March 25, 2024
2. Jackie Shamhart, Administrative Assistant to the Dean & President to Administrative Assistant to the President effective March 25, 2024

400.3 Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Joe Brown	KTDA Trucking Mt. Erie, IL JB Express Transportation Cisne, IL	40

400.4 Resignation Ratification

A. Alexis McGrail, TRIO Upward Bound Counselor effective March 29, 2024

400.5 Retirement Ratification

A. Linda Horn, Allied Health Advisor, OCC effective July 1, 2024

Motion to approve the foregoing Personnel Report as presented. This motion, made by Barbara Shimer and seconded by Guadalupe Amicone, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

16. Collective Bargaining - None

17. Litigation - None

18. Other Items – Chairman Carter reminded the Board to complete and submit Statements of Economic Interest Forms. The Board discussed the bid received for the Technology Center at LTC.

19. Adjournment

Motion to adjourn at 9:38 p.m. This motion, made by Jan Ridgely and seconded by Roger Browning, Carried.

Guadalupe Amicone (Student Trustee): Yea, 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

Approved: Chairman: _____

Secretary: _____

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: April 16, 2024
RE: Affiliation Agreements

An affiliation agreement is a formal contract between the educational institution and the facility or business where the student(s) will have the experience. It identifies the responsibilities and liabilities of the various parties covered by the contract. Students engaged in these placements are not paid and the experience is required for completion of the program.

IECC wishes to enter into a standard clinical affiliation agreement with the following organizations:

- Rehab for Life

IECC wishes to enter into a negotiated clinical affiliation agreement with the following organization:

- ProgressiveHealth Rehabilitation, Inc.

I ask the Board's approval of this affiliation agreement.

RG/sc

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529
Frontier Community College | Lincoln Trail College | Olney Central College | Wabash Valley College
CLINICAL AFFILIATION AGREEMENT

THIS AGREEMENT is made and entered into as of the date of last signature by and between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its degree and certificate programs (hereinafter referred to as DISTRICT #529) and _____

_____ (hereinafter referred to as AGENCY): of _____
_____ (city) (state)
_____.

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and IECC Faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas of patient care which are appropriate for educational experiences for observation and participation by the students and IECC Faculty and/or staff of the DISTRICT #529, subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing Service or Department Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical laboratory experience and will be available to the students.

The specific assignment of learning experiences to specific students will be made and arranged by the IECC Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Department Supervisor, or Coordinator on behalf of the AGENCY. IECC Faculty assumes full responsibility and supervision of the students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the IECC Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of patient care and safeguard of patients assigned to students. The AGENCY professional personnel will retain full and final decisions for patient care assigned to students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529 and will comply with the policies of the health AGENCY.

IECC Faculty and students assigned to or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

This agreement forbids discrimination against any student on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The IECC Faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new IECC Faculty member of DISTRICT #529 participating in the program will arrange with the appropriate department director or supervisor, on behalf of the AGENCY, for an orientation prior to the assignment of the new IECC Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the department director, supervisor, or Director of Nursing Service on behalf of the AGENCY, and by the IECC Faculty, Department Head, and/or Associate Dean, on behalf of DISTRICT #529.

9. The students and IECC Faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program.

11. IECC Faculty and students shall be covered by occurrence type professional liability insurance in the amount of one million (\$1,000,000) per occurrence and five million (\$5,000,000) annual aggregate prior to any assignment for practice at the AGENCY.

12. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of IECC Faculty and students.

13. This agreement will remain in effect until July 1, 2026 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the _____ day of _____, _____.

ILLINOIS EASTERN COMMUNITY
COLLEGES DISTRICT #529

Signature: _____

Chair, IECC Board of Trustees

Name: _____

Date: _____

Title: _____

Date: _____

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon requests.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529
Frontier Community College | Lincoln Trail College | Olney Central College | Wabash Valley College
CLINICAL AFFILIATION AGREEMENT

THIS AGREEMENT is made and entered into as of the date of last signature by and between ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its **Physical Therapist Assistant** degree program hereinafter referred to as DISTRICT #529) and ProgressiveHealth Rehabilitation, Inc. and its affiliated Companies (hereinafter referred to as AGENCY) of: Evansville, IN (city) (state).

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and IECC Faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas of patient care which are appropriate for educational experiences for observation and participation by the students and IECC Faculty and/or staff of the DISTRICT #529, subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the designated employee(s) on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing Service or Department Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical laboratory experience and will be available to the students.

The specific assignment of learning experiences to specific students will be made and arranged by the IECC Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Department Supervisor, or Coordinator on behalf of the AGENCY. IECC Faculty assumes full responsibility and supervision of the students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the IECC Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of patient care and safeguard of patients assigned to students. The AGENCY professional personnel will retain full and final decisions for patient care assigned to students.

~~5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529 and will comply with the policies of the health AGENCY.~~

5. IECC Faculty and students assigned to or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

DISTRICT #529 will inform DISTRICT #529 students that prior to the commencement of a clinical education experience that the AGENCY requires DISTRICT #529 students to complete all onboarding requirements for the AGENCY, including but not limited to, completing and passing a drug screen and background check, and to become thoroughly familiar with all applicable personnel, policies, procedures, standards, facilities, confidentiality requirements, and code of ethics applicable to AGENCY and abide by the same.

This agreement forbids discrimination against any student on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

~~Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.~~

DISTRICT #529 will inform DISTRICT #529 students that prior to the commencement of a clinical education experience at the AGENCY, each DISTRICT #529 student shall be responsible for completing and providing to the AGENCY documented evidence of compliance which may include the following requirements:

a. Certificate of health within the past twenty-four months, from a physician stating that Student is in good health, free of communicable diseases, and capable of performing assigned duties;

b. Documentation of one negative PPD skin test within the past twelve months or documentation of a negative chest x-ray within the past ninety (90) days for participants who test positive or are known to have a positive PPD skin test. Participants with documentation of a previously positive reaction to PPD skin test, completion of adequate preventative therapy or completion of adequate therapy for active disease will be exempt from PPD screening unless signs/symptoms suggestive of tuberculosis develop.

c. Documentation of rubella immunity either by serologic titer or documentation of one rubella vaccine given on or after age twelve (12) months of age.

d. Documentation of rubeola immunity either by serologic titer or documentation of physician- diagnosed rubeola with the date or documentation of two live

rubeola vaccinations with the first dose given on or after twelve (12) months of age, if born in 1957 or after.

e. Reliable history of chickenpox or documentation of two (2) live chicken pox vaccinations (Varivax).

f. Documentation, including dates, of hepatitis B series vaccination or a signed declination.

These requirements may vary by facility, assignment, and location.

6. The IECC Faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new IECC Faculty member of DISTRICT #529 participating in the program will arrange with the appropriate department director or supervisor, on behalf of the AGENCY, for an orientation prior to the assignment of the new IECC Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the department director, supervisor, or Director of Nursing Service on behalf of the AGENCY, and by the IECC Faculty, Department Head, and/or Associate Dean, on behalf of DISTRICT #529.

9. The students and IECC Faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other

party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program.

11. IECC Faculty and students shall be covered by occurrence type professional liability insurance in the amount of one million (\$1,000,000) per occurrence and five million (\$5,000,000) annual aggregate prior to any assignment for practice at the AGENCY.

12. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of IECC Faculty and students.

13. This agreement will remain in effect until July 1, 2026, at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the _____ day of _____, _____.

ILLINOIS EASTERN COMMUNITY
COLLEGES DISTRICT #529

Signature: _____

Chair, IECC Board of Trustees

Name: _____

Date: _____

Title: _____

Date: _____

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon requests.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: April 16, 2024
RE: Student Attendance Policy 500.41

This new policy formalizes IECC's current practice related to student attendance. This policy establishes a clear framework for both students and faculty which will assist in preventing confusion or ambiguity about expectations regarding attendance and valid absences.

The proposed policy has been approved by SEPC. I would ask the Board to waive the second reading and approve Policy 500.41 as presented.

RG/lb

Attachment

STUDENT - 500

Student Attendance Policy (500.41)

Date Adopted: TBD (Pending Board Approval)

Illinois Eastern Community Colleges recognize the correlation between class attendance and student success. Regular class attendance is the responsibility of the student and is considered necessary to receive maximum benefit from college enrollment.

Instructors may establish specific attendance policies which must be communicated via the course syllabus or other written method. However, faculty attendance policies will not supplant IECC policy, procedure, or administrative guidelines related to attendance/absences.

The absent student or the student who is anticipating an absence is responsible for consulting his/her instructor(s) in order to ascertain the acceptability of the absence and the possibility of completing missed coursework. With consideration given to IECC policies, procedures, or administrative guidelines and consistent application of their own documented attendance policies, it is up to the discretion of the instructor whether to allow a student to make up any missed assignments, exams, or projects.

Related Policies

Student Military Policy (500.21)

Student Religious Observances Policy (500.34)

Campus Closures and Interruptions (200.8)

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: April 16, 2024

RE: Auxiliary Enterprises Fund Policy 300.3

During our April SEPC meeting, the administration discussed our Student Activity Fee Allocations which typically come to the Board of Trustees in April. The Board is accustomed to reviewing and approving allocations recommended by the College Presidents. An example of what typically comes before the Board is included below.

With the Student Affairs Division now taking form, administrators recognized the importance of allowing the Student Affairs leadership team – as opposed to College Presidents – to make determination about the best use of these dollars for student activities across the District. A corresponding procedure is in development.

As a part of this discussion, we reviewed Policies and Procedures that may need to be adjusted to reflect this change in practice. As a part of this review, we recognized that modest changes to Policy 300.3 (Auxiliary Enterprise Fund) were advisable.

The proposed changes to this policy have been reviewed and approved by SEPC. I would ask the Board to waive the second reading and approve Policy 300.3 as presented.

RG

Attachment

	FCC			LTC			OCC			WVC		
	22-23	23-24	24-25	22-23	23-24	24-25	22-23	23-24	24-25	22-23	23-24	24-25
Alumni Association	-	-			-			-			-	

Athletics	70 %	70 %		40 %	40 %		39 %	40 %		30 %	30 %	
Cheerleaders	-	-		-	-		-	-		5%	5%	
College Union	-	-		-	-		-	-		20 %	20 %	
Student Testing	-	-		-	-		-	-		-	-	
Intramurals	-	-		-	-		-	-		-	20 %	
Parking Maintenance	-	-		25 %	25 %		-	-		-	-	
Publications	-	-		-	-		-	-		-	-	
Soc Cul Act Team	-	-		-	-		3%	10 %		-	-	
Special Events	-	-		-	-		-	-		3%	10 %	
Student Senate	5%	5%		15 %	15 %		10 %	15 %		12 %	-	
Special Projects	-	-		20 %	20 %		9%	15 %		16 %	-	
Natatorium	-	-		-	-		-	-		-	-	
Student Handbook	-	-		-	-		-	-		-	-	
Model United Nation	-	-		-	-		-	-		-	-	
Child Care	-	-		-	-		20 %	-		-	-	
Food Services	-	-		-	-		19 %	20 %		14 %	15 %	
Sports Facility	25 %	25 %		-	-		-	-		-	-	
	100 %	100 %	0%	100 %	100 %	0%	100 %	100 %	0%	100 %	100 %	0%

BUSINESS - 300

Auxiliary Enterprises Fund (300.3)

Date Adopted: December 19, 1989

Revised: December 12, 2023

Revised: TBD (Pending Board Approval)

The Auxiliary Enterprises Fund exists to furnish a service to students and staff that is directly related to the cost of the service and for which a fee is to be charged. Intercollegiate athletics, funds of student clubs, and purchases for resale are also included in this fund.

Recognized campus organizations shall deposit their funds with the college business office.

Allocation for the student activity fee funds is approved determined on an annual basis by the Board of Trustees, after recommendation from the Chancellor ~~each college President~~.

Procedures for operation of the Auxiliary Enterprises Fund shall be outlined in a procedure manual.

MEMORANDUM

To: IECC Board of Trustees
From: Ryan Gower; Chancellor
RE: Sale of real or personal property
Date: April 16, 2024

The Board of Trustees had previously authorized administration to prepare 2 parcels of land for sale in Richland County. Since that time, IECC has completed a survey of the property on Route 130 as well as language for a deed restriction for future use of that property. The property has been listed for sale with a local broker, advertised its availability on the MLS, and we have received interest from several parties.

At the time this memo is being authored, we have received an incomplete offer to purchase the property. It is my intention to continue to work with our Broker and the buyer to bring a completed offer to the Board for consideration by the time of our April 16 meeting. This terms of the offer will either be shared in writing or orally with the Board of Trustees.

If, after a review of the offer, the Board finds it acceptable I would ask the Board to authorize administration to conclude the sale of the property.

