

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**IECC Board of Trustees Meeting**

**Tuesday, August 19, 2025**



**Location:**

**Wabash Valley College- WVC Cafeteria  
2200 College Drive  
Mt. Carmel, IL 62863**

**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, August 19, 2025  
6:15 p.m.**

**Wabash Valley College- WVC Cafeteria  
2200 College Drive  
Mt. Carmel, IL 62863**

- |                                       |                  |    |
|---------------------------------------|------------------|----|
| 1. Call to Order & Roll Call          | Chairman Carter  |    |
| 2. Welcome from the Chair             | Chairman Carter  |    |
| 3. Recognition of Visitors and Guests | President Fowler |    |
| A. Visitors and Guests                |                  |    |
| B. IECCEA Representative              |                  |    |
| 4. Public Comments                    |                  |    |
| 5. Reports                            |                  |    |
| A. Trustees                           |                  |    |
| B. Chancellor                         |                  |    |
| C. Vice Chancellors                   |                  |    |
| 6. Approval of Consent Agenda         | Chancellor Gower |    |
| A. Disposition of Minutes             |                  | 6  |
| B. Affiliation Agreements             |                  | 10 |

i.	Stone Bridge Memory Care	
ii.	Stone Bridge Senior Living	
iii.	Ferrell Hospital	
iv.	The Carle Foundation	
v.	WLC Management	
vi.	Axiom Healthcare of Flora	
C.	2025 Program Review	30
D.	PREVAIL Memorandum of Understanding	31
E.	SAFE Memorandum of Understanding	35
F.	LTC Foundation Memorandum of Understanding	39
7.	Action on Items Removed from Consent Agenda	Chancellor Gower
8.	Policy First Reading (and Possible Approval)	Chancellor Gower
A.	None.	
9.	Policy Second Reading	Chancellor Gower
10.	Staff Recommendations for Approval	
A.	Appointment of Board Audit Committee	Chancellor Gower 42

B.	Cybersecurity Managed Detection and Response System	Chancellor Gower	43
C.	ASTAR, Inc. License Agreement	Chancellor Gower	44
11.	Bid Committee Report	Chancellor Gower	49
A.	FCC Athletic Facility		
B.	LTC Athletic Performance Center New Sidewalk		
12.	District Finance	Mr. Hawkins	
A.	Financial Report		77
B.	Approval of Financial Obligations		
13.	Executive Session	Chancellor Gower	
A.	2(c)(1) Employment/Appointment Matters		
B.	2(c)(2) Collective Negotiating Matters		
C.	2(c)(12) Litigation		
14.	Approval of Executive Session Minutes	Chancellor Gower	
15.	Approval of Personnel Report	Mrs. McDowell	86
16.	Litigation	Chancellor Gower	
17.	Other Items		
18.	Adjournment		



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

Susan Batchelor:	Present
Roger Browning:	Present
Gary Carter:	Present
Brenda Culver:	Present
John McLaughlin:	Absent
Jan Ridgely:	Present
Mireya Rose (Student Trustee):	Present
Barbara Shimer:	Present

Present: 6, Absent: 1.

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 – Amy Tarr & Nixie Hnetkovsky

3.B. IECCEA Representative – None

4. Budget Hearing

Motion to recess the regular meeting for the purpose of conducting a budget hearing and that the Board reconvene its regular meeting immediately following the conclusion of the hearing. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

John McLaughlin: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

Motion to convene a budget hearing on this 15th day of July 2025, pursuant to the published notice. The purpose of the budget hearing is to receive public comments on the FY2026 Budget of the District. This motion, made by Brenda Culver and seconded by Jan Ridgely, Carried.

John McLaughlin: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

Having received no public comment, Brenda Culver made a motion to adjourn the budget hearing. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

John McLaughlin: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

Pursuant to the earlier motion by Trustee Culver, the regular meeting was reconvened immediately following the adjournment of the budget hearing.

## 5. Public Comments - None

## 6. Reports

### 6.A. Trustees - None

6.B. Chancellor – Chancellor Gower noted that July 15<sup>th</sup> was the 60<sup>th</sup> anniversary of the signing of the Illinois Community College Act. He noted IECC’s linkage to that historic day through the involvement of a young legislator, Mr. Terry Bruce, who later became a 23 year CEO for IECC.

6.C. Presidents & Divisions – Reports were presented by the Presidents & Vice Chancellors of each division.

6.D. Capital Projects Report – Mr. Nicholas Knapp provided the Board with an oral report on current and pending Capital Projects.

## 7. Approval of Consent Agenda

Motion to approve the consent agenda as presented. This motion, made by Susan Batchelor and seconded by Jan Ridgely, Carried.

John McLaughlin: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

7.A. Disposition of Minutes – Open meeting minutes as prepared for the regular meeting held on June 17, 2025 were presented for approval.

7.B. Acceptance of 2025-2026 Academic Catalog – The Board accepted the 2025-2026 IECC academic catalog. It can be found on the IECC website at (<https://iecc.edu/catalog>).

7.C. Policy 400.12 Vacation Leave – Revisions to the Vacation Leave Policy 400.12 to reflect a change to the maximum accumulation of vacation leave for Non-Exempt and Classified employees from 25 to 30 days were presented for approval. This policy does not impact the number of vacation days earned by employees. **Document Registry 25-07-01**

7.D. Policy 400.36 Remote Work – Revisions to the Remote Work Policy 400.36 were presented for approval to ensure a consistent and equitable approach to off-site work arrangements across the District. **Document Registry 25-07-02**

7.E. Board Retreat – The Board authorized approval of a special meeting to be held on August 4, 2025 at 8:30 a.m. at the Terry L. Bruce West Richland Center. The meeting will serve as both a Board training day and a working retreat for the Board, with a primary focus on the future operations and strategic direction of the District. No formal action will be taken during this meeting.

## 8. Action on Items Removed from Consent Agenda - None

## 9. Policy First Reading (and Possible Approval) - None.

## 10. Policy Second Reading - None.

## 11. Staff Recommendations for Approval

### 11.A. RAMP FY27

Motion to approve the Resource Allocation and Management Plan (RAMP) for Fiscal Year 2027. This is a capital improvement request focused on restroom accessibility and ADA compliance. **Document Registry 25-07-03** This motion, made by Barbara Shimer and seconded by Roger Browning, Carried.

John McLaughlin: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

### 11.B. FY26 Budget

Motion to approve the Fiscal Year 2026 Budget for the District with projected revenues of \$34,937,033 and expenses of \$33,306,466 for the upcoming year. This motion, made by Roger Browning and seconded by Barbara Shimer, Carried.

John McLaughlin: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

## 12. Bid Committee Report - None.

## 13. District Finance

### 13.A. Financial Report

### 13.B. Approval of Financial Obligations

Motion to approve payment of district obligations for June 2025 in the total amount of \$779,356.90. This motion, made by Jan Ridgely and seconded by Brenda Culver, Carried.

John McLaughlin: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

## 14. Executive Session - None

## 15. Approval of Executive Session Minutes - None

## 16. Approval of Personnel Report

### 400.1 Employment of Personnel

1. Jack Knittle, Math Instructor, WVC, Academic Affairs effective August 13, 2025

### 400.2 Resignation Ratification(s)

1. Jayden Pinkston, Information Systems Technician, LTC, DO effective July 1, 2025

Motion to approve the personnel report as presented. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

John McLaughlin: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

17. Litigation - None

18. Other Items - None

19. Adjournment

Motion to adjourn at 7:26 p.m. This motion, made by Mireya Rose (Student Trustee) and seconded by Barbara Shimer, Carried.

John McLaughlin: Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

Approved: Chairman: \_\_\_\_\_

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

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 19, 2025  
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:

- Stone Bridge Memory Care
- Stone Bridge Senior Living

IECC wishes to enter a non-standard (agency) clinical affiliation agreement with the following organization:

- Ferrell Hospital

IECC wishes to enter an amended non-standard clinical and an amended non-standard non-clinical (agency) affiliation agreement with the following organization:

- The Carle Foundation

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

- WLC Management
- Axiom Healthcare of Flora

I ask the Board's approval of these affiliation agreements.

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, 2027, 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 as of the date of last signature.

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Illinois Eastern Community College 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.

## FERRELL HOSPITAL – SCHOOL CLINICAL AFFILIATION AGREEMENT

THIS CLINICAL AFFILIATION AGREEMENT (“Agreement”) is made and entered into effective as of \_\_\_\_\_, 2025 3 (“Effective Date”), by and between the Illinois Eastern Community College District 529 (“School”) and Ferrell Hospital Community Foundation, an Illinois not-for-profit corporation (“Hospital”).