RG

BID COMMITTEE REPORT

April 16, 2024

Frontier Community College

1. Rotary Plaza Pavilion
2. Forklift
3. New Chevrolet Bolt

Olney Central College

1. Theatre Storage Building

Lincoln Trail College

1. Copper Wire Cable

TO: Board of Trustees

FROM: Bid Committee

DATE: April 16, 2024

RE: Frontier Community College Rotary Plaza Pavilion

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 Walters Buildings for a total of \$79,750.

Rotary Plaza Pavilion		
Company	Base Bid	Addendum #1
Morton Buildings, Inc. Morton, IL	\$166,100	✓
Walters Buildings Fairfield, IL	\$79,750	✓

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Sonja Wease

Department: Frontier Community College.

Source of Funds: Frontier Community College Beautification Funds.

Rationale for Purchase: The lowest responsible bidder in conformity with 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 Rotary Plaza Pavilion 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, April 4, 2024, 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.

SITE VISIT

The project site is located at Frontier Community College, 2 Frontier Drive, Fairfield, IL 62837, Rotary Plaza just north of the Frontier Adult Education Building.

Performing a 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 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. Please include FRONTIER COMMUNITY COLLEGE ROTARY PLAZA PAVILION in the subject line of any inquiry. The deadline for questions is 10:00 a.m., Monday, April 1, 2024.

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 to remove the existing plaza in its entirety as described and to install a new 24' x 30' x 10' Pavilion with a 4:12 roof and the associated site, concrete, masonry, and electrical work on the campus of Frontier Community College as scheduled within this document. The proposal shall include all required engineering/design/professional stamped documents as noted within this request for proposal.

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, scope narrative, existing pictures, specifications, and drawings associated with the scope of this project.

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 April 17, 2024.

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, LABOR, AND ENGINEERING/STAMPED DRAWINGS AS REQUIRED IN REQUEST FOR PROPOSAL)

ESTIMATED TIME TO COMPLETE IN DAYSESTIMATED START DATE IF AWARDED ON OR ABOUT APRIL 17, 2024 _____

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
Rotary Plaza Pavilion**

Campus Building Location



**Illinois Eastern Community Colleges
Frontier Community College
Rotary Plaza Pavilion**

Scope Narrative

1. **Demolition Work:** Remove existing plaza in its entirety and remove associated debris from the site. This shall include, but is not necessarily limited to, existing concrete slab, tree at southeast edge of the existing plaza, brick monument, and in-slab and ground mounted exterior light fixtures and associated electrical circuits. Remove the existing concrete sidewalk abutting the west side of the existing plaza in its entirety. Owner has removed existing plantings shown in pictures included in this document. Owner will remove and salvage schoolhouse bell, plaques, and brick pavers for contractor's use and reinstallation in new scope as scheduled.
2. **Execution of Work:** The contractor shall coordinate the performance of all work 10 working days in advance of any construction activities beginning onsite. The contractor shall be responsible for the protection of adjacent structures, sidewalks, and areas not scheduled to receive work. The contractor will be responsible for providing and furnishing all equipment needed to perform the work of the project. The area and roadways immediately around the project site are currently utilized and will continue with normal operations throughout the work associated with this project. The contractor shall provide signage, barricades, fencing, etc. necessary for clear pedestrian and vehicular traffic control to maintain a safe area at the site and associated construction activities.
3. **Disposal of Materials:** The contractor shall be responsible for disposal of all materials and removal from the property.
4. **Clean-up:** The contractor shall keep the 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.
5. **Standard of Workmanship:** The contractor shall perform all work in accordance with applicable codes and manufacturers' recommendations. Contractor is responsible for any and all permits required. Contact City of Fairfield for local license and permit requirements. Workmanship shall be of the highest grade throughout this project. The contractor shall take precautions to protect property from damage. Any damage, due to the contractor's operations and failure to adequately protect adjacent structures, sidewalks, and areas or items not scheduled to receive work, shall be corrected to their original condition by the contractor at no cost to IECC.
6. **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.
7. **Point of Contact:** Nicholas Knapp, Illinois Eastern Community Colleges, Construction Project Manager.
8. **Measurements:** It shall be the responsibility of the contractor to field verify measurements and necessary material quantities prior to bid of this project.
9. **Product Substitutions:** See 2.05 of specifications included in this request for proposal.

Rotary Plaza – Location of existing plaza to be demolished and site of new pavilion structure.





PRE-ENGINEERED WOOD STRUCTURE AND RELATED SCOPE

PART 1 GENERAL

1.01 DESCRIPTION

- A. Provide a pre-engineered 24' x 30' x 10' pavilion and associated scope as noted throughout this request for proposal.

1.02 WORK INCLUDES

- A. The work shall include the following items.
 - 1. Pre-Engineered factory and field fabricated Wood Structure.
 - 2. Pre-finished metal roofing and siding panels.
 - 3. Pre-finished metal trim items.
 - 4. Pre-finished ridge vent.
 - 5. Pre-finished gutters and downspouts.
 - 6. Other components as required for complete systems and/or listed here in.
 - 7. Concrete slab/sidewalks on grade.
 - 8. Masonry paver installation.
 - 9. Site work/excavation.

1.03 REFERENCE STANDARDS

- A. Preservative Treated Lumber
 - 1. American Wood Preservers Bureau (AWPB)
 - a. Treated tern to comply with AWPB-FDN standard (minimum).
 - b. Treated items shall bear the quality mark of an independent testing agency or service certified by the AWPB to inspect preservative- treated wood.
 - 2. Federal Specification TT-W-571-J.
- B. Framing Lumber
 - 1. Lumber Grading Rules and Wood Species:
 - a. National Design Specification for Wood Construction, current edition.
 - b. Northeastern Lumber Manufacturer's Association, Inc. (NELMA)
 - c. Southern Pine Inspection Bureau (SPIB): Southern Pine.
 - d. West Coast Lumber Inspection Bureau (WCLIB): Douglas Fir.
 - e. Western Wood Products Association (WWPA): Douglas Fir and Ponderosa Pine.
- C. Wood Trusses
 - 1. All lumber used in the design of wood trusses must be kiln dried and graded in accordance with the current grading rules, Design stresses allowed are those listed in the current editions of the respective Lumber Association's grading rules.
 - 2. The design of wood members must be in accordance with the formulas published in the current edition of the National Design Specification for Wood Construction.
 - 3. Light metal toothed connector plates and joint design must conform to specifications as set out in the current edition of TRUSS PLATE INSTITUTE'S Design Specification for Metal Plate Connected Wood Trusses (TPI).
 - a. Connector plates shall be fabricated from ASTM 446, Grade A, No. 18 and No. 20 gauge steel sheets galvanized with a G90 coating.

4. Truss members and joints must be designed in accordance with the current edition of TPI. All truss designs must be accompanied by complete and accurate shop drawings and contain the following information:
 - a. Slope or depth, span and spacing of the truss.
 - b. Heel bearing height.
 - c. Design loading to include:
 - 1) Top chord live load.
 - 2) Top chord dead load.
 - 3) Bottom chord dead load.
 - 4) Concentrated loads and their location points.
 - d. Adjustments to lumber and plate design values for conditions of use.
 - e. Plate type, thickness of gauge and size.
 - f. Lumber size, species, and grade for each member.

1.04 SYSTEM DESCRIPTION

- A. Clear span: as indicated on drawings.
- B. Primary framing:
 1. Columns
 2. Trusses
 3. Wind bracing
- C. Secondary framing:
 1. Purlins.
 2. Ancillary blocking, furring and grounds as required.
- D. Roof Covering: Pre-finished ribbed (28G) metal panels.
- E. Wall Covering: Pre-finished ribbed, (28G) metal panels.

1.05 DESIGN REQUIREMENTS

- A. The design criteria for wind and seismic loads must be in accordance with IBC 2006 and ASCE 7-98. All components, including but not limited to post bases and anchorage design, shall be designed under the direct supervision of a registered structural engineer licensed in the State of Illinois.
- B. Roof design loads:
 1. Top Chord Live Load: 16 PSF
 2. Top Chord Dead Load: 5 PSF
 3. Bottom Chord Dead Load: 10 PSF
- C. Wind load: 115 MPH, Exposure "C": 16 PSF
- D. Roof and wall system shall be able to withstand the imposed loads with maximum allowable deflection of L/80.
- E. Support mechanical items and equipment from truss top chords, two trusses minimum. Support door tracks and operators from truss bottom chords, two trusses minimum, provide additional load design as required.
- F. Assembly shall permit movement of components without buckling, failure of joint seals, undue stress on fasteners or other detrimental effects.

- G. Size and fabricate wall and roof system to be free of distortion or defects that would be detrimental to appearance or performance.

1.06 SUBMITTALS

- A. Submit the following bearing the seal of a Structural Engineer registered in the State of Illinois.
 - 1. Complete and detailed shop and erection drawings showing size and location of each part and component, certifying that the building design meets specified roof and wind loading requirements.
 - 2. Truss Engineering analysis and design data include the following:
 - a. Axial forces and bending moments for each member.
 - b. Basic plate design value.
 - c. Design analysis of each joint showing that proper plates have been used.
 - 3. Manufacturer's standard color chart for owner to choose from.

1.07 PROJECT RECORD DOCUMENTS

- A. Accurately record actual locations of concealed utilities and mechanical systems.

1.08 QUALITY ASSURANCE

- A. Fabricate members in accordance with standard industry practices.

1.09 QUALIFICATIONS

- A. Contractor shall have a minimum twenty years documented experience in the manufacture and erection of this type of structure.
- B. Design structural components under the direct supervision of a Structural Engineer experienced in design of this work and licensed in the State of Illinois.
 - 1. Employ adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and methods needed for proper performance of the work.
 - 2. Contractor shall be responsible for all materials, whether furnished by himself or a subcontractor, and proper storage of the same.

1.10 REGULATORY REQUIREMENTS

- A. Contractor shall be responsible for compliance with all applicable building codes and/or ordinances covering the work.
- B. Cooperate with regulatory agency or authority to provide data as requested.

1.11 FIELD MEASUREMENTS

- A. Verify that field measurements are as on shop drawings.

1.12 DELIVERY, STORAGE AND HANDLING

- A. Deliver and store prefabricated components (trusses, columns, steel sheeting and other items) so that they will not be damaged or deformed.
- B. Stack materials on platforms, pallets, or other structures. Handle and store structural parts in a manner that will avoid deforming members or subjecting parts to excessive stresses.
 - 1. Store roofing and siding panels so that water will drain freely.
 - 2. Do not store panels in contact with other materials, which may cause staining or discoloration.

1.13 PROJECT CONDITIONS

- A. Coordination: Fit carpentry work to other work, scribe and cope as required for an accurate fit. Correlate location of furring, nailers, blocking, grounds, and similar supports to allow for attachment of other work.

1.14 CERTIFICATIONS

- A. The following certifications shall be required.
- B. Certification of sheet steel supplier stating:
 - 1. Minimum thickness of metallic coated steel in gauge
- C. Certification of column type
- D. Warranty:
 - 1. Sample copy of warranty to be issued at completion of project.
 - 2. Verification that warranty meets or exceeds the requirements stated in the technical specification.

1.15 WARRANTY

- A. The Building Manufacturer shall supply a warranty to the Owner, which shall provide that the Manufacturer will:
 - 1. For a period of 50 years to absorb replacement cost, including material and labor, if any preservative treated material in steel transfer plated column fails due to decay or insect attack.
- B. Panel Warranty.
 - 1. For the designated period on sidewall and roof panels: To repaint or replace free of charge any roofing or siding panels under conditions of normal weathering which fail to meet the following:
 - 2. Film Integrity: Film integrity is warranted for a period of 35 years. Permanent Paint will not crack, flake, chip, or peel for a period of 35 years.
 - 3. Chalk Rating: Will not chalk in excess of number 8 rating on vertical applications or number 7 rating on non-vertical applications for a period of 25 years as determined by the procedure outlined in ASTM D4214 Method A.
 - 4. Fade Rating: Will not fade in excess of more than 5 NBS Units on vertical applications or more than 6 NBS Units on non-vertical applications for a period of 25 years as determined by ASTM D2244.
 - 5. On non-vertical installations, Hi Rib will not exhibit accumulation of red rust caused by acid rain, for a period of 10 years beyond ½ inch from the panel sheared edges which is clearly visible in casual observation.
- C. For a period of One (1) year: Repair other building parts that prove to be defective in materials or workmanship.
- D. For a period of 7 years to repair free of charge any roof sheets in which leaks due to defects in material or workmanship, except those occurring where the building is connected to an adjoining structure.

PART 2 PRODUCTS

2.01 MATERIALS-FRAMING

- A. Columns:
 - 1. Factory fabricated from minimum 3 ply N9. 1 or better SYP.
 - 2. The area in contact with the ground shall be pressure treated with a wood preservative to a net retention of 0.8 pounds per cubic foot and kiln dried after treating to 19% maximum moisture content.
 - 3. The wood preservative shall be Chromated Copper Arsenate Type "C" (Oxide type) as listed in Federal specification TT-W-571J.
 - 4. The preservative shall penetrate 100% of the sapwood.
 - 5. Shall be mechanically connected, no glue or nails allowed in column.
 - 6. Only one-piece columns allowed.
 - 7. Columns located on end walls must run continuous from footing to the top chord of the roof truss.