A. School offers to its enrolled students, who are pursuing a healthcare-related career, educational opportunities at various healthcare facilities.

B. Hospital operates Ferrell Hospital, a critical access hospital located in Eldorado, Illinois providing inpatient and outpatient services to patients.

C. Hospital and School desire to provide School’s students on-site clinical and educational experiences at Ferrell Hospital subject to the terms and conditions of this Agreement.

NOW THEREFORE, in exchange of valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **Agreement to Participate in Program.** School desires for one or more of its enrolled students (“Students”) to participate in the clinical and educational experiences at Ferrell Hospital (“Program”), and Hospital agrees to permit the Students to participate in the Program, all in accordance with the terms of this Agreement.

2. **Responsibilities of School**

2.1. **Participation in Program.** In addition to other responsibilities of School described elsewhere in this Agreement, at all times throughout the term of this Agreement, School shall: (a) select qualified Students and faculty members (collectively, “Program Participants”) to participate in the Program and assure that each Student assigned to the Program is in good academic standing at the School and has completed an appropriate level of academic instruction to participate in the Program; (b) appropriately instruct and train the Program Participants regarding the participation in the Program, including, without limitation, providing each Program Participant with training on compliance with HIPAA, OSHA blood borne pathogens standards and Hospital policies and procedures, ensuring that the foregoing training is completed by the first day of the Program Participants participation in the Program at Ferrell Hospital and ensuring that Program Participants promptly complete any additional training as required by Hospital; (c) ensure that Program Participants at all times comply with Hospital’s policies and procedures and all applicable laws when participating in the Program; (d) ensure that qualified School faculty members all times provide appropriate directions, instructions, guidance to and appropriately supervise the Students participating in the Program; (e) retain sole responsibility for the education and academic grading of each Student; (f) coordinate with Hospital regarding the Program Participants assigned to the Program, the date and time of each assignment and the desired outcome of the assignment and ensure that no assignments negatively interfere with Ferrell Hospital’s operations, it being agreed that the number of Students to be assigned to the Program shall be approved by Hospital in advance of the assignment; (g) provide to Hospital as reasonably necessary information concerning each Student’s performance and evaluation, absences and assignments and similar pertinent information; (h) maintain all records and documents concerning Program Participants participation in the Program; (i) immediately remove any Program Participant from the Program if the Program Participant is not fit for assignment to Ferrell Hospital as a result of health, performance or other causes; (j) ensure that Program Participants dress in accordance with such reasonable dress and personal appearance standards as may be required by Hospital and display such identification as Hospital may require when present at Ferrell Hospital; (k) provide Hospital with (i) names and contact information for all faculty members participating in the Program, (ii) the name and contact information for the School’s contact person for purposes of questions related to the Program, and (iii) the name, class level, and educational experience desired for each Student assigned to the Program, and (l) promptly reimburse Hospital for any loss, damage or breakage to any equipment or other Hospital property caused by any Program Participant.

2.2. **Representations Regarding Program Participants.** Upon commencement and throughout the term of this Agreement, School represents to Hospital that (a) neither School nor any Program Participant is excluded from participation in the Federal healthcare programs or barred from participation in Federal programs, (b) each Program Participant has undergone a criminal background check consistent with applicable to Hospital legal requirements and such background check did not raise any concerns with respect to the Program Participant; (c) no Program Participant is subject to any sanctions precluding participation in the Program, (d) each Program Participant underwent a tuberculosis and drug screening tests and such tests were negative, (e) each Program Participant have received an influenza vaccine, COVID-19 vaccine and other vaccines in accordance with the recommendations for immunizations for healthcare professionals established by the Centers for Disease Control and as required by Hospital, (f) if a Student is not a United States citizen, the Student possesses appropriate visa to attend the School consistent with applicable laws, and (g) School is an appropriately accredited educational institution operating in compliance with applicable laws. School shall ensure that no Program Participant participates in the Program unless the foregoing representations remain true and correct with respect to the Program Participant. School shall maintain documentation with respect to each Program Participant supporting the foregoing representations of School and shall promptly provide copies of such documentation to Hospital upon Hospital's request.

2.3. **Insurance.** School shall, at its expense, obtain and maintain (a) commercial general liability insurance coverage acceptable to Hospital with limits of \$1,000,000 per claim and \$3,000,000 in the annual aggregate covering any acts and omissions of School and Program Participants in connection with the Program, (b) automobile liability insurance coverage (if applicable) including non-owned and hired automobile liability coverage with limits of \$1,000,000, (c) workers compensation insurance coverage with liability limits consistent with the applicable statutory limits for Program Participants, and (d) professional liability insurance coverage acceptable to Hospital with minimum liability limits of \$1,000,000 per occurrence and \$3,000,000 per year in the aggregate covering any acts and omissions of School and Program Participants in connection with the Program. The foregoing insurance coverage shall be effective at all times during the term of this Agreement and until the expiration of the applicable statute of limitations period for the activities undertaken by School and the Program Participants hereunder. Hospital shall be named as an additional insured under all foregoing insurance policies. A certificate of insurance shall be provided to Hospital upon the execution of this Agreement and at any other time promptly upon Hospital's request. This Section shall survive termination of this Agreement for any reason.

2.4. **Confidentiality and HIPAA Compliance.** School acknowledges that in connection with participating in the Program, Program Participants may be given access to protected health information of Hospital's patients ("PHI") and other confidential information of Hospital. Hospital and School agree that for purposes of the privacy and security regulations promulgated under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), School is not a business associate of Hospital by virtue of the Program Participants participating in the Program at Ferrell Hospital. Solely for the purpose of defining the Program Participants' role in relation to the access to, use and disclosure of PHI of Hospital's patients, the Program Participants shall be considered members of the Hospital's workforce, as that term is defined by HIPAA, when participating in the Program at Ferrell Hospital. School shall ensure that each Program Participant shall at all times maintain confidentiality of PHI and other confidential information of the Hospital, not disclose PHI and any other confidential information of Hospital to any party and at all times comply with the requirements of HIPAA and other applicable laws and Hospital's policies and procedures related to the confidentiality and security of PHI. Prior to any Program Participant's assignment to the Program, School shall provide appropriate training to the Program Participant regarding compliance with HIPAA, other applicable health information confidentiality laws and Hospital's HIPAA compliance policies, cause each Program Participant to sign a statement of confidentiality in a form acceptable to Hospital and require each Program Participant to promptly undergo any additional training as may be requested by Hospital. School shall promptly reimburse Hospital for all documented expenses incurred by Hospital as a result of any access to, use or disclosure of PHI by School or by any Program Participant in violation of HIPAA, other applicable laws or Hospital's policies and procedures, as well as for any improper access to, use or disclosure of any other confidential information of Hospital by School or by any Program Participant. The provisions of this Section shall survive termination of this Agreement for any reason.

2.5. **Performance.** School shall ensure that Program Participants shall at all times perform all activities related to the Program in accordance with all applicable laws and policies of Hospital. Any faculty member supervising the Students shall be duly licensed to practice his or her respective profession and qualified to participate in the Program at Hospital.

3. **Responsibilities of Hospital.** Hospital shall (a) if appropriate, appoint a Hospital employee who shall be responsible for coordinating the experiences of the Program Participants at Ferrell Hospital, (b) reasonably cooperate with School in the orientation of all Program Participants to Ferrell Hospital, and (c) assist School in the evaluation of the Students' performance, it being agreed that School shall at all times remain solely responsible for the evaluation and academic grading of the Students.

4. **Emergency Medical Care.** School acknowledges that no Program Participant shall be considered an employee of Hospital for the purposes of state workers' compensation laws or otherwise as a result of any activities pursuant to this Agreement. If a Program Participant needs emergency medical care while at Ferrell Hospital, Hospital will arrange for emergency care, but in no event shall Hospital be responsible for the cost of any medical care provided to any Program Participant.

5. **Removal of Program Participants.** Notwithstanding any other provision of this Agreement, Hospital may at any time immediately remove from Ferrell Hospital's premises any Program Participant who, in the Hospital's determination, poses an immediate threat or danger to patients, visitors, personnel or the quality of medical services or displays unprofessional behavior. Hospital and School further agree that Hospital may request School to withdraw a Program Participant from the Program, if in Hospital's sole discretion, his or her performance is unsatisfactory to Hospital or his or her behavior is disruptive or detrimental to Hospital or its patients, in which case School shall promptly comply with such request and such Program Participant's participation in the Program shall immediately cease.