- B. Wood Trusses:
 - 1. Lumber shall meet or exceed load for area.
 - 2. Trusses shall be constructed of surfaced lumber, smooth and free of all cracks, checks and blemishes.
 - 3. Plates: Connector plates shall be fabricated from ASTM 446, Grade A, No.18 and No. 20 gauge steel sheets galvanized with a G90 coating.
 - 4. Design and fabricate trusses and connections to withstand snow and wind loads and all dead loads.
 - 5. Fabricate trusses in plant, using mechanical or hydraulic fixtures as required to bring members into contact. Install plates in accordance with manufacturer's instructions.

- C. Wall Girts: 2x6 MSR 1650 or better no southern yellow pine.

- D. Purlins and truss ties: 2x4 MSR 1650 or better no southern yellow pine.

- E. Wind Bracing: 2 x 6 No. 2 or better SPF from end wall column to first truss back.

- F. Headers: Provide built-up headers as required for proper installation.

- G. Incidental framing: 2 x 4 and/or 2 x 6 No.2 or better SPF.

2.02 MATERIALS - PRE-FINISHED METALS

- A. Roofing Panels:
 - 1. Panel substrate shall be minimum 28-gauge Structural Steel Grade E - 92,000 PSI average (80,000 minimum) with G-90 Galvanized, zinc pretreatment, primer, and painted with XT-40 Super Durable Coating system.

- B. Siding Panels:
 - 1. Panel substrate shall be minimum 28-gauge Structural Steel Grade E - 92,000 PSI average (80,000 minimum) with G-90 Galvanized, zinc pretreatment, primer, and painted with XT-40 Super Durable Coating system.

- C. Metal Trim Items: Die-formed steel from the same quality material as the siding panel.

- D. Ridge Vent: Finish matching roof panels.

- E. Gutters and Downspouts:
 - 1. Provide 5" (style 'K') gutters on both sides of building.
 - 2. Interior paint finish shall be a nominal one-half mil polyester wash coat.
 - 3. Silicone sealant
 - 4. Provide 3" x 4" downspouts with appropriate elbows, conductor, and splash blocks at each downspout. Downspouts and system accessories shall be the same material and finish as gutters.

2.04 MATERIALS - OTHER

- A. Corner Bracing: Only 2 x 6 No. 2 or better southern yellow pine no steel strapping.
- B. Siding Fasteners: Shall be screws.

2.05 PRODUCT SUBSTITUTIONS

- A. Bidders may submit requests for substitutions in writing no later than seven (7) days prior to bid date. With each substitution request provide enough information for Owner to determine acceptability of proposed products. Requests without sufficient information will be rejected without review. Approved substitutions will be identified by addenda.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify site conditions.
- B. Verify that mechanical and electrical utilities are in correct positions.

3.02 ERECTION - GENERAL

- A. Erect framing in accordance with manufacturers established construction procedures.
- B. Make all components and building plumb, square, straight and true to lines.
- C. Provide adequate temporary bracing to assure structure remains plumb and square until permanent bracing is installed.
- D. Altering of structural members will not be permitted.

3.03 FRAMING

- A. Column:
 - 1. Install columns per specifications in per manufacturers recommendations. See plan for spacing.
- B. Wall Girts:
 - 1. Install 2x6 MSR 1650 nailers per specifications per manufacturers recommendations.
- C. Trusses:
 - 1. Set trusses in plane of main column member with cover block lifting methods as approved by the manufacturer.
 - 2. When properly positioned, install a minimum of (2) - 1/2" machine bolts and manufacturer recommended 20d ring shank nails through two of the upper column laminates and the truss heel.
 - 3. Brace trusses as recommended by manufacturer recommendation.
- D. Purlins: Install 2 x 4 purlins at 24" on center and attach to trusses with 60d ringed shank nails.

- E. Truss Ties:
 - 1. Install 2 x 4 truss ties at locations recommended by manufacturer.
 - 2. Truss ties shall run from end wall to end wall.
- F. Wind Bracing: Install 2 x 6 angled bracing at locations recommended by manufacturer.
- G. Incidental Framing: Install 2 x 4 or 2 x 6 blocking as required according to building manufacturers recommendations.

3.04 ERECTION - PRE-FINISHED METALS - GENERAL

- A. Install pre-finished metal parts in accordance with manufacturers' recommendations.
- B. Make all components plumb, square, straight, and true to lines.
- C. Exercise care when cutting pre-finished materials to ensure cuttings do not remain on finished surface.
- D. Install fasteners properly. Do not under or over drive.
- E. Install all components to assure freedom from rattles, noise due to thermal movement and wind whistles.

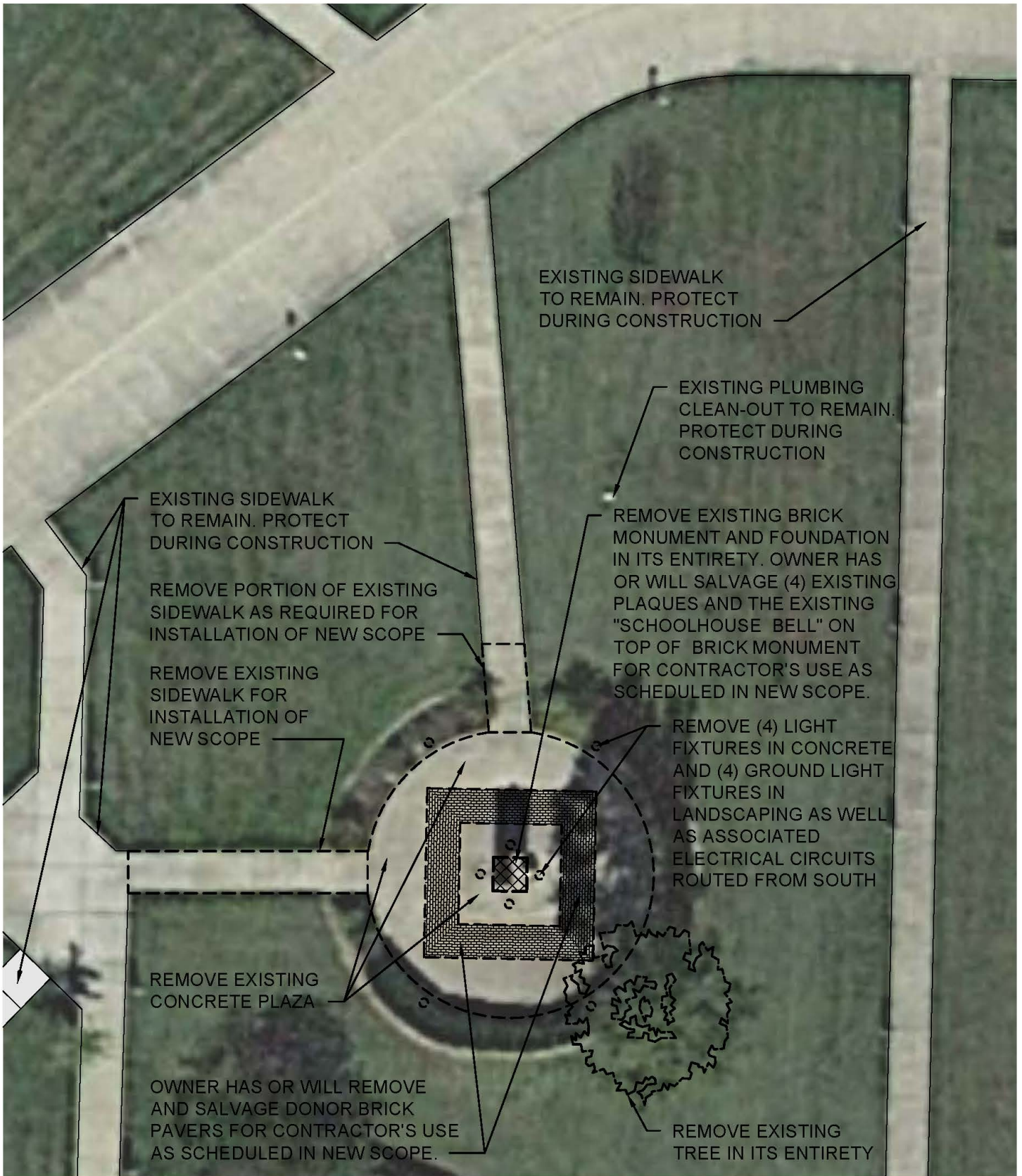
3.05 ERECTION - PRE-FINISHED METALS

- A. Roofing Panels:
 - 1. Install panels perpendicular to supports, aligned straight with end fascias.
 - 2. Fasten panels to purlins with screws.
- B. Siding Panels:
 - 1. Install panels perpendicular to supports, aligned level and plumb.
 - 2. Fasten panels to wall girts with screws.
- C. Trim Items: Install trim items at the base, corners, top of steel siding, around openings, fascias, gables and ridge using appropriate fasteners.
- D. Ridge:
 - 1. Install over ridge trim.
 - 2. Ensure that a minimum of 2" clear throat opening is maintained.
- E. Soffits:
 - 1. Install soffits to interlock with trim items at top of steel siding and at fascias.
 - 2. Use a combination of solid and perforated soffits at side overhangs.
- F. Gutters and Downspouts:
 - 1. Install gutters with spikes and ferrules spaced at 24" on center.
 - 2. Silicone sealant shall be used at laps to maintain leak prevention.

3.06 INSTALLATION OF VARIOUS ADDITIONAL ITEMS/SCOPE

- A. Pavilion ceiling shall be metal panels under the raised cord trusses. Owner shall select color from manufacturer's standard colors.
- B. Install metal column cover on all columns. Owner shall select color from manufacturer's standard colors.
- C. Pavilion shall include one-foot-wide overhangs around perimeter of structure, see drawings for additional information. Owner shall select color from manufacturer's standard colors.

- D. Pavilion construction shall include underground electrical circuits ran to the structure from an existing building/electrical panel, approximately 130' run, to exterior rated duplex receptacles, with integral covers, installed on each of the four-corner columns and to (6) recessed LED light fixtures in the ceiling and the associated light switch installed on one of the corner columns to be determined by the owner.
- E. Provide and install new metal open style cupola on top of new pavilion structure. Install owner's salvaged bell, which the contractor removed and salvaged from top of existing brick monument scheduled to be demolished from existing plaza, within the new cupola. Cupola shall be of a size large enough to receive the existing bell. Owner shall select the cupola colors from manufacturer's standard colors.
- F. Grade site to match adjacent grade after demo of existing plaza and installation of new scope.
- G. Install concrete slab (26' x 43' x 5") with fiber mesh and perimeter rebars at minimum.
1. The new slab shall be a minimum of 5" thick fiber-reinforced concrete with a strength of not less than 4,000 psi. The concrete shall be 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 1/4" 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 long dimension of the slab.
 2. Where the slab adjoins an existing/new sidewalk, 1/2" 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".
 3. Contraction joints in the concrete slab shall be provided every 8' or less and in equal intervals in each direction of the slab and shall be coordinated with the column locations. The depth of saw-cut contraction joints shall be a minimum of 25% of the depth of the concrete and shall be tooled or saw-cut.
 4. After the concrete has been cured, the edges along the slab shall be backfilled with compacted topsoil, graded at a gradual slope to the existing grade on all sides.
- H. Where the existing concrete sidewalk was removed on the west side of Rotary Plaza, the contractor shall install a new paver sidewalk (+/- 5' x 28') with owner salvaged brick pavers. Contractor shall excavate area as required to install 4" - 6" subbase of compacted crushed stone, metal edge restraint system each side of walk, 1" bedding sand base, owner salvaged pavers, paver sand joints, and sand binding sealant as per best practices for paver installation.

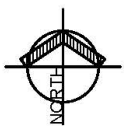


FRONTIER COMMUNITY COLLEGE

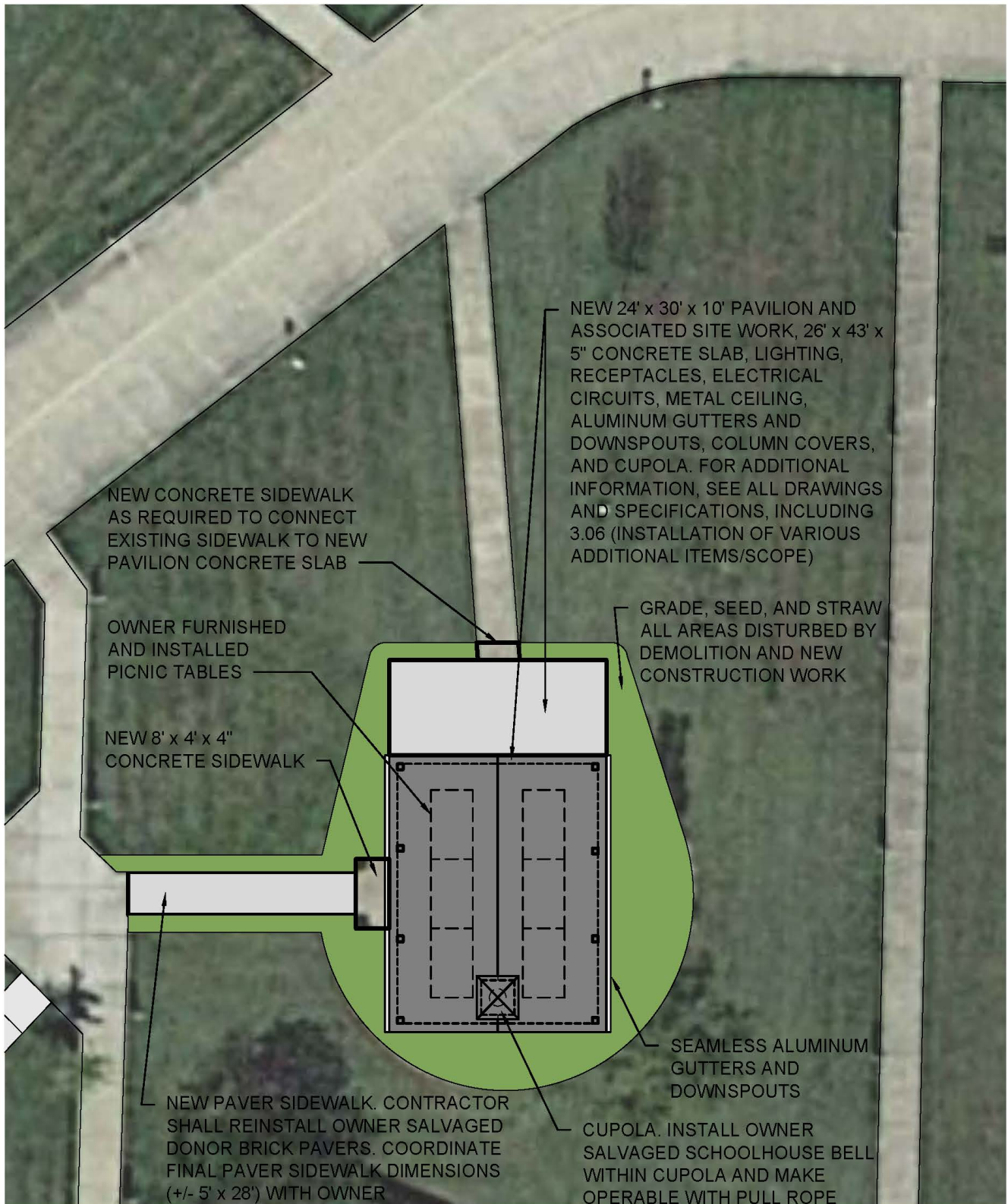
ROTARY PLAZA PAVILION

DEMOLITION PLAN

SCALE: 1/16" = 1'-0"

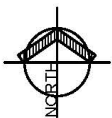


MARCH 19, 2024

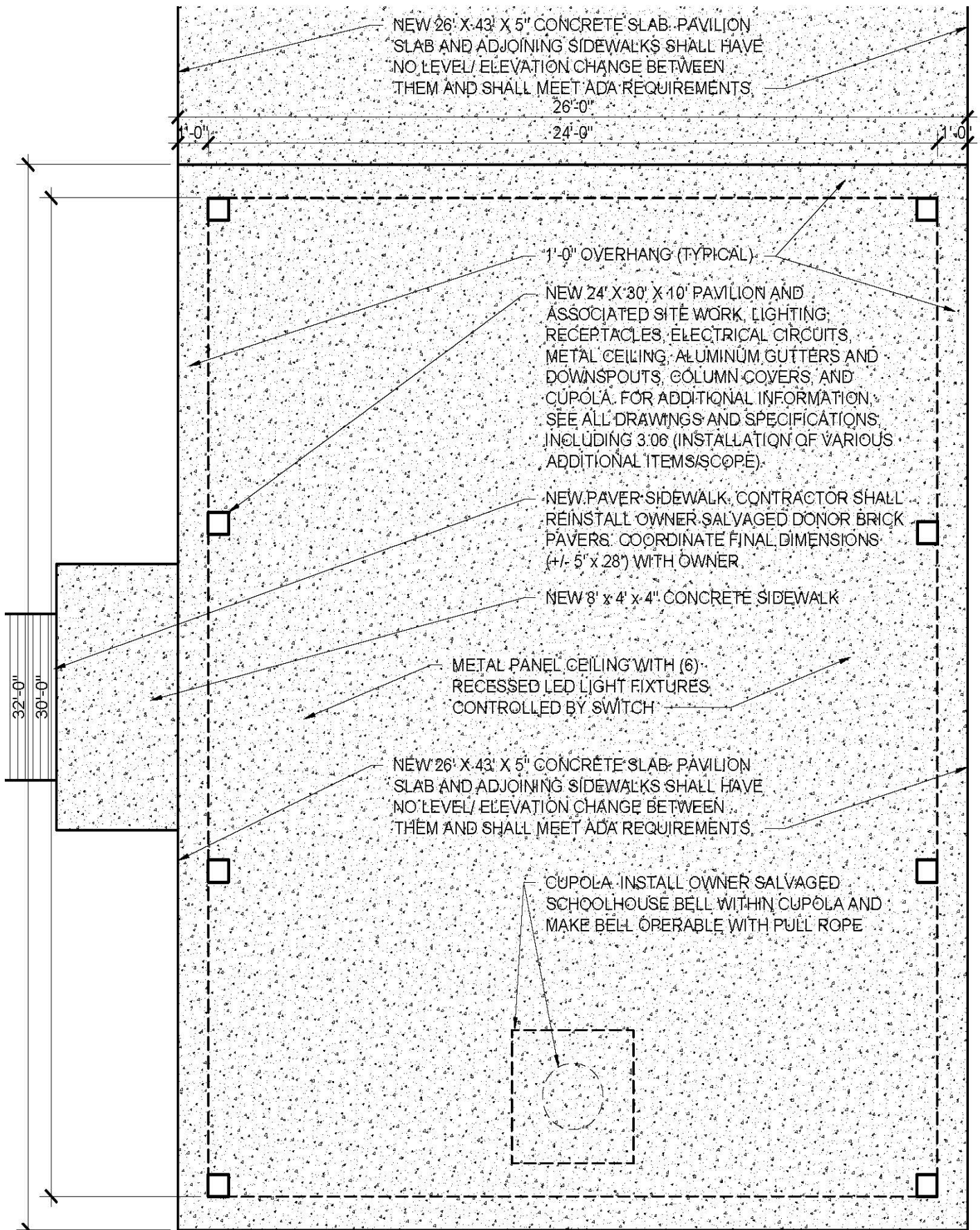


FRONTIER COMMUNITY COLLEGE

ROTARY PLAZA PAVILION
 NEW SITE PLAN
 SCALE: 1/16" = 1'-0"



MARCH 19, 2024

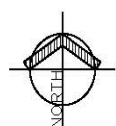


FRONTIER COMMUNITY COLLEGE

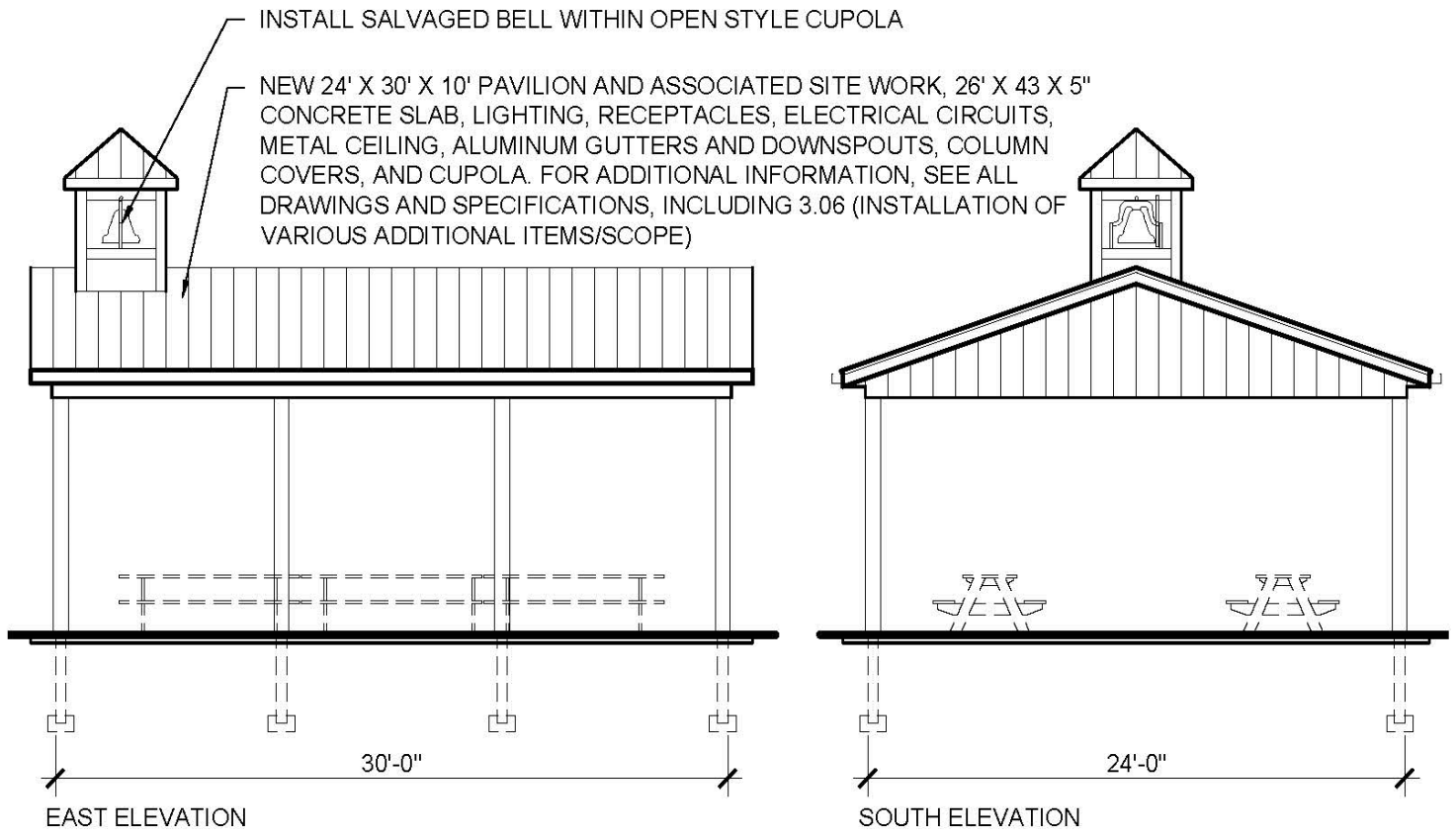
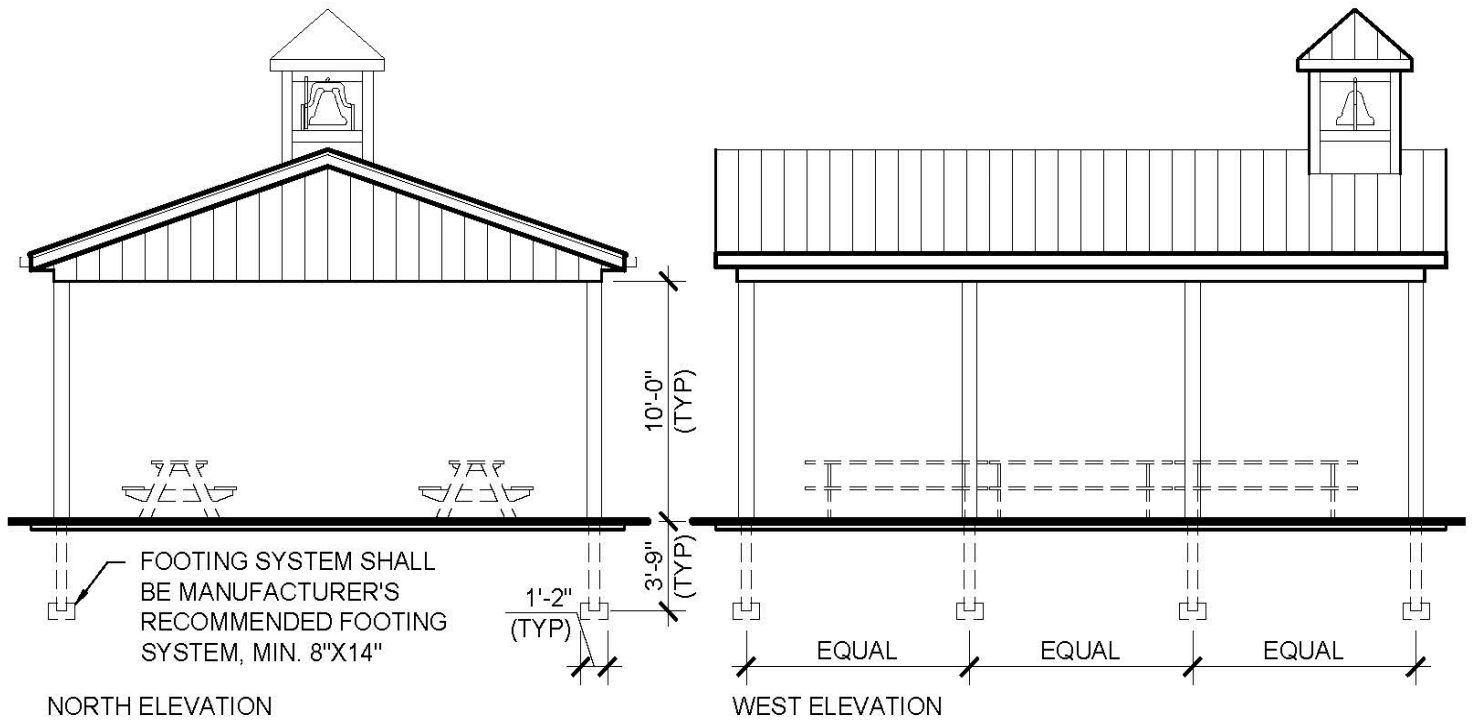
ROTARY PLAZA PAVILION