6. **Indemnification.** School shall defend, indemnify and hold Hospital and its directors, officers, employees and agents harmless against any and all losses, liabilities, damages, judgments, suits, penalties, fines, claims and demands of any kind, awards and fees, including, without limitation, attorney fees, arising out of or related to a breach of this Agreement by School, any acts or omissions of School or any Program Participant in connection with the Program or any bodily injury or damage to property caused by a Program Participant while on Ferrell Hospital's premises or in connection with participation in the Program. This Section shall survive termination of this Agreement for any reason.

7. **Term and Termination.** The term of this Agreement shall commence on the Effective Date and shall continue for an initial term of one (1) year. Thereafter, unless sooner terminated in accordance with the terms hereof, this Agreement shall automatically renew for additional successive one (1) year terms. Either party may terminate this Agreement at any time without cause by providing at least thirty (30) days prior written of termination to the other party. This Agreement shall be deemed automatically terminated without further action in the event School becomes excluded from participation in Federal healthcare programs or becomes barred from Federal programs. In addition, Hospital may terminate this Agreement immediately upon providing written notice of termination to School if Hospital determines that continuation of the Agreement may cause any detrimental effect to Ferrell Hospital's operations.

8. **No Compensation.** Neither party shall earn or receive any compensation from the other party in return for the performance of the duties and obligations described herein. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from Hospital. No School's faculty members participating in the Program shall receive any compensation by Hospital for any services provided.

9. **No Referrals.** No term of this Agreement shall be construed as requiring, inducing, or encouraging in any way the parties to refer patients to each other and the rights of the parties under this Agreement shall not be dependent in any way on the referral of patients between the parties.

10. **Notices.** All notices and other writings required or permitted to be given under the terms of this Agreement shall be hand delivered, delivered by overnight mail, or mailed, postage prepaid by certified or registered mail, return receipt requested, to the parties, as follows:

To School at: Illinois Eastern Community Colleges  
233 East Chestnut Street  
Olney, IL 62450  
Attn: Dean of Health Professions

To Hospital at: Ferrell Hospital  
1201 Pine Street  
Eldorado, IL 62930  
Attn: Caleigh Bruce

or to such addresses as the parties may hereafter designate in writing.

11. **Miscellaneous.** Nothing contained in this Agreement shall be deemed or construed to create any relationship between the parties other than the relationship of independent parties contracting for services. The waiver by either party of a breach of this Agreement shall not constitute a waiver of any subsequent breach of the same, and any waiver shall be effective only if in writing. Failure to enforce any provision of this Agreement shall not preclude enforcement of such provision thereafter so long as the breach of such provision shall continue. Both parties acknowledge that this Agreement is made voluntarily without duress of any kind after having had the opportunity to obtain the advice of independent counsel of such party's choice. The validity, construction, enforcement, and interpretation of this Agreement shall be governed by the laws of the State of Illinois. This Agreement may be modified or amended only upon mutual written consent of the parties. This Agreement may not be assigned by School without the prior written consent of Hospital. Headings of articles and sections herein are solely for the convenience of the parties and, accordingly, shall not be deemed to constitute a part of this Agreement when construing or enforcing this Agreement. If any provision of this Agreement, or the application thereof to any person or circumstance, is held to be illegal, invalid or unenforceable for any reason, such illegality, invalidity or unenforceability shall not affect any other provision of this Agreement that can be given effect in the absence of the illegal, invalid or unenforceable provision of application. To this end, all provisions of this Agreement are declared to be severable. This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes any prior or contemporaneous verbal or written agreements, communications and representations relating to the subject matter hereof. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument. All provisions of this Agreement are binding upon, inure to the benefit of, and are enforceable by or against the parties and their respective heirs, executors, administrators, or other legal representatives and permitted successors and assigns. This Agreement may be signed via an electronic signature and a copy of the Agreement bearing a signature transmitted via electronic means shall be deemed to be an original.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the Effective Date.

**Ferrell Hospital Community Foundation**

**Illinois Eastern Community College District 529**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**FIRST AMENDMENT TO THE CLINICAL AFFILIATION AGREEMENT**

**THIS FIRST AMENDMENT TO THE CLINICAL AFFILIATION AGREEMENT** (this “Amendment”) is entered into as of the date of the last signature below, by and between THE CARLE FOUNDATION, and its affiliates and subsidiaries, (collectively referred to herein as “Carle”), and Illinois Eastern Community College District 529, Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College, (“School”). Carle and School may be referred to herein individually as “Party” or collectively as “Parties”.

**RECITALS**

**WHEREAS**, Carle and School entered into that certain Affiliation Agreement effective as of September 20<sup>th</sup>, 2024, pursuant to which Carle provides a Placement for certain professional educational experiences of School’s Students (the “Agreement”); and

**WHEREAS**, Carle and School mutually desire to amend the Agreement to expand the scope of programs under the Agreement as set forth herein.

**NOW THEREFORE**, for and in consideration of the foregoing, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto hereby agree as follows:

1. The Parties agree to amend the “Specific Programs Covered by this Clinical Affiliation Agreement” section of Exhibit A of the Agreement to add the following programs:
  - a. C412 Paramedic
2. Construction of Amendment. Capitalized terms shall have the same meaning as set forth in the Agreement unless otherwise stated herein. Except as supplemented hereby, all of the terms of the Agreement shall remain and continue in full force and effect. In the event of a conflict between the terms of this Amendment and the Agreement, the terms of this Amendment shall govern.
3. Counterpart Executions; Facsimiles. This Amendment may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute one and the same document, and is binding on all Parties notwithstanding that each Party may have signed different counterparts. Facsimiles or scanned copies of signatures or electronic images of signatures shall be considered original signatures.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Amendment to be executed by their duly authorized representatives.

**The Carle Foundation**

**School**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FIRST AMENDMENT TO THE NON-CLINICAL AFFILIATION AGREEMENT**

**THIS FIRST AMENDMENT TO THE NON-CLINICAL AFFILIATION AGREEMENT** (this “Amendment”) is entered into as of the date of the last signature below, by and between THE CARLE FOUNDATION, and its affiliates and subsidiaries, as listed on Exhibit A (collectively referred to herein as “Carle”), and Illinois Eastern Community College District 529, Frontier Community College, Lincoln trail College, Olney Central College, and Wabash Valley College, (“School”). Carle and School may be referred to herein individually as “Party” or collectively as “Parties”.

**RECITALS**

**WHEREAS**, Carle and School entered into that certain Affiliation Agreement effective as of September 20<sup>th</sup>, 2024, pursuant to which Carle provides a Placement for certain professional educational experiences of School’s Students (the “Agreement”); and

**WHEREAS**, Carle and School mutually desire to amend the Agreement to expand the scope of programs under the Agreement as set forth herein.

**NOW THEREFORE**, for and in consideration of the foregoing, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto hereby agree as follows:

1. The Parties agree to replace Exhibit A in its’ entirety with the Exhibit A that is attached hereto and incorporated herein.
2. Construction of Amendment. Capitalized terms shall have the same meaning as set forth in the Agreement unless otherwise stated herein. Except as supplemented hereby, all of the terms of the Agreement shall remain and continue in full force and effect. In the event of a conflict between the terms of this Amendment and the Agreement, the terms of this Amendment shall govern.
3. Counterpart Executions; Facsimiles. This Amendment may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute one and the same document, and is binding on all Parties notwithstanding that each Party may have signed different counterparts. Facsimiles or scanned copies of signatures or electronic images of signatures shall be considered original signatures.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Amendment to be executed by their duly authorized representatives.

**The Carle Foundation**

**School**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### Carle Entities Covered by this Agreement:

- The Carle Foundation Hospital
- Carle Health Care Incorporated d/b/a Carle Physician Group
- Hoopeston Community Memorial Hospital d/b/a Carle Hoopeston Regional Health Center
- Richland Memorial Hospital Inc. d/b/a Carle Richland Memorial Hospital
- Champaign Surgery Center
- Arrow Ambulance, LLC
- Carle West Physician Group, Inc.
- Carle BroMenn Medical Center
- Carle Eureka Hospital
- Methodist Medical Center of Illinois d/b/a Carle Health Methodist Hospital
- Proctor Hospital d/b/a Carle Health Proctor Hospital
- Pekin Memorial Hospital d/b/a Carle Health Pekin Hospital
- Proctor Health Systems d/b/a Carle Health Methodist Physician Group

### Specific Programs Covered by this Non-Clinical Affiliation Agreement: (*i.e. degree programs for disciplines such as public health, health law and policy, etc.*)

- D140 Accounting
- D355 Early Childhood Education
- C353 ECE Level 2 Credential
- C354 ECE Level 3 Credential
- D199 Graphic Arts & Design
- D425 Human and Behavioral Health
- D245 Human Resource Assistant
- D217 Information Systems Technology
- D235 Marketing Business Management
- C189 Medical Coding Associate
- C216 Network Technician
- D247 Office Administration
- D186 Office Management
- D302 Process Technology

**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 \_\_\_\_\_

\_\_\_\_\_ (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, 2027, 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 as of the date of last signature.