FLOOR PLAN

SCALE: 1/4" = 1'-0"



MARCH 19, 2024



FRONTIER COMMUNITY COLLEGE

ROTARY PLAZA PAVILION
 EXTERIOR ELEVATIONS
 SCALE: 1/8" = 1'-0"

MARCH 19, 2024



ILLINOIS EASTERN
COMMUNITY COLLEGES

233 East Chestnut Street Olney, Illinois 62450 618-393-2982 FAX 618-392-4816

ADDENDUM #1

DATE: April 1, 2024
RE: Bidding – Frontier Community College Rotary Plaza Pavilion

- A. This Addendum shall be considered part of the bid documents for the above-mentioned project, issued to bid March 19, 2024, as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Amendment shall govern and take precedence. **BIDDERS MUST SIGN THE ADDENDUM AND SUBMIT IT AS AN ATTACHMENT WITH THEIR BID FORM.**
- B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.
- C. Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

ITEM #1 – Owner Provided Schoolhouse Bell Clarification Please find the following information concerning the owner salvaged bell scheduled to be installed in the new pavilion cupola by the contractor:

- Bell diameter at base of bell: +/- 24"
- Mounting frame supporting the bell: +/- 17" x 33" x 30" (tall)
- Wheel diameter on the side of the bell: +/- 26"
- Bell is marked as: National Bell Foundry, #24, Cincinnati, OH
- The bell has been painted and is assumed to be cast iron. The frame support is also assumed to be cast iron.
- The bell and frame support weight are unknown but is assumed to be a combined weight of 300 – 400 lbs. based on research online. Contractor shall confirm prior to final pavilion design and fabrication.



ITEM #2 – Cupola Clarification The cupola shall be an open wall style cupola so that the bell is visible through the cupola sides.

BIDDER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE BID FORM:

Company Name _____

Contact Person _____

Signature _____

Date _____

End of ADDENDUM #1

Thank you,
Nicholas Knapp
Construction Project Manager
Illinois Eastern Community Colleges

Attachments: N/A

TO: Board of Trustees

FROM: Bid Committee

DATE: April 16, 2024

RE: Forklift

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 Bahrns Toyota-Lift, Inc. for a total of \$32,800.

Forklift (FCC)	
Company	Base Bid
Bahrns Toyota-Lift Effingham, IL	\$32,800
Black Equipment Co. Mt. Vernon, IL	\$28,950

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Sonja Wease

Department: Truck Driving/FCC.

Source of Funds: Innovative Bridge and Transition grant, IBT-529-24, passed through the Illinois Community College Board.

Rationale for Purchase: The lowest responsible bidder in conformity with 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 bid for a Forklift for Frontier Community College's Truck Driving program 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 Tuesday, April 9, 2024, 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.

METHOD OF BIDDING

Unit Costs Bids will be received for the following:

- 2020 or newer propane powered forklift truck
- Anti restart ignition with key switch and dual element air cleaner
- 6,000 lb capacity
- Minimum 48" forks
- Built-in side shift attachments
- Three (3) stage mast with minimum 185" lifting height
- Power shift transmission
- Power steering with tilt wheel
- Maximum 2,000 running hours
- Backup alarm
- Two (2) large rear-view mirrors
- Four (4) solid pneumatic tires
- Full suspension

Bids should include all items bid as one contract price. Delivery should be made within 90 days of bid award.

PREPARATION OF BIDS

Bids shall be executed in accordance with attached forms and delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

METHOD OF BID EVALUATION

Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

SHIPPING & HANDLING

All freight and delivery must be included in bid.

SPECIAL PROVISIONS

Funds are being provided through the Innovative Bridge and Transition (IBT) grant, IBT-529-24, passed through the Illinois Community College Board.

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.

Specifications for Forklift

Unit Costs Bids will be received for the following:

- 2020 or newer propane powered forklift truck
- Anti restart ignition with key switch and dual element air cleaner
- 6,000 lb capacity
- Minimum 48” forks
- Built-in side shift attachments
- Three (3) stage mast with minimum 185” lifting height
- Power shift transmission
- Power steering with tilt wheel
- Maximum 2,000 running hours
- Backup alarm
- Two (2) large rear-view mirrors
- Four (4) solid pneumatic tires
- Full suspension

Note: Following Board approval, bids will be awarded on April 17, 2024.

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.

TOTAL BID \$ _____
APPROX. DELIVERY DATE _____
SIGNATURE _____
PRINT NAME _____
COMPANY _____
ADDRESS _____
TELEPHONE _____
FAX _____
DATE _____

Certified Vendor in accordance with the Business Enterprise Program for Minorities, Females, Veterans and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

TO: Board of Trustees

FROM: Bid Committee

DATE: April 16, 2024

RE: New Chevrolet Bolt

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 Eagleson Automotive Center for a total of \$31,187.

New Chevrolet Bolt (FCC)	
Company	Base Bid
Eagleson Automotive Center Olney, Illinois	\$31,187

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Sonja Wease

Department: Auto Mechanics/FCC.

Source of Funds: Innovative Bridge and Transmission (IBT) grant IBT-529-24, passed through the Illinois Community College Board.

Rationale for Purchase: The lowest responsible bidder in conformity with 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 bid for a New Chevrolet Bolt for Frontier Community College's Automotive program shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 10:15 a.m. local time, on Tuesday, April 9, 2024, 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.

METHOD OF BIDDING

Basis of design is the 2023 or 2024 Chevrolet Bolt EV 2LT.

Unit Costs Bids will be received for the following:

- New 2023 or 2024 Chevrolet Bolt EV 2LT
- Single motor and gearset – permanent magnetic drive motor producing 200hp
- Range of at least 250 miles on a full charge
- LED headlights and taillights
- Heated power mirrors
- Leather seats
- Driver information center
- 60/40 split-folding back seats
- Automatic climate control
- Remote start
- Adaptive cruise control
- HD Surround Vision camera
- Power driver's seat
- Ambient interior lighting
- Driver Convenience Package:
 - Rear parking sensors
 - Rear cross-traffic alert
 - Blind-spot monitoring

Alternate specifications, models or options that meet the criteria are welcome, but require approval prior to bid. They must be submitted to Paul Bruinsma at bruinsmap@iecc.edu by April 2, 2024, for consideration.

Bids should include all items bid as one contract price. Delivery should be made within 90 days of bid award.

PREPARATION OF BIDS

Bids shall be executed in accordance with attached forms and delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

METHOD OF BID EVALUATION

Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

SHIPPING & HANDLING

All freight and delivery must be included in bid.

SPECIAL PROVISIONS

Funds are being provided through the Innovative Bridge and Transition (IBT) grant IBT-529-24, passed through the Illinois Community College Board.

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.

Specifications for New Chevrolet Bolt

Basis of design is the 2023 or 2024 Chevrolet Bolt EV 2LT.

Unit Costs Bids will be received for the following:

- New 2023 or 2024 Chevrolet Bolt EV 2LT
- Single motor and gearset – permanent magnetic drive motor producing 200hp
- Range of at least 250 miles on a full charge
- LED headlights and taillights
- Heated power mirrors
- Leather seats
- Driver information center
- 60/40 split-folding back seats
- Automatic climate control
- Remote start
- Adaptive cruise control
- HD Surround Vision camera
- Power driver’s seat
- Ambient interior lighting
- Driver Convenience Package:
 - Rear parking sensors
 - Rear cross-traffic alert
 - Blind-spot monitoring

Alternate specifications, models or options that meet the criteria are welcome, but require approval prior to bid. They must be submitted to Paul Bruinsma at bruinsmap@iecc.edu by April 2, 2024, for consideration.

Note: Following Board approval, bids will be awarded on April 17, 2024.

ALL FREIGHT, SHIPPING, DELIVERY, MUNICIPAL LICENSE AND TITLE 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.

TOTAL BID \$ _____

APPROX. DELIVERY DATE _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

Certified Vendor in accordance with the Business Enterprise Program for Minorities, Females, Veterans and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

TO: Board of Trustees

FROM: Bid Committee

DATE: April 16, 2024

RE: OCC Theatre Storage Building

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 \$148,500.

Theatre Storage Building (OCC)	
Company	Base Bid
Homes by Schuetz Olney, IL	\$148,500

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Sonja Wease

Department: Olney Central College Theater.

Source of Funds: OCC Theater Auxiliary Account, and District Funds.

Rationale for Purchase: The lowest responsible bidder in conformity with 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 Olney Central College Theatre Storage Building shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 11:00 a.m. local time, on Thursday, April 4, 2024, 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.

SITE VISIT

The project site is located at Olney Central College, 305 N. West Street Olney, IL 62450, just west of the Dr. John D. Stull Performing Arts Center.

Performing a 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 is desired prior to submitting a bid, schedule a visit with Chris Simpson, OCC President, to determine an acceptable date and time. Mr. Simpson can be contacted at (618) 395-7777 EXT. 2001. 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. Please include OLNEY CENTRAL COLLEGE THEATRE STORAGE BUILDING in the subject line of any inquiry. The deadline for questions is 10:00 a.m., Monday, April 1, 2024.

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 to remove existing tree, install manufacturer's recommended building foundation pad, provide new 24' x 60' x 9' (side walls) prefabricated metal building on pressure treated wood skids, or other rot resistant material rated for ground contact, associated site work, delivery/installation of building, strapping building to foundation pad/ground as required by local, state, and/or federal requirements, and associated electrical scope scheduled. The proposal shall include any/all required engineer professional stamped documents and permits as required by the City of Olney.

Building Scope: Provide, deliver, and install new 24' x 60' x 9'H (side walls) prefabricated metal building with the following minimum requirements (see drawings for additional information):

Structure shall be constructed on at least (4) 4 x 6 treated skids

2 x 4 floor joists 12" on center with blocking between joists

2 x 4 wall studs 16" on center

Treated tongue and groove garage floor sheathing

Metal panel covered side and end walls and roof. Owner shall select color(s) of wall, roof, and trim panels from manufacturer's standard colors. Metal panels and color finish shall have a minimum 40-year warranty.

Vapor barrier and 2" insulation system minimum at all walls and roof locations.

Foundation strap system

(1) Overhead insulated 9' x 8' garage door with heavy-duty threshold. Final location shall be coordinated with the owner.

(1) 36" fiberglass entry door with heavy-duty threshold. Keyed to owner's existing keying system. Final location shall be coordinated with the owner.

(1) 28" x 40" insulated vinyl double hung vertical window. Final location shall be coordinated with the owner.

Electrical Scope: Provide and install the following and all breakers, wiring, and accessories required for a code compliant, operational, and complete systems (see drawings for additional information):

6 pole 100 amp breaker box within new structure

14 interior outlets equally distributed throughout the new structure

1 light switch

4 interior light fixtures to provide equal lighting throughout the new structure

Electrical service from existing panel to new structure panel as noted on electrical plan

Warranties: Provide the following minimum warranties.

Five (5) year warranty that covers defects in material and/or workmanship

Twenty-five (25) year limited warranty against flooring sheathing delamination

Forty (40) year limited warranty roof and wall metal panel finish

Basis of Design:

Raber Portable Storage Barns – Two Car Garage

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 project location maps, scope descriptions, and drawings associated with the scope of this project included in this request for proposal.

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 April 17, 2024.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO OLNEY CENTRAL COLLEGE, 305 N. WEST STREET OLNEY, IL 62450. 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, LABOR, AND ENGINEERING/STAMPED DRAWINGS AS REQUIRED IN REQUEST FOR PROPOSAL)

ESTIMATED TIME TO COMPLETE IN DAYS _____

ESTIMATED START DATE IF AWARDED ON OR ABOUT APRIL 17, 2024 _____

ACKNOWLEDGEMENT OF ADDENDUM RECEIVED _____
(IF APPLICABLE)

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

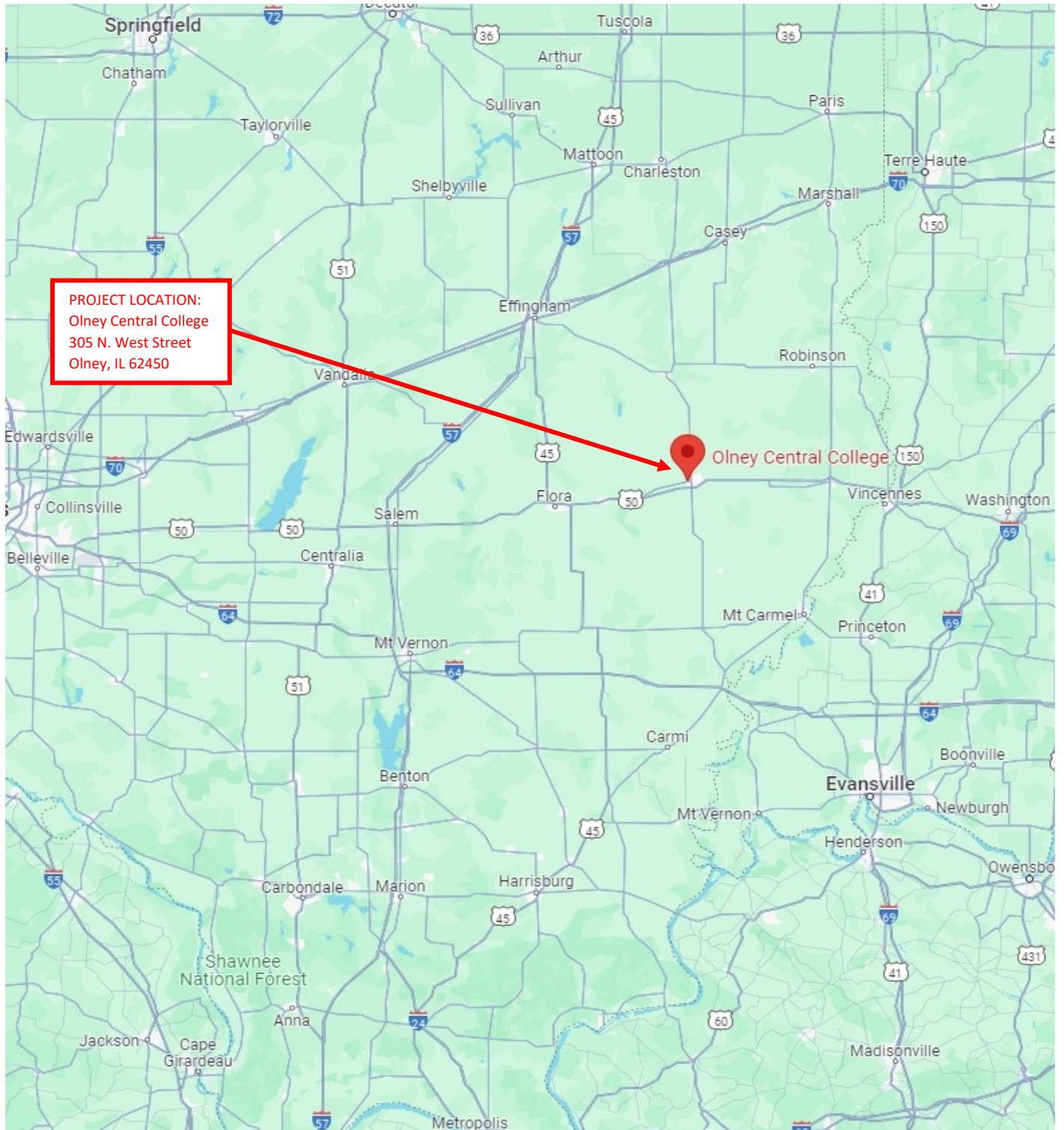
Any Certified Vendor (Primary Contractor, Sub-Contractors, or Procurement/Material Vendors) in accordance with the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities Act:

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
Olney Central College
Theatre Storage Building**

Project Location Map



**Illinois Eastern Community Colleges
Olney Central College
Theatre Storage Building**

Campus Building Location



**Illinois Eastern Community Colleges
Olney Central College
Theatre Storage Building**

Scope Narrative

1. **Demolition Work:** Remove existing tree in its entirety and excavate as required for manufacturer's recommended foundation pad.
2. **Execution of Work:** The contractor shall coordinate the performance of all work 10 working days in advance of any construction activities beginning onsite. The contractor shall be responsible for the protection of adjacent structures, sidewalks, pavements, and areas not scheduled to receive work. The contractor will be responsible for providing and furnishing all equipment needed to perform the work of the project. The building, area, and roadways immediately around the scheduled scope of work are currently utilized and will continue with normal operations throughout the work associated with this project. The contractor shall provide signage, barricades, fencing, etc. as necessary for clear pedestrian and vehicular traffic control to maintain a safe area at the site and associated construction activities.
3. **Disposal of Materials:** The contractor shall be responsible for disposal of all materials and removal from the property.
4. **Clean-up:** The contractor shall keep the 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.
5. **Standard of Workmanship:** The contractor shall perform all work in accordance with applicable codes and manufacturers' recommendations. Contractor is responsible for any and all permits required. Contact City of Olney for local license and permit requirements. Workmanship shall be of the highest grade throughout this project. The contractor shall take precautions to protect property from damage. Any damage, due to the contractor's operations and failure to adequately protect adjacent structures, sidewalks, and areas or items not scheduled to receive work, shall be corrected to their original condition by the contractor at no cost to IECC.
6. **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.
7. **Point of Contact:** Nicholas Knapp, Illinois Eastern Community Colleges, Construction Project Manager.
8. **Measurements:** It shall be the responsibility of the contractor to field verify measurements and necessary material quantities prior to bid of this project.
9. **Product Substitutions:** Bidders may submit requests for substitutions in writing no later than seven (7) days prior to bid date. With each substitution request provide enough information for Owner to determine acceptability of proposed products. Requests without sufficient information will be rejected without review. Approved substitutions will be identified by addenda.

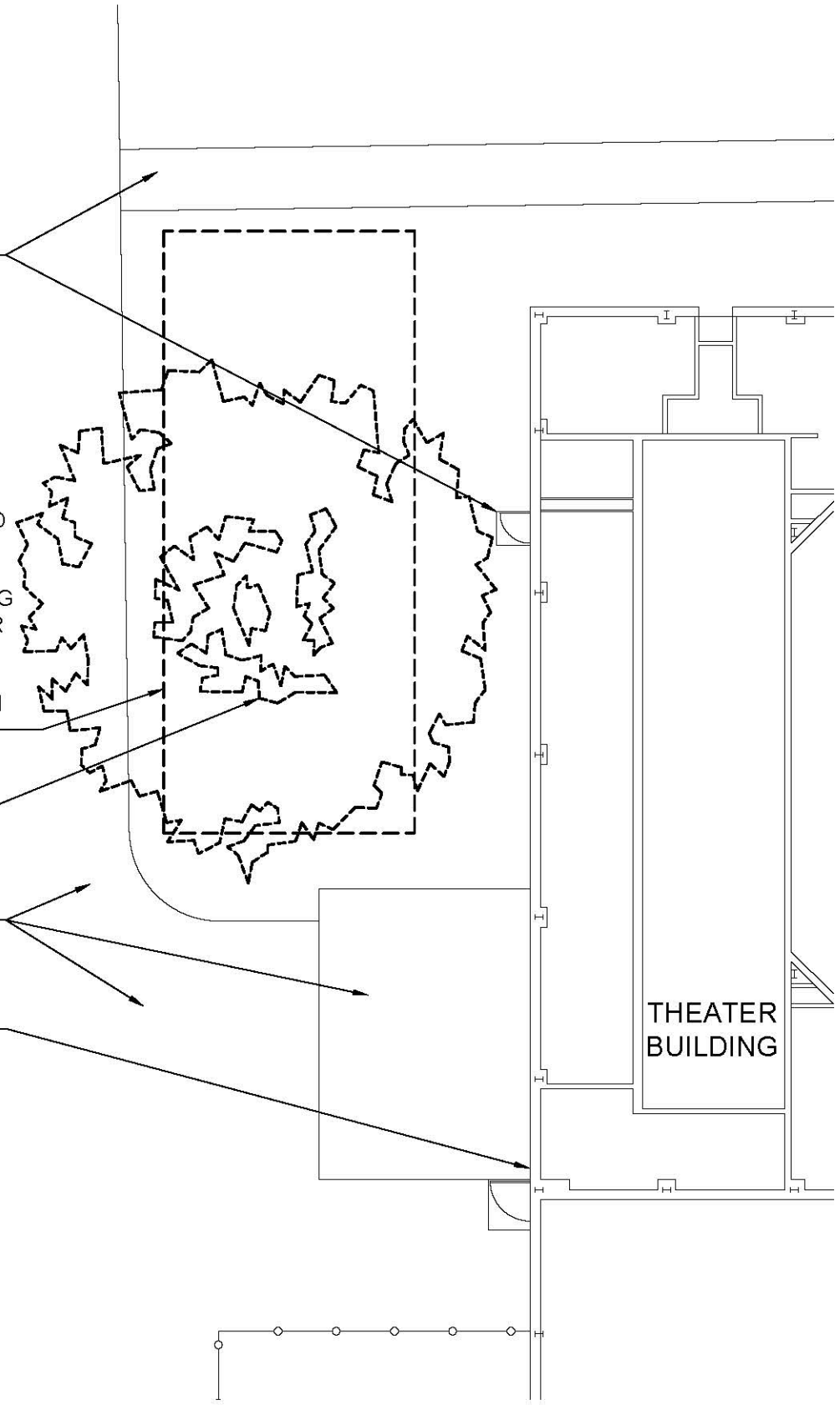
EXISTING SIDEWALK,
PROTECT THROUGHOUT
PROJECT ACTIVITIES

APPROXIMATE AREA
OF PREFABRICATED
STORAGE BUILDING
FOUNDATION PAD/BASE.
CONTRACTOR SHALL
EXCAVATE AREA AS
REQUIRED TO INSTALL
MANUFACTURER'S
RECOMMENDED ROCK AND
FABRIC BARRIER OR
CONCRETE PAD
FOUNDATION AND BUILDING
STRAPS AS REQUIRED PER
LOCAL, STATE, AND/OR
FEDERAL CODES. TOP OF
PAD SHALL BE FLUSH WITH
SURROUNDING GRADE.

REMOVE EXISTING
TREE IN ITS ENTIRETY

EXISTING PAVEMENT,
PROTECT THROUGHOUT
PROJECT ACTIVITIES

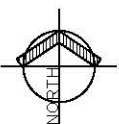
EXISTING BUILDING,
PROTECT THROUGHOUT
PROJECT ACTIVITIES



OLNEY CENTRAL COLLEGE

THEATRE STORAGE BUILDING
DEMOLITION PLAN
SCALE: 1/16" = 1'-0"

MARCH 22, 2024



NEW 24' x 60' x 9' (SIDE WALLS)
 PREFABRICATED METAL BUILDING
 ON PRESSURE TREATED WOOD
 SKIDS OR OTHER ROT RESISTANT
 MATERIAL RATED FOR GROUND
 CONTACT AND ASSOCIATED SITE
 WORK, MANUFACTURER'S
 RECOMMENDED FOUNDATION
 PAD. STRUCTURE SHALL BE
 "STRAPPED" TO PAD/GROUND AS
 REQUIRED BY LOCAL, STATE,
 AND/OR FEDERAL
 REQUIREMENTS. FOR ADDITIONAL
 INFORMATION, SEE ALL
 DRAWINGS AND SPECIFICATIONS.

28 X 40 DOUBLE HUNG VERTICAL
 WINDOW INSULATED

GRADE, SEED, AND STRAW
 AREAS DISTURBED BY
 DEMOLITION AND NEW
 CONSTRUCTION

3' WIDE FIBERGLASS ENTRY
 DOOR (OUT-SWINGING)

OVERHEAD INSULATED
 9' x 8' GARAGE DOOR

PROVIDE CODE COMPLIANT
 ACCESS AT THE OVERHEAD DOOR
 AND AT THE PEDESTRIAN DOOR

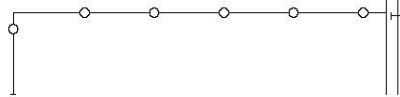
EXISTING PAVEMENT,
 PROTECT THROUGHOUT
 PROJECT ACTIVITIES

24'-0"
 OUTSIDE SIDEWALL
 DIMENSION

10'-0"
 MINIMUM CLEAR DISTANCE
 FROM EXISTING BUILDING
 TO NEAREST PORTION
 OF NEW STRUCTURE
 I.E. WALL, OVERHANG, ETC.