ILLINOIS EASTERN COMMUNITY  
COLLEGE 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 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, 2027, at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least thirty day's ~~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 as of the date of last signature.

ILLINOIS EASTERN COMMUNITY  
COLLEGE 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: August 19, 2025  
RE: 2025 Program Review Report

The IECC Program Review Report provides an in-depth analysis of specific career and technical education programs and academic transfer disciplines based on quality, cost, need, and equitable outcomes.

Administration, staff, and faculty reviewed eight career and technical programs and the discipline of Physical and Life Sciences. The support services review was of Financial Aid. The cross-disciplinary curriculum review was Developmental English/Language Arts.

As a result of the review, programs and services are continually improved with a focus on quality, cost, need, equity, and performance. Program review provides an opportunity to update curricula to accommodate changes in the field and identify resource needs, as well as assess support services that contribute to academic programs and the achievement of IECC's mission.

Previously, a link to the IECC 2025 Program Review Report was sent to the Board. The report was approved by the SEPC on August 6, 2025, and is due to the Illinois Community College Board by September 1, 2025.

I ask the Board's approval for submission of this report to the Illinois Community College Board.

RG/cr

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 19, 2025  
RE: PREVAIL Memoranda of Understanding

As required by the Preventing Sexual Violence in Higher Education Act, and referenced in IECC Policy and Procedure 100.31, IECC must have confidential advisors available to a student or employee who experiences sexual violence, should they choose to seek their services. A confidential advisor is a person who has received 40 hours of training previously and 6 hours of ongoing training annually to provide emergency and ongoing support to student survivors of sexual violence. IECC wishes to enter into memoranda of understanding with:

*Prevail Illinois, a not-for-profit corporation, Robinson, Illinois*

I ask the Board's approval of this Memoranda of Understanding.

RG/mf

Attachments

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
PREVAIL ILLINOIS  
and  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529**

This agreement is made by and between Prevail Illinois, a not-for-profit corporation, with primary offices located at - 825 18<sup>th</sup> Street, Suite 409, Charleston IL 61920 and Illinois Eastern Community Colleges (herein after called higher education institution). This agreement is in effect from August 1, 2025, through July 31, 2026. Said parties respectively do hereby agree as follows:

**Section I: Definitions**

**Survivor:** a student who has experienced sexual violence, dating violence, or stalking while enrolled in higher education.

**Offenders:** A student who has been accused or convicted of perpetrating sexual assault/violence. Prevail Illinois does not work with offenders.

**Confidential Advisor:** a person who provides emergency and ongoing support to student survivors, who has completed 40 hours of training on sexual violence and completes 6 additional hours of training on sexual violence annually.

**Comprehensive Policy:** a policy created and implemented by a higher education institution to address student allegations of sexual violence, domestic violence, dating violence, and stalking. The components of this policy are outlined in the Preventing Sexual Violence in Higher Education Act, Public Act 099-0426.

**Section II: Description of Services**

All services to survivors, provided by Prevail Illinois will be within the guidelines of the Preventing Sexual Violence in Higher Education Act 110 ILCS 155/1-99 and within the bounds of the Confidentiality of Statements made to Rape Crisis Personnel 735 ILCS 5/8-802.1. This includes providing 24 hour emergency support, as well as facilitating ongoing support related to the institution's administrative processes on handling sexual violence, domestic violence, dating violence or stalking, providing information and support on reporting to law enforcement agency with jurisdiction over the matter, seeking emergency medical treatment, campus support services or community support services outside of Prevail Illinois (when necessary) and information on protective orders. Prevail Illinois will provide this service in a manner that protects the student's privacy and rights under the law. Note: Prevail Illinois does not directly provide services for domestic violence; however, Prevail Illinois will refer any survivors of such to the appropriate community-based domestic violence support agency. Prevail Illinois also does not provide services to anyone accused or convicted of perpetrating sexual assault/violence.

**Section III: Prevail Illinois Services and Responsibilities**

1. A Prevail Illinois advocate/crisis counselor (hereinafter referred to as Advocate) who has attended a 40-hour crisis intervention training on sexual violence and received required training by ICASA will be on-call to provide telephone crisis counseling and advocacy for any survivor as defined by this agreement. These services will be available 7 days a week, 24 hours a day. The Institution's designated liaison (named in Section V) will be provide the survivor with the contact information of the 24-hour Prevail Illinois hotline. Upon receiving

a request from the survivor for Prevail Illinois services through the hotline, a call is made to the on-call Prevail Illinois advocate. Upon receiving the call, the Prevail Illinois advocate will respond to the request over the phone within 15 minutes.

2. The following services may be provided by the Advocate: crisis counseling, information on campus administration process, interim protective measures, local hospital, and law enforcement information, information on victim's rights, referrals to services for on-campus support and other outside community organizations, and appropriate follow-up services. A phone call will be made to the survivor within 24 hours of the requests made by the survivor.
3. If the student is within the 9-county area Prevail Illinois serves (Coles, Crawford, Cumberland, southern Clark, Edwards, Jasper, Lawrence, Richland, and Wabash), the Prevail Illinois advocate can assist with accompaniment to a police station, administrative hearings, or court proceedings. Accompaniment to Hospital ER rooms is also provided. Appropriate referrals will be made after an assessment is completed.
4. Prevail Illinois will provide counseling/advocacy services in accordance with the policies of Illinois Coalition Against Sexual Assault (ICASA) community-based sexual assault crisis centers.
5. Provide the Institution with brochures and literature on how to contact Prevail Illinois in addition to Prevail Illinois services and their role as Confidential Advisors to the Institution.
6. Provide the Institution with as-needed support and assistance in ensuring compliance with Preventing Sexual Violence in Higher Education Act, including but not limited to consultation; drafting or reviewing of comprehensive policies to address sexual violence; informational notices to students; curriculum development of student workshops on sexual violence; as well as answering questions related to student disclosures and needed faculty support.
7. Provide the Institution with an aggregated report of calls originating from the Institution's students, with basic non-identifying information on a scheduled basis. Information will only be provided within the bounds of the Confidentiality of Statements Made to Rape Crisis Personnel 735 ILCS 5/8-802.1.

#### **Section IV: The Institution's Services and Responsibilities**

Regarding linkage to crisis intervention services for student survivors, the Institution will:

1. Ensure students are aware of the Prevail Illinois hotline number and know how to call it immediately for assistance. Prevail Illinois will provide support to any student survivor of sexual violence regardless of gender or age. The obligation to make a confidential advisor available to all students is outlined in the Preventing Sexual Violence in Higher Education Act.
2. Provide Prevail Illinois with up-to-date information on the Institution's comprehensive policy on preventing sexual violence. This includes but is not limited to information on the administrative processes, campus reporting options, interim protective measures, accommodations, complaint resolution procedures and Title IX Coordinator contact information.

3. Provide Prevail Illinois with information on campus support services such as counseling and onsite medical services, if applicable.
4. Adhere to all aspects of the Preventing Sexual Violence in Higher Education Act, including but not limited to allowing Prevail Illinois to liaise with necessary campus authorities to secure interim protective measures and accommodations for the survivor.
5. Schedule annual training for any employee of higher education institution who is involved in the receipt of a student report of a reported incident of sexual violence, domestic violence, dating violence or stalking, the referral or provision of services to a survivor, or any campus complaint resolution procedure that results from an alleged incident of sexual violence, domestic violence, dating violence or stalking. Training will include topics relating to and serving survivors of sexual assault and survivor-centered trauma informed response.

**Section V: Additional Considerations**

Both the Institution and Prevail Illinois will designate liaisons to maintain communication between both parties. These liaisons must have access to statistical information regarding services to survivors and be in a position to make decisions should there be a question about policy, procedure, or clarification regarding the roles of Prevail Illinois or the Institution.