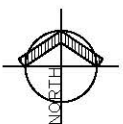
60'-0"

THEATER
 BUILDING

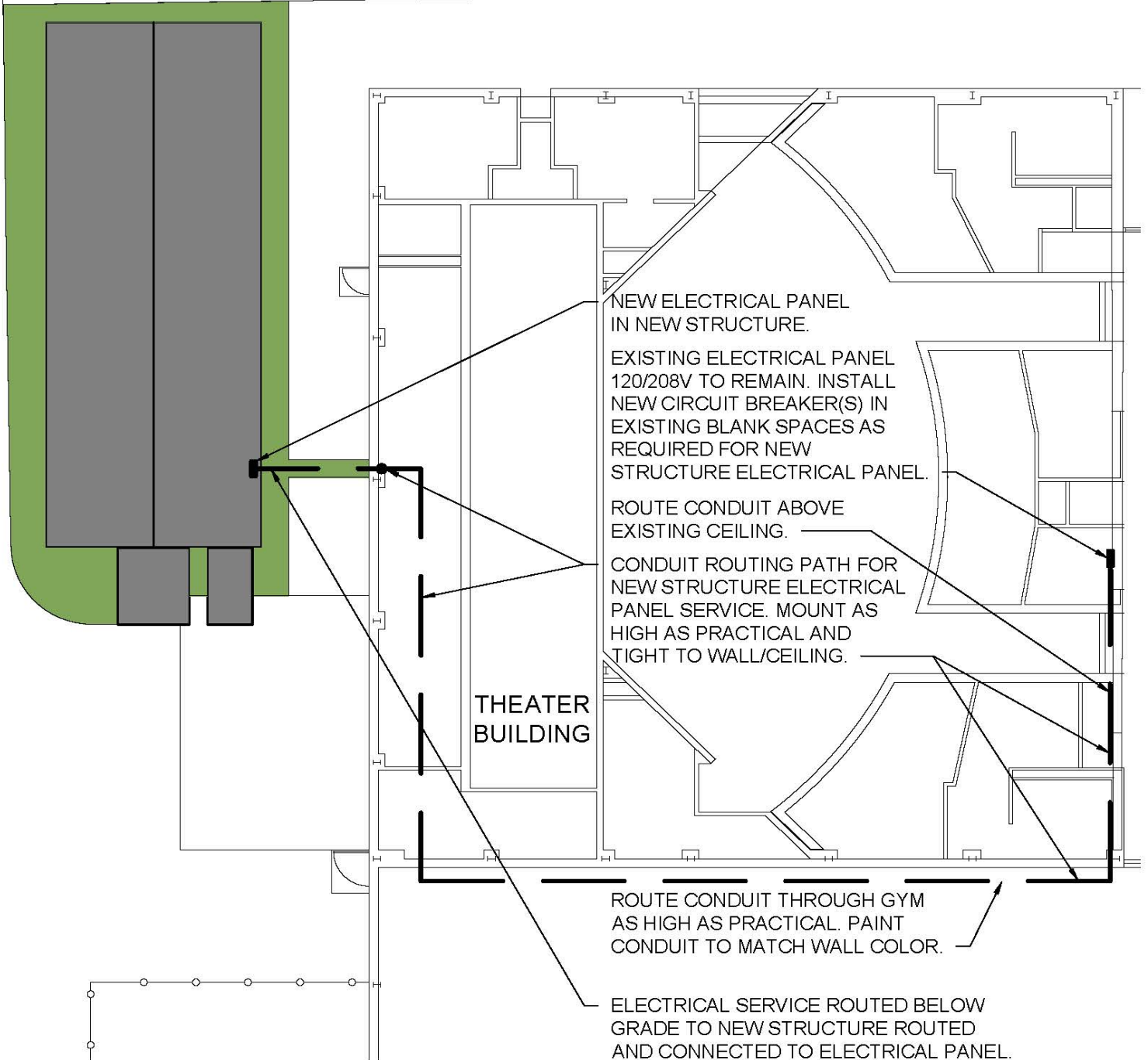


OLNEY CENTRAL COLLEGE

THEATRE STORAGE BUILDING
 NEW SITE PLAN
 SCALE: 1/16" = 1'-0"



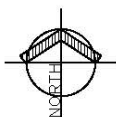
MARCH 22, 2024



OLNEY CENTRAL COLLEGE

THEATRE STORAGE BUILDING
 NEW ELECTRICAL PLAN
 SCALE: 1/16" = 1'-0"

MARCH 22, 2024



TO: Board of Trustees

FROM: Bid Committee

DATE: April 16, 2024

RE: Lincoln Trail College Copper Wire Cable

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 Accu-Tech for a total of \$86,073.28.

Copper Wire Cable (LTC)	
Company	Base Bid
Accu-Tech Alpharetta, GA	\$86,073.28
Power & Tel Piperton, TN	\$105,063.60

Respectfully submitted,

Ryan Gower
Ryan Hawkins
Sonja Wease

Department: Broadband Telecom.

Source of Funds: Insurance proceeds.

Rationale for Purchase: The lowest responsible bidder in conformity with 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 Copper Wire Cable for Lincoln Trail College's Telecom program shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 10:30 a.m. local time, on Tuesday, April 9, 2024, 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.

METHOD OF BIDDING

Unit Costs Bids will be received for the following:

Quantities and Types of Copper Wire Cable:

- Cable 25PR 22GA, no less than 4,000 FT
- Cable 50PR 22GA, no less than 4,000 FT
- Cable 100PR, 22GA, no less than 4,000 FT, 1.2 WT/M
- Cable 200PR, 22GA, no less than 4,000 FT, 1.7 WT/M

Specifications of Copper Wire Cable:

- Conductor- Solid annealed copper
- Insulation- Solid polyolefin, color coded per industry standards
- Twisted Pairs- Individual insulated conductors twisted into pairs and varying lay lengths
- Filling Compound- 80 degree C ETPR compound
- Core Wrap- Non-hygroscopic, dielectric tape applied over the core
- Shield- Corrugated 5 mil copper tape applied longitudinally with an overlap
- Jacket- Polyethylene
- Jacket Marketing- Identifying information that includes a telephone handset, cable code, pair count, date of manufacture and sequential length markings at 2 foot intervals

Bids should include all items bid as one contract price.

PREPARATION OF BIDS

Bids shall be executed in accordance with attached forms and delivered in a sealed opaque envelope showing the bidders' name and address and the name of the project.

METHOD OF BID EVALUATION

Bids will be awarded to the lowest responsible bidder in conformity with bid specifications.

SALES TAX

Retailers Occupational Sales Taxes are not applicable for 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.

Specifications for Copper Wire Cable

Unit Costs Bids will be received for the following:

Quantities and types of Copper Wire Cable:

- Cable 25PR 22GA, no less than 4,000 FT
- Cable 50PR 22GA, no less than 4,000 FT
- Cable 100PR, 22GA, no less than 4,000 FT, 1.2 WT/M
- Cable 200PR, 22GA, no less than 4,000 FT, 1.7 WT/M

Specifications of Copper Wire Cable:

- Conductor- Solid annealed copper
- Insulation- Solid polyolefin, color coded per industry standards
- Twisted Pairs- Individual insulated conductors twisted into pairs and varying lay lengths
- Filling Compound- 80 degree C ETPR compound
- Core Wrap- Non-hygroscopic, dielectric tape applied over the core
- Shield- Corrugated 5 mil copper tape applied longitudinally with an overlap
- Jacket- Polyethylene, preferably black
- Jacket Marketing- Identifying information that includes a telephone handset, cable code, pair count, date of manufacture and sequential length markings at 2-foot intervals

Note: Following Board approval, bids will be awarded on April 17, 2024.

ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL AND DELIVERED TO LINCOLN TRAIL COLLEGE, 11220 STATE HIGHWAY 1, ROBINSON, IL 62454. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 30 DAYS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID \$ _____
APPROX. DELIVERY DATE _____
SIGNATURE _____
PRINT NAME _____
COMPANY _____
ADDRESS _____
TELEPHONE _____
FAX _____
DATE _____

Certified Vendor in accordance with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act: Yes No If yes, you must attach a copy of the current letter of certification.

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
March 31, 2024**

FUND	BALANCE
Educational	\$ 7,702,964.89
Operations & Maintenance	1,228,241.25
Operations & Maintenance (Restricted)	3,238,088.55
Bond & Interest	364,096.89
Auxiliary	1,036,366.51
Restricted Purposes	(42,274.51)
Working Cash	39,781.07
Trust & Agency	552,823.21
Audit	14,996.48
Liability, Protection & Settlement	<u>772,783.77</u>
TOTAL ALL FUNDS	<u>\$ 14,907,868.11</u>

Respectfully submitted,

Ryan Hawkins, Treasurer

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
March 31, 2024

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS						
Cash	\$ 7,729,265	\$ 1,228,241	\$ 3,238,089	\$ 364,097	\$ 1,056,867	\$ (42,275)
Investments	8,507,528	2,756,260	10,043,087	-	3,406,733	-
Accounts Receivable	1,047,682	132,215	-	-	237,945	-
Other Receivables	669,020	-	3,500	-	1,885	32,612
Restricted Cash	-	-	4,006,229	-	-	-
Inventory	-	-	-	-	638,738	-
Other Assets	39,132	-	-	-	-	453,125
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 17,992,627</u>	<u>\$ 4,116,716</u>	<u>\$ 17,290,905</u>	<u>\$ 364,097</u>	<u>\$ 5,342,168</u>	<u>\$ 443,462</u>
LIABILITIES						
Accounts Payable	\$ 13,158	\$ 5,211	\$ -	\$ -	\$ (3,931)	\$ (36)
Accrued Payroll Liabilities	2,121	-	-	-	-	-
Other Accrued Liabilities	878,262	65,123	29,331	-	45,154	(37,838)
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>893,541</u>	<u>70,334</u>	<u>29,331</u>	<u>-</u>	<u>41,223</u>	<u>(37,874)</u>
FUND BALANCES						
Non-Spendable	-	-	-	-	638,738	-
Restricted						
Board Designated	10,673,916	1,302,852	-	-	-	-
Other Purposes	-	2,143,123	13,485,178	364,097	-	-
Encumbered	6,535,542	600,407	3,776,396	-	1,064,392	792,975
Unassigned	(110,372)	-	-	-	3,597,815	(311,639)
Total Fund Balances	<u>17,099,086</u>	<u>4,046,382</u>	<u>17,261,574</u>	<u>364,097</u>	<u>5,300,945</u>	<u>481,336</u>
Total Liabilities and Fund Balances	<u>\$ 17,992,627</u>	<u>\$ 4,116,716</u>	<u>\$ 17,290,905</u>	<u>\$ 364,097</u>	<u>\$ 5,342,168</u>	<u>\$ 443,462</u>

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
March 31, 2024

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 39,781	\$ 552,823	\$ 14,996	\$ 772,784	\$ 14,954,668
Investments	6,305,440	-	-	-	31,019,048
Accounts Receivable	-	-	-	-	1,417,842
Other Receivables	36,088	28,854	-	-	771,959
Restricted Cash	-	-	-	-	4,006,229
Inventory	-	-	-	-	638,738
Other Assets	-	-	-	-	492,257
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 6,381,309</u>	<u>\$ 581,677</u>	<u>\$ 14,996</u>	<u>\$ 772,784</u>	<u>\$ 53,300,741</u>
LIABILITIES					
Accounts Payable	\$ -	\$ -	\$ -	\$ (56)	\$ 14,346
Accrued Payroll Liabilities	-	-	-	-	2,121
Other Accrued Liabilities	-	-	-	-	980,032
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>(56)</u>	<u>996,499</u>
FUND BALANCES					
Non-Spendable	6,315,000	-	-	-	6,953,738
Restricted					
Board Designated	-	-	-	-	11,976,768
Other Purposes	66,309	571,120	14,996	474,090	17,118,913
Encumbered	-	10,557	-	298,750	13,079,019
Unassigned	-	-	-	-	3,175,804
Total Fund Balances	<u>6,381,309</u>	<u>581,677</u>	<u>14,996</u>	<u>772,840</u>	<u>52,304,242</u>
Total Liabilities and Fund Balances	<u>\$ 6,381,309</u>	<u>\$ 581,677</u>	<u>\$ 14,996</u>	<u>\$ 772,784</u>	<u>\$ 53,300,741</u>

Illinois Eastern Community Colleges
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
For the Period Ended March 31, 2024