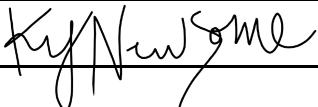
The liaison for the Institution is:

Name: Libby McVicker  
 Title: Program Director of Grants & Compliance  
 Phone: 618-393-3491  
 Email: [mcvickero@iecc.edu](mailto:mcvickero@iecc.edu)

The Liaison for Prevail Illinois is:

Name: Ky Newsome  
 Title: Interim Executive Director  
 Phone: 217-348-5033  
 Email: [ky.newsome@prevailil.org](mailto:ky.newsome@prevailil.org)

**Agreed:**

By: PREVAIL ILLINOIS  
 Name:   
 Title: Interim Executive Director

By: Illinois Eastern Community Colleges District #529  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 19, 2025  
RE: SAFE Memoranda of Understanding

As required by the Preventing Sexual Violence in Higher Education Act, and referenced in IECC Policy and Procedure 100.31, IECC must have confidential advisors available to a student or employee who experiences sexual violence, should they choose to seek their services. A confidential advisor is a person who has received 40 hours of training previously and 6 hours of ongoing training annually to provide emergency and ongoing support to student survivors of sexual violence. IECC wishes to enter into memoranda of understanding with:

*Sexual Assault and Family Emergencies (SAFE) a not-for-profit corporation, Vandalia, Illinois*

I ask the Board's approval of this Memoranda of Understanding.

RG/mf

Attachments

## MEMORANDUM OF UNDERSTANDING

BETWEEN

SEXUAL ASSAULT AND FAMILY EMERGENCIES

and

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529

This agreement is made by and between Sexual Assault and Family Emergencies (herein after called SAFE) a not-for-profit corporation, with primary offices located at 1410 Sunset Drive, Suite G, Vandalia, Illinois 62471 and Illinois Eastern Community Colleges (herein after called higher education institution). This agreement is in effect from August 1, 2025 through July 31, 2026. Said parties respectively do hereby agree as follows:

### Section I: Definitions

**Survivor:** a student who has experienced sexual violence, dating violence or stalking while enrolled in higher education.

**Confidential Advisor:** a person, contracted by a higher education institution to provide emergency and ongoing support to student survivors, who has completed 40 hours of training on sexual violence and completes 6 additional hours of training on sexual violence annually.

**Comprehensive Policy:** a policy created and implemented by a higher education institution to address student allegations of sexual violence, domestic violence, dating violence, and stalking. The components of this policy are outlined in the Preventing Sexual Violence in Higher Education Act, Public Act 099-0426.

### Section II: Description of Services

All services to survivors, provided by SAFE will be within the guidelines of the Preventing Sexual Violence in Higher Education Act 110 ILCS 155/1-99 and within the bounds of the Confidentiality of Statements made to Rape Crisis Personnel 735 ILCS 5/8-802.1. This includes providing 24-hour emergency support, as well as facilitating ongoing support related to the institution's administrative processes on handling sexual violence, domestic violence, dating violence or stalking, providing information and support on reporting to law enforcement agency with jurisdiction over the matter, seeking emergency medical treatment, campus support services or community support services outside of SAFE (when necessary) and information on protective orders. SAFE will provide this service in a manner that protects the student's privacy and rights under the law. Note: SAFE does not directly provide services for domestic violence; however, SAFE will refer any survivors of such to the appropriate community-based domestic violence support agency.

### Section III: SAFE Services and Responsibilities

1. A SAFE advocate/crisis counselor (hereinafter referred to as Advocate) who has attended a 40-hour training on sexual violence and received required training by ICASA will be on-call to

provide telephone crisis counseling and advocacy for any survivor as defined by this agreement. These services will be available 7 days a week, 24 hours a day. The Institution's designated liaison (named in Section V) will be provided the contact information of the 24-hour SAFE hotline. Upon receiving a request for SAFE services through the hotline a call is made to the SAFE advocate on call. Upon receiving the call, the SAFE advocate will respond to the request over the phone within 15 minutes.

2. The following services may be provided by the Advocate: crisis counseling, information on campus administration process, interim protective measures, local hospital and law enforcement information, information on victim's rights, referrals to services for on campus support and other outside community organizations and appropriate follow-up services. A phone call will be made to the survivor within 24 hours of the requests made.
3. If the student is within the 11-county area SAFE serves the SAFE advocate can assist with accompaniment to a police station, administrative hearings, or court proceedings. Accompaniment to Hospital ER rooms is also provided. Appropriate referrals will be made after an assessment is completed.
4. SAFE will provide counseling/advocacy services in accordance with the policies of Illinois Coalition Against Sexual Assault (ICASA) community-based sexual assault crisis centers.
5. Provide the Institution with brochures and literature on how to contact SAFE in addition to SAFE services and their role as Confidential Advisors to the Institution.
6. Provide the Institution with as-needed support and assistance in ensuring compliance with Preventing Sexual Violence in Higher Education Act, including but not limited to consultation; drafting or reviewing of comprehensive policies to address sexual violence; informational notices to students; curriculum development of student workshops on sexual violence; as well as answering questions related to student disclosures and needed faculty support.
7. Provide Institution with an aggregated report of calls originating from the Institution's students, with basic non-identifying information on a scheduled basis. Information will only be provided within the bounds of the Confidentiality of Statements Made to Rape Crisis Personnel 735 ILCS 5/8-802.1.

#### **Section IV: The Institution's Services and Responsibilities**

Regarding linkage to crisis intervention services for student survivors, the Institution will:

1. Ensure students have knowledge of SAFE hotline number and how to call immediately for assistance. SAFE will provide support to any student survivor of sexual violence regardless of gender or age. The obligation to make a confidential advisor available to all students is outlined in the Preventing Sexual Violence in Higher Education Act.
2. Provide SAFE with up-to-date information on the Institution's comprehensive policy on preventing sexual violence. This includes but is not limited to information on the administrative processes, campus reporting options, interim protective measures,

accommodations, complaint resolution procedures and Title IX Coordinator contact information.

3. Provide SAFE with information on campus support services such as counseling and onsite medical services, if applicable.
4. Adhere to all aspects of the Preventing Sexual Violence in Higher Education Act, including but not limited to allowing SAFE to liaise with necessary campus authorities to secure interim protective measures and accommodations for the survivor.
5. Schedule annual training for any employee of higher education institution who is involved in the receipt of a student report of an alleged incident of sexual violence, domestic violence, dating violence or stalking, the referral or provision of services to a survivor, or any campus complaint resolution procedure that results from an alleged incident of sexual violence, domestic violence, dating violence or stalking. Training will include topics relating to and serving survivors of sexual assault and survivor-centered trauma informed response.

#### Section V: Additional Considerations

Both the Institution and SAFE will designate liaisons to maintain communication between both parties. These liaisons must have access to statistical information regarding services to survivors and be in a position to make decisions should there be a question about policy, procedure, or clarification regarding the roles of SAFE or the Institution.

The liaison for the Institution is:

Name: Libby McVicker  
Title: Program Director of Grants & Compliance  
Phone: 618-393-3491  
Email: [mcvickero@iecc.edu](mailto:mcvickero@iecc.edu)

The Liaison for SAFE is:

Name: Carleta D Trout  
Title: SAFE Executive Director  
Phone: 618-283-1414  
Email: [ctrout@safecrisiscenter.org](mailto:ctrout@safecrisiscenter.org)

#### Agreed:

SAFE  
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Institution  
By: SAFE  
Name: Carleta D Trout  
Title: Executive Director

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: August 19, 2025  
RE: LTC Foundation Memorandum of Understanding

The Lincoln Trail College Foundation has expressed interest in relocating its operations to the LTC campus. President Ambrose has identified space on the north campus to accommodate this move. Unlike other IECC foundations, the LTC Foundation employs three individuals (1.5 FTE), creating a need for dedicated work and meeting space.

The attached Memorandum of Understanding outlines the specific space to be used, defines how the Foundation may operate within that space, and clarifies the responsibilities of both the Foundation and the College. Importantly, the MOU stipulates that any remodeling or modification of the space must be coordinated with and approved by IECC administration in full compliance with applicable state statutes.

Approval of this agreement will provide the Foundation with a suitable and clearly defined location while ensuring alignment with college operations and facilities management.

I ask that the Board approve the MOU as presented.

RG/sc

## **MEMORANDUM OF UNDERSTANDING**

Between the Lincoln Trail College Foundation and Illinois Eastern Community Colleges

### **Purpose:**

This Memorandum of Understanding ("MOU") sets forth the terms under which the Lincoln Trail College Foundation ("Foundation") will occupy certain space within the Lincoln Trail College North Campus Professional Annex in support of its mission to benefit Lincoln Trail College and its students.

### **1. Space Allocation**

IECC grants the Foundation use of Rooms 401, 402, and 413 (conference room) located in the Professional Annex on Lincoln Trail College's North Campus.

### **2. Term and Termination**

This MOU is effective upon mutual signature and shall remain in effect until terminated by either party. Either party may terminate this MOU with ninety (90) days' written notice.

### **3. Rent and Consideration**

There is no rent or lease payment required for this arrangement, in recognition of the Foundation's mission to support Lincoln Trail College and IECC students.

### **4. Furnishings and Improvements**

- The Foundation is responsible for furnishing its offices.
- Any proposed remodeling, renovation, or improvements must:
  - a) Receive prior written approval from the Office of the Chancellor; and
  - b) Be performed by or under the supervision of LTC Operations & Maintenance, in full compliance with IECC policies, procedures, the Illinois Public Community College Act, and applicable building codes.
- All expenses associated with remodeling or renovation shall be invoiced to and reimbursed by the Foundation.

### **5. Network and Technology**

- IECC will provide the Foundation access to the student wireless network for general business purposes.
- Phone service will be the responsibility of the Foundation. If the Foundation requests access to IECC's phone system, all associated costs shall be reimbursed monthly.

### **6. Utilities and Services**

The Foundation's use of the space includes access to standard utilities (electricity,

water, heat, cooling) and custodial services at no cost. Extraordinary costs directly attributable to Foundation use may be billed to the Foundation with prior notice.

### **7. Security and Access**

- The Foundation will comply with all LTC and IECC safety and security protocols.
- Keys issued to Foundation staff remain IECC property and must not be copied and shall be returned upon termination of this MOU. Lost keys will incur rekeying costs that will be billed to the Foundation.

### **8. Insurance and Liability**

The Foundation shall maintain general liability insurance coverage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, naming Illinois Eastern Community Colleges as an additional insured. A certificate of insurance shall be provided to IECC (Chief Financial Officer) annually. IECC is not responsible for loss, theft, or damage to Foundation property.

### **9. Compliance with Policies**

The Foundation agrees to comply with all applicable IECC policies and procedures, as well as all applicable laws, including the Illinois Public Community College Act.

### **10. Ownership**

This MOU does not convey any leasehold interest or property rights. IECC retains full ownership and authority over the Professional Annex and reserves the right to reassign space as institutional needs dictate.

### **Signatures**

---

Mr. Gary Carter; Chairman  
Illinois Eastern Community Colleges  
Date: \_\_\_\_\_

---

Mr. Dan McDonald; President  
Lincoln Trail College Foundation  
Date: \_\_\_\_\_

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: August 19, 2025

RE: Appointment of Board Audit Committee

The Board Audit Committee is charged with oversight of the District's annual audit. The Committee meets with the District's auditors and makes a complete review of the Audit Report. Committee members then report to the Board and at that time the Board takes action on the District's required annual audit.

It would now be appropriate for the Board to select two Trustees to serve as members of the Audit committee.

RG/akb

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: August 19, 2025

RE: Cybersecurity Managed Detection and Response System

Cybersecurity threats remain a primary risk to the district due to the frequency and complexity of the types of attempts made. IECC has utilized a managed detection and response system since August 2022 to assist in managing and mitigating this risk. The services offered have prevented and stopped threats before they could cause significant damage or loss of data. Additionally, IECC's use of a managed detection and response system has, in part, driven down the cost of cybersecurity insurance for the past two years.

Managed Threat Detection and Response (MDR) services provide:

- 24/7 monitoring by expert-led Security Operations Centers (SOCs)
- Proactive threat hunting to identify and neutralize emerging threats
- Incident response capabilities that contain and remediate attacks before they escalate
- Vulnerability management to continuously assess and prioritize risks

These services are essential for institutions like ours that face increasing cyber risk because it provides a full-scale, around-the-clock security operation.

Rapid7 stands out among MDR providers for several key reasons:

- The platform monitors endpoints, networks, cloud environments, and user activity.
- Offers unlimited digital forensics and incident response (DFIR) without additional costs.
- Provides a Dedicated Cybersecurity Advisor who acts as an extension of the internal team.

I recommend the Board approve the purchase of Rapid7 Managed Threat Detection services through CDW-G for a three-year term. This investment will significantly strengthen our cybersecurity posture, reduce risk exposure, and ensure continuity of operations in the face of evolving threats. The annual cost is \$163,485 per year, for a total commitment of \$490,455. The funding for this purchase will be made from the Tort Liability Fund and purchased under 30 ILCS 525/2 – Joint Purchasing Authority due to the District's participation in the Illinois Public Higher Education Cooperative (IPHEC).

RG/akb

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: August 19, 2025

RE: License Agreement – ASTAR, Inc.

The proposed license agreement is for the utilization of approximately 7,500 square feet of space in the Industrial Studies Building at Wabash Valley. The purpose of the agreement is to strategically partner with ASTAR, Inc. to create a Gas Line Utility program at Illinois Eastern Community Colleges. The program will train students in the field of underground pipeline installation and maintenance.

ASTAR, Inc. is a leading provider of oil and gas regulatory and compliance consulting services. Through this partnership they will assist in curriculum review, provide industry contacts, and recruitment efforts for students. The terms of the license agreement will also provide ASTAR, Inc. with access to the facility for trainings and re-certifications that they will administer.

The terms of the license agreement will be through June 30, 2026, at an annual financing fee of \$15,300, paid quarterly. I ask the Board's approval of the license agreement with ASTAR, Inc.

RG/akb

Attachment

## LICENSE AGREEMENT

This License Agreement ("Agreement") is entered into between Illinois Eastern Community Colleges ("IECC" or "Licensor") and ASTAR, Inc. ("ASTAR" or "Licensee") for the use and operation of the Industrial Studies building located at 2200 College Drive, Mount Carmel, IL (approximately 7,500 sq. ft.) for facilitation of a Gas Line Utility Program and related training and re-certifications for the 2025–2026 academic year.

### 1. Licensed Premises and Scope of Use

IECC hereby grants ASTAR, Inc. a limited, revocable license to occupy and operate the Industrial Studies building and associated parking lots for the Industrial Studies building (collectively, the "Licensed Premises"), located on real property owned by IECC in Mount Carmel, Illinois. This license is granted solely for the purpose of providing academic instruction and related training and re-certifications to students and clients during the 2025–2026 academic year.

IECC retains priority use of the Licensed Premises for the delivery of credit instruction related to the Gas Line Utility Program. In the event of any scheduling conflict or operational overlap, IECC's use for credit-bearing academic purposes shall take precedence over ASTAR, Inc.'s activities.

This license does not constitute a lease and shall not be interpreted to create a landlord-tenant relationship between IECC and ASTAR, Inc. or any third-party occupants. ASTAR, Inc. shall have limited operational control of the Licensed Premises, including scheduling, maintenance, and enforcement of rules, subject to IECC's priority use.

### 2. Term and Termination

This Agreement shall commence upon execution by both parties and shall expire on June 30, 2026. It shall not automatically renew. Any continued use beyond this date requires a new written agreement. IECC may terminate this Agreement with 15 days' written notice for non-compliance, or immediately if necessary to protect student safety or institutional integrity.

### 3. ASTAR, Inc. Responsibilities

ASTAR, Inc. shall be solely responsible for:

- Compliance with all rules and regulations, including completion of IECC-provided Family Educational Rights and Privacy Act and Preventing Harassment and Discrimination training for any ASTAR employee(s) to be based or located at the Licensed Premises prior to conducting any training or re-certifications on-site
- Use of the Licensed Premises must be limited to the scope of use

- Routine day-to-day maintenance including collecting trash for disposal, general cleaning, and closing of the facility
- Identifying and reporting any ASTAR employees with restrictions (e.g., criminal background, violent or predator history) prior to their assignment at the Licensed Premises. ASTAR shall ensure such individuals are not permitted on-site unless cleared through IECC's compliance protocols.
- Providing IECC with a listing of clients and instructors at least five (5) days prior to any scheduled activities
- Maintaining appropriate insurance (see Section 7)
- Indemnifying IECC from any liability arising from use of the premises
- Ensuring all personnel complete required IECC training prior to engaging in any on-site activity

#### 4. IECC Responsibilities

IECC shall:

- Provide reasonable access to the premises during the term of this Agreement
- Retain full ownership and title
- Avoid interference in ASTAR, Inc. operations unless in violation of applicable policies
- Conduct periodic site inspections without requiring prior notice
- Provide the following utilities at no additional cost to ASTAR, Inc.: electricity, water, sewer, heat and air conditioning, garbage, telephone and internet

#### 5. Use Restrictions and Operational Guidelines

The premises shall only be used for training, re-certification, and academic related purposes. Use of the premises for any non-academic or commercial purposes is strictly prohibited without prior written consent from IECC.

#### 6. Maintenance and Repairs

ASTAR, Inc. shall be responsible only for day-to-day cleaning and general upkeep of the building, including trash collection, surface cleaning, and securing the facility. IECC shall be responsible for all routine maintenance and building systems, including plumbing, HVAC, groundskeeping, and pest control. IECC is also responsible for major structural systems (roof, walls, foundation), unless damage results from ASTAR, Inc.'s negligence or use. ASTAR, Inc. must report major repair needs in writing within 48

hours of discovery. IECC retains inspection rights to assess compliance and property condition.

## 7. Insurance and Liability

ASTAR, Inc. must maintain the following:

- General Liability Insurance: \$1,000,000 per occurrence / \$3,000,000 aggregate
- Workers' Compensation Insurance with waiver of subrogation in favor of IECC
- IECC named as additional insured on liability coverage

Certificates of insurance must be provided to IECC prior to occupancy. Failure to maintain required insurance shall constitute grounds for immediate termination. ASTAR, Inc. shall indemnify and hold harmless IECC for any claims arising from its use and operation of the premises.

## 8. Financial Terms

ASTAR, Inc. shall pay \$15,300 to IECC in consideration for the licensing agreement. The total payment due under this License Agreement shall be divided into four (4) equal quarterly installments of \$3,825. The first installment shall be due within fifteen (15) days of execution of this Agreement. The remaining three installments shall be due on December 1, March 2, and June 1, respectively. Payment must be made in accordance with this schedule unless otherwise agreed in writing by both parties. Failure to remit payment by the designated due dates may result in late fees or constitute grounds for termination at IECC's discretion.

Late payments may incur interest at a rate of 1.5% per month.

## 9. Additional Conditions

ASTAR, Inc. shall address damage beyond normal wear and tear at its own expense and may not perform capital improvements—defined as any structural or permanent modifications—without written IECC approval. All modifications must comply with applicable codes. IECC shall retain rights to inspect and monitor compliance but shall exercise no operational control.

## 10. Preservation of Tax-Exempt Status

The parties acknowledge that the Licensed Premises are public property exempt from taxation under 35 ILCS 200/15-60. This License Agreement shall not be construed as a lease, nor as a conveyance of possessory interest. IECC retains strategic control and legal ownership throughout. Both parties agree to structure all operations in a manner that preserves this tax-exempt status and to cooperate fully with any legal or

administrative proceedings necessary to protect IECC's exemption. ASTAR agrees to cooperate with any audits or inquiries related to tax-exempt status.

#### 11. Compliance with Laws and Regulations

ASTAR, Inc. shall comply with all applicable local, state, and federal laws, ordinances, and regulations in the operation and management of the Licensed Premises, including but not limited to building codes, fire safety, health regulations, and anti-discrimination statutes. ASTAR, Inc. is solely responsible for ensuring all activities comply with such laws and for obtaining any permits or licenses required for its operations.

IN WITNESS WHEREOF, the parties have executed this License Agreement on the dates indicated below.

ASTAR, Inc.

Date: \_\_\_\_\_

Ryan Gower, Chancellor  
Illinois Eastern Community Colleges

Date: \_\_\_\_\_

## BID COMMITTEE REPORT

August 19, 2025

### Frontier Community College

1. Athletic Facility

### Lincoln Trail College

1. LTC Athletic Performance Center New Sidewalk

TO: Board of Trustees

FROM: Bid Committee

DATE: August 19, 2025

RE: Frontier College Athletic Facility

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 Bevis Construction, Inc. for a total of \$5,651,000.

Bid Proposal Analysis - Frontier Community College New Athletic Facility for Illinois Eastern Community Colleges											
		AB-1 Delete 36 lockers	AB-2 Delete three scoreboards; power and elect/data rough-ins to remain	AB-3 Delete below grade storm drainage	AB-4 Delete fiber cement wall panels at Gym west wall and extend metal wall panels from above	AB-5 Delete north and south Gym windows, butted glass portion Fitness north windows, and all stone wainscoting	AB-6 Add exterior building signage	AB-7 Add approx 1,750 sq ft of sidewalk on south side of existing Mason Hall parking lot	AB-8 Add manual articulating hoist at Mezzanine	AB-9 Add basketball equipment and court striping	AB-10 Add hard-wired sensor flush valves and faucets
Bidder	Base Bid	DEDUCT	DEDUCT	DEDUCT	DEDUCT	DEDUCT	ADD	ADD	ADD	ADD	ADD
AKRA Builders, Inc. Teutopolis, IL	\$6,254,963	\$33,741	\$18,486	\$12,328	\$34,069	\$85,573	\$46,695	\$14,384	\$5,675	\$45,387	\$24,141
Bevis Construction, Inc. Mount Vernon, IL	\$5,719,000	\$35,000	\$22,000	\$23,000	\$5,000	\$90,000	\$53,000	\$17,000	\$5,000	\$34,000	\$18,000
Grunloh Building, Inc. Effingham, IL	\$6,263,484	\$25,200	\$24,793.20	\$10,926	\$16,844.80	\$104,900	\$50,386	\$19,571	\$4,431	\$40,575	\$20,278
Jhannes Construction, Inc. Centralia, IL	\$5,923,000	\$27,000	\$20,000	\$19,000	\$80,500	\$50,000	\$58,000	\$27,500	\$6,500	\$37,000	\$15,000
K.Wohltman Const., Inc. Effingham, IL	\$6,125,000	\$25,200	\$25,900	\$16,500	\$13,500	\$95,100	\$47,400	\$19,900	\$2,500	\$45,000	\$24,400
Litteken Const. Co, LLC Breese, IL	\$6,242,000	\$38,500	\$28,600	\$23,300	\$26,400	\$75,000	\$51,400	\$31,200	\$4,800	\$41,300	\$22,000
Shores Builders, Inc. Centralia, IL	\$5,895,000	\$26,000	\$22,000	\$22,000	\$40,000	\$90,000	\$57,000	\$16,000	\$5,500	\$33,000	\$16,000
		Bevis Construction									
	Base Bid + (AB-5, AB-7, AB-8)	\$5,651,000									

Respectfully submitted,

Ryan Gower  
 Ryan Hawkins  
 Sonja Wease

Department: Frontier Community Colleges.

Source of Funds: Insurance Proceeds and FCC Foundation.

Rationale for Purchase: This project is part of IECCs continued capital investment in the campuses throughout the District. It will provide a facility that allows FCC to bring their existing volleyball program onto campus for their training and games, provide additional athletic training space, have updated athletic support spaces and offices, encourage and foster student life on campus, as well as provide opportunity for additional community engagement.

The “Advertisement for Bids” was placed in the Wayne County Press for one (1) day. In addition, individual invitations to bid were sent directly to potential vendors.

## DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

### Section 00 11 13 – Notice to Bidders

#### TIME AND PLACE OF BIDS

Notice is hereby given that sealed bids for the **NEW ATHLETIC FACILITY** at the Frontier Community College Campus shall be received at **ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT 529, 233 EAST CHESTNUT, OLNEY, IL 62450** until **2:00 PM local time, on Thursday, July 24, 2025**, and then publicly opened. The I.E.C.C. Board of Trustees reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to their interests, and to hold the bids for a period of thirty (30) days from the bid date.

#### PRE-BID CONFERENCE

A pre-bid conference for Prime Bidders will be held at 2:00 PM local time on Wednesday, July 9, 2025, beginning at Frontier Community College Mason Hall Classroom 24, 2 Frontier Drive, Fairfield, IL 62837. A tour of the project site will follow.

#### METHOD OF BIDDING

Lump Sum Bids will be received for the following: **CONTRACT NO. 1: Complete Construction.**

#### PREPARATION OF BIDS

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

#### PERFORMANCE BOND AND PAYMENT BOND

Contractors receiving award shall be required to furnish an approved Performance Bond and Labor and Material Payment Bond for one hundred percent (100%) of the Contract amount which shall be in full force and effect for twelve (12) months from the date of acceptance of the work. Bonds shall be furnished within three (3) days following the date of execution of the Contract.

#### CONTRACT DOCUMENTS

Prime Bidders may obtain bidding documents from **ADG/Architecture & Design Group, P.O. Box 335, 512 Market Street, Mt. Carmel, Illinois 62863, 618-263-3254**. Electronic PDF copies of the bidding documents may be transmitted via email or a file sharing platform at no charge. Up to two hard copy sets may be purchased for \$300.00 per set, per bidder, non-refundable. Sets must be purchased in total; individual drawing sheets or specification sections will not be distributed. Bidding documents are also available for review at the following locations:

#### CONSTRUCT CONNECT

30 Technology Parkway South, Suite 100  
Norcross, GA 30092

#### SOUTHERN ILLINOIS BUILDERS ASSOC

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

#### SOUTHERN ILLINOIS BUILDERS ASSOC

1468 Green Mount Road  
O'Fallon, IL 62269

### BID SECURITY

A certified check or bank draft, payable to Illinois Eastern Community Colleges District 529, or a satisfactory bid bond executed by the bidder and acceptable sureties in an amount equal to five percent (5%) of the bid shall be submitted with each bid. Should the bidder withdraw his bid within thirty (30) days after the bid date without written consent of the Owner, or fail to execute a satisfactory contract within ten (10) days after the written Notice of Award, the Owner may declare the bid deposit forfeited as liquidated damages.

### PREVAILING WAGE RATES

Contractors and subcontractors are notified that they are required to pay no less than the Illinois Department of Labor Prevailing Wage Standards set forth and approved by the Illinois Department of Labor and enclosed in the Project Manual. The Contractor of Award will be required to submit monthly Certified Payroll Reports for the entire project.

### SALES TAX

Retailers Occupational Sales Taxes are not applicable for this project.

### SUSPENSION AND DEBARMENT

Illinois Eastern Community Colleges is a non-federal entity subject to 2 CFR 200.213. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

### EQUAL OPPORTUNITY EMPLOYER

Illinois Eastern Community Colleges District 529 is an Equal Opportunity Employer.

### BUSINESS ENTERPRISE PROGRAM (BEP)

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.

Bids will not be accepted or rejected based on BEP participation.

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

Section 00 42 00 - Bid Proposal Form

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

PROJECT: **New Athletic Facility at**  
Frontier Community College  
2 Frontier Drive  
Fairfield, IL 62837

PROPOSAL FORM:

\_\_\_\_\_  
Bidder:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
(Hereinafter referred to as Bidder)

The Bidder, in compliance with the Notice to Bidders for the construction of the above referenced project, having examined the plans and specifications with related documents and the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all materials and labor, and to construct the project in accordance with the contract documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

Bidder acknowledges receipt of the following addenda: (Bidder is to insert Addendum Number.)

Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_

BID DEPOSIT

The undersigned furnishes herewith, as requested in the Instructions to Bidders, a Bid Deposit in the amount of five (5%) percent of the bid amount in the form of:

Cashier's Check \_\_\_\_\_ Bank Draft (Payable to the Owner) \_\_\_\_\_

Certified Check \_\_\_\_\_ Bid Bond (Owner as the Oblige) \_\_\_\_\_

It is understood and agreed that, should the undersigned fail to enter into a contract with the Owner or furnish acceptable contract security within the time and in the manner herein provided, the bid deposit shall be retained by the Owner as liquidated damages and not as a forfeiture. As it is impossible to determine precisely the exact amount of damages the Owner will sustain, it is agreed that the bid deposit is a fair and equitable estimate of such damages.

BASE BID

CONTRACT NO. 1, BASE BID; COMPLETE CONSTRUCTION

\$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

ALTERNATE BIDS

**ALTERNATE BID AB-1:** DELETE all work related to the construction and installation of thirty-six (36) athletic lockers.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

**ALTERNATE BID AB-2:** DELETE all work related to the construction of three (3) scoreboards.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

**ALTERNATE BID AB-3:** DELETE all work related to the construction of the below grade storm drainage system serving all thirteen (13) downspouts; ADD thirteen (13) precast concrete splashblocks.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

**ALTERNATE BID AB-4:** DELETE all work related to the construction of the fiber cement wall panels at the west elevation of Gym 103 and extend metal wall panel Type-3 to match the same starting elevation.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

**ALTERNATE BID AB-5:** DELETE all work related to the construction of the exterior windows at the north and south Gym 103 elevations, delete wall panel Type-1 at the same location, and delete the stone wainscoting system and substrate at the south elevation; extend the PEMB structure and interior finishes, and extend the metal wall panel Type-4 at the respective exterior elevations. Delete the exterior window systems with butted glazing at the north Fitness 107 elevation, leaving only the stick-framed portion sized 88"x144", and delete the stone wainscoting system and substrate; extend exterior steel stud wall framing and interior finishes, and clad the exterior with Type-4 metal wall panels.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

**ALTERNATE BID AB-6:** ADD all work related to the construction and installation of the exterior building signage.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

**ALTERNATE BID AB-7:** ADD all work related to the construction of approximately ### square feet of sidewalk fronting the south side of the existing parking lot at Mason Hall.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

**ALTERNATE BID AB-8:** ADD all work related to the construction and installation of a manual articulating hoist at Mezzanine 201.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

**ALTERNATE BID AB-9:** ADD all work related to the construction and installation of the basketball equipment and basketball court striping.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

**ALTERNATE BID AB-10:** ADD all work related to the construction of the hard-wired sensor flush valves and faucets at all water closets, urinals, and lavatories.

**(Circle One)** Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_  
Bidders must show bid amount in both numbers and words.  
In case of discrepancy, the amount shown in words shall govern.

TIME OF COMPLETION

If notified of award of this contract within the Guarantee Period, the undersigned agrees to fully complete the work as bid herein:

Work may begin on site upon receiving the written Notice to Proceed issued by the Owner, or by the Architect on the Owner's behalf. **Substantial Completion of the complete project is required on or before October 2, 2026.**

BUSINESS ENTERPRISE PROGRAM (BEP)

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):  
\_\_\_\_\_ %

BID GUARANTEE

The undersigned agrees that the Owner shall have the right to retain this bid for a period of thirty (30) days from the date of receiving bids and guarantees the amount or amount set forth to be firm for the same thirty (30) day period.

BID ACCEPTANCE

If written notice of the acceptance of this bid is mailed, emailed, telefaxed, or delivered to the undersigned within the time noted herein, after the date of the opening of bids, or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract (Standard Form of Agreement Between Owner and Contractor) in accordance with the Bid as accepted, and will furnish contract security in the form of Performance and Payment Bonds, valid Certificates of Insurance and with such surety or sureties as the Owner may approve. All documents shall be executed within 10 days from date of such written notice.

It is understood and agreed that the Owner reserves the right to award the contract to his interests, to reject any or all bids, and to waive any informalities in bidding.

CERTIFICATION

This is to certify that I have visited the project site, have verified existing conditions and measurements and am fully aware of the scope and working conditions.

BIDDER:

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

FEIN: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

For Corporations only, Attested by:

\_\_\_\_\_  
Corporate Secretary

## DIVISION 01 - GENERAL REQUIREMENTS

### 00 11 00 – Project Summary

#### 1. GENERAL

##### 1.01 DESCRIPTION

- A. New Athletic Facility for  
Illinois Eastern Community Colleges  
District 529  
233 East Chestnut Street Olney, IL 62450  
  
at  
  
Frontier Community College  
2 Frontier Drive  
Fairfield, IL 62837
- B. Scope of Work: The scope of this project includes, but is not necessarily limited to, the construction of a 19,250 square foot athletic facility including an approximately 10,125 square foot gymnasium constructed as a Pre-Engineered Metal Building structure, and an approximately 9,125 square foot load-bearing steel stud and steel framed structure housing public restrooms, a retail space, a fitness center, locker rooms, offices, storage, and other ancillary spaces. Building systems include domestic water, sanitary sewer, storm sewer, fire protection, mechanical hot water boiler, air handlers, ducted VAV system with hot water reheat, grade-mounted condensing units, electrical power, lighting, and fire alarm.
- C. Contracts shall be let for the following work:  
CONTRACT NO. 1: Complete Construction
- D. Existing Conditions: As the facilities will remain open for services and regular activities during this project, it will be the responsibility of the Contractor(s) to coordinate the work schedule with the Owner to provide the least amount of interference as possible. The Contractor(s) will be ultimately responsible for the protection of the public from injury due to construction and demolition work being performed on the site.
- E. Work by Others: No other construction projects surrounding the immediate project site are anticipated during this project.
- F. Examination of Drawings, Specifications, and Premises: Prior to submitting their Bid, each Bidder will be held to have examined the premises and have fully acquainted themselves with the existing conditions under which they will be obliged to operate and conduct the work. They will further be held to have thoroughly examined all drawings and to have read the General Conditions, the Supplemental Conditions, and all the Specifications which may in any manner affect the work under this Contract. Failure to fully acquaint themselves with existing conditions or the amount of work involved will NOT be considered subsequently as a basis for extra compensation.

G. Duties:

1. The General Contractor, except as specifically noted, shall provide and pay for, as called for, to perform the work of their Contract:
  - a. Labor, materials and equipment, tools, construction equipment and machines.
  - b. Other facilities and services that are necessary for proper execution and completion of work.
  - c. Comply with codes, ordinances, rules, regulations, orders, and other legal requirements of public authorities which bear on performance of work.
- H. Permits: As required for the completion of the work of specific Contracts, secured and paid for by the Contractor.
- I. Use of Premises: Do not unreasonably encumber the site with materials or equipment