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES						
Property Taxes	\$ 3,408,920	\$ 1,529,597	\$ 204,066	\$ 1,913,728	\$ -	\$ -
Replacement Taxes	384,142	384,142	-	-	-	-
ICCB Grants	10,735,758	-	186,055	-	-	1,061,330
Federal Grants	-	-	-	-	-	7,435,726
Tuition & Fees	11,651,638	985,568	-	-	329,565	-
Charges for Services	46,294	77,513	-	-	2,046,020	107
Interest	273,091	77,059	265,201	16,270	80,970	9,728
Other Revenues	110,190	41	14,392,975	-	133,053	124,130
Total Revenues	<u>26,610,033</u>	<u>3,053,920</u>	<u>15,048,297</u>	<u>1,929,998</u>	<u>2,589,608</u>	<u>8,631,021</u>
EXPENDITURES						
Payroll	11,715,162	899,640	-	-	1,635,642	1,444,284
Benefits	2,157,366	222,104	-	-	192,174	330,240
Contractual Services	1,320,116	539,496	577,666	-	277,809	400,443
Supplies	1,101,062	315,128	21,102	-	1,646,994	236,017
Travel	189,801	296	334	-	354,305	65,575
Fixed	42,693	364	6,110,438	1,875,994	150,084	5,785
Utilities	41,120	1,031,556	-	-	325	-
Capital Outlay	630,874	89,322	2,207,829	-	24,609	579,534
Other	217,301	109	97,173	-	118,155	1,387,403
Scholarships, Student Grants, & Waivers	5,144,836	-	-	-	340,973	4,360,381
Total Expenditures	<u>22,560,331</u>	<u>3,098,015</u>	<u>9,014,542</u>	<u>1,875,994</u>	<u>4,741,070</u>	<u>8,809,662</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>4,049,702</u>	<u>(44,095)</u>	<u>6,033,755</u>	<u>54,004</u>	<u>(2,151,462)</u>	<u>(178,641)</u>
TRANSFERS						
Net Transfers	(2,202,656)	58,041	1,450,000	-	694,615	-
Total Transfers	<u>(2,202,656)</u>	<u>58,041</u>	<u>1,450,000</u>	<u>-</u>	<u>694,615</u>	<u>-</u>
Net Change in Fund Balance	<u>1,847,046</u>	<u>13,946</u>	<u>7,483,755</u>	<u>54,004</u>	<u>(1,456,847)</u>	<u>(178,641)</u>
Fund Balance - Beginning	15,252,040	4,032,436	9,777,819	310,093	6,757,792	659,977
Fund Balance - Ending	<u>\$ 17,099,086</u>	<u>\$ 4,046,382</u>	<u>\$ 17,261,574</u>	<u>\$ 364,097</u>	<u>\$ 5,300,945</u>	<u>\$ 481,336</u>

Illinois Eastern Community Colleges
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
 For the Period Ended March 31, 2024

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
REVENUES					
Property Taxes	\$ -	\$ -	\$ 51,839	\$ 1,145,741	\$ 8,253,891
Replacement Taxes	-	-	-	-	768,284
ICCB Grants	-	-	-	-	11,983,143
Federal Grants	-	-	-	-	7,435,726
Tuition & Fees	-	-	-	-	12,966,771
Charges for Services	-	29,370	-	-	2,199,304
Interest	72,609	15,166	438	16,362	826,894
Other Revenues	-	446,381	-	253,170	15,459,940
Total Revenues	<u>72,609</u>	<u>490,917</u>	<u>52,277</u>	<u>1,415,273</u>	<u>59,893,953</u>
EXPENDITURES					
Payroll	-	-	-	-	15,694,728
Benefits	-	-	-	91,945	2,993,829
Contractual Services	-	171	64,525	326,422	3,506,648
Supplies	-	41,415	-	92,421	3,454,139
Travel	-	16,203	-	-	626,514
Fixed	-	-	-	355,166	8,540,524
Utilities	-	-	-	-	1,073,001
Capital Outlay	-	-	-	83,499	3,615,667
Other	-	(15,583)	-	-	1,804,558
Scholarships, Student Grants, & Waivers	-	396,554	-	-	10,242,744
Total Expenditures	<u>-</u>	<u>438,760</u>	<u>64,525</u>	<u>949,453</u>	<u>51,552,352</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>72,609</u>	<u>52,157</u>	<u>(12,248)</u>	<u>465,820</u>	<u>8,341,601</u>
TRANSFERS					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>72,609</u>	<u>52,157</u>	<u>(12,248)</u>	<u>465,820</u>	<u>8,341,601</u>
Fund Balance - Beginning	6,308,700	529,520	27,244	307,020	43,962,641
Fund Balance - Ending	<u>\$ 6,381,309</u>	<u>\$ 581,677</u>	<u>\$ 14,996</u>	<u>\$ 772,840</u>	<u>\$ 52,304,242</u>

ILLINOIS EASTERN COMMUNITY COLLEGES
Comparative Combined Balance Sheets - All Funds
March 31, 2024

	ALL FUNDS	
	Fiscal Year 2024	Fiscal Year 2023
ASSETS:		
CASH	\$ 14,907,868	\$ 16,675,331
IMPREST FUND	21,300	21,300
CHECK CLEARING	25,500	14,500
CDB PROJECT TRUST	4,006,229	3,909,022
PREPAID EXPENSES	39,132	28,253
INVESTMENTS	31,019,048	19,655,005
RECEIVABLES	2,143,104	2,921,886
ACCRUED REVENUE	45,095	-
INTERFUND RECEIVABLES	-	-
INVENTORY	638,738	610,360
OTHER ASSETS	453,125	438,300
FIXED ASSETS (Net of Depr)	25,845,457	20,623,949
TOTAL ASSETS AND OTHER DEBITS:	\$ 79,144,596	\$ 64,897,906
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	\$ 2,121	\$ -
ACCOUNTS PAYABLE	30,133	347,724
ACCRUED EXPENSES	-	
INTERFUND PAYABLES	-	
DEFERRED REVENUE	963,162	1,628,992
L-T DEBT GROUP (FUND 9)	8,600,237	4,073,092
OPEB (Prior Year Restated for GASB 75 Implementation)	5,856,409	13,963,316
OTHER LIABILITIES	-	-
TOTAL LIABILITIES:	15,452,062	20,013,124
FUND BALANCES:		
FUND BALANCE	39,224,674	31,615,821
INVESTMENT IN PLANT (Net of Depr)	25,845,457	20,623,949
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(14,456,646)	(18,036,408)
RESERVE FOR ENCUMBRANCES	13,079,019	10,681,420
TOTAL EQUITY AND OTHER CREDITS	63,692,504	44,884,782
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 79,144,566	\$ 64,897,906

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2022-2024**

College	Category	FISCAL YEAR 2022			FISCAL YEAR 2023			FISCAL YEAR 2024			
		Budget	Spent Thru March	% of Budget	Budget	Spent Thru March	% of Budget	Tentative Budget	Spent Thru March	% of Budget	% of Year
Frontier	Bills		\$ 465,360			\$ 609,247			\$ 579,228		
	Payroll		1,353,809			1,671,980			1,661,467		
	Waivers		641,561			637,591			625,352		
	Totals	\$ 3,688,586	2,460,730	67%	\$ 3,873,183	2,918,818	64%	\$ 3,936,161	2,866,047	73%	75%
Lincoln Trail	Bills		\$ 880,760			\$ 840,720			\$ 926,655		
	Payroll		1,671,261			1,770,363			1,683,846		
	Waivers		757,938			770,763			880,877		
	Totals	\$ 4,977,953	3,309,959	66%	\$ 4,727,391	3,381,846	62%	\$ 4,542,114	3,491,378	77%	75%
Olney Central	Bills		\$ 1,156,678			\$ 1,435,550			\$ 1,573,334		
	Payroll		3,031,296			3,468,217			3,299,134		
	Waivers		612,605			633,842			695,790		
	Totals	\$ 7,367,058	4,800,579	65%	\$ 7,402,072	5,537,609	64%	\$ 7,643,937	5,568,258	73%	75%
Wabash Valley	Bills		\$ 943,876			\$ 1,068,755			\$ 1,197,530		
	Payroll		2,193,504			2,390,167			2,221,696		
	Waivers		1,210,164			1,155,786			1,191,316		
	Totals	\$ 5,775,220	4,347,544	75%	\$ 6,271,689	4,614,708	64%	\$ 5,915,330	4,610,542	78%	75%
Workforce Educ.	Bills		\$ 99,252			\$ 151,566			\$ 150,188		
	Payroll		532,801			493,255			560,676		
	Waivers		-			1,370,918			1,463,466		
	Totals	\$ 3,378,641	632,053	19%	\$ 2,761,446	2,015,739	58%	\$ 2,619,370	2,174,330	83%	75%
District Office	Bills		\$ 414,946			\$ 545,996			\$ 656,623		
	Payroll		943,150			1,103,082			1,413,958		
	Waivers		-			-			-		
	Totals	\$ 1,991,105	1,358,096	68%	\$ 2,334,026	1,649,078	61%	\$ 2,741,040	2,070,581	76%	75%
District Wide	Bills		\$ 2,735,839			\$ 2,944,678			\$ 2,815,150		
	Payroll		914,237			1,471,721			1,774,025		
	Waivers		152,775			61,316			288,035		
	Totals	\$ 7,148,722	3,802,851	53%	\$ 7,711,317	4,477,715	50%	\$ 7,083,719	4,877,210	69%	75%
GRAND TOTALS		\$ 34,327,285	\$ 20,711,812	60%	\$ 35,081,124	\$ 24,595,513	70%	\$ 34,481,671	\$ 25,658,346	74%	75%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Revenues & Expenditures Report
For the Period Ended March 31, 2024

Unaudited

	FY 2024		FY 2023		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Property Taxes	\$ 4,938,517	16.65%	\$ 4,474,995	16.03%	\$ 463,522
Replacement Taxes	768,284	2.59%	1,193,454	4.28%	(425,170)	-35.625%
ICCB Grants	10,735,758	36.19%	10,083,141	36.12%	652,617	6.472%
Tuition & Fees	12,637,206	42.60%	11,684,211	41.86%	952,995	8.156%
Charges for Services	123,807	0.42%	68,567	0.25%	55,240	80.564%
Interest	350,151	1.18%	241,292	0.86%	108,859	45.115%
Other Revenues	110,231	0.37%	167,093	0.60%	(56,862)	-34.030%
	<u>\$ 29,663,954</u>	<u>100.00%</u>	<u>\$ 27,912,753</u>	<u>100.00%</u>	<u>\$ 1,751,201</u>	<u>6.274%</u>

	FY 2024		FY 2023		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Salaries	\$ 12,614,802	49.16%	\$ 12,368,785	50.29%	\$ 246,017
Employee Benefits	2,379,470	9.27%	2,078,435	8.45%	301,035	14.484%
Contractual Services	1,859,612	7.25%	1,846,266	7.51%	13,346	0.723%
Materials	1,416,191	5.52%	1,635,502	6.65%	(219,311)	-13.409%
Travel & Staff Development	190,098	0.74%	168,814	0.69%	21,284	12.608%
Fixed Charges	43,057	0.17%	27,961	0.11%	15,096	53.989%
Utilities	1,072,676	4.18%	1,021,151	4.15%	51,525	5.046%
Capital Outlay	720,195	2.81%	663,194	2.70%	57,001	8.595%
Other	5,362,245	20.90%	4,785,405	19.46%	576,840	12.054%
	<u>\$ 25,658,346</u>	<u>100.00%</u>	<u>\$ 24,595,513</u>	<u>100.00%</u>	<u>\$ 1,062,833</u>	<u>4.321%</u>

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: April 16, 2024

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the April 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. Change in Status**
- 400.3. Approval of Proposed Non-College Employment**

PERSONNEL REPORT

400.1 Employment of Personnel

A. Classified, Non-Exempt

1. Amy Drake, TRIO Upward Bound Counselor, LTC effective April 22, 2024
2. Jade Colclasure, TRIO Upward Bound Counselor, WVC effective May 6, 2024
3. Dan Brant, O&M Team Lead, OCC effective April 22, 2024

400.2 Change in Status

A. Classified, Non-Exempt

1. Kristie Markman, TRIO Student Support Specialist, OCC to TRIO Upward Bound Counselor, OCC effective May 6, 2024
2. Kent Staley, Maintenance Worker to O&M Team Lead, FCC, effective April 22, 2024
3. Christopher Ellington, Maintenance Worker to O&M Team Lead, LTC, effective April 22, 2024
4. Ernest Majors, Maintenance Worker to O&M Team Lead, WVC, effective April 22, 2024
5. Arron Brown, Maintenance Worker to O&M Team Lead, TLB/WRC, effective April 22, 2024

400.3 Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Hours per Academic Year</u>
Amie Mayhall	McGraw Hill Higher Education	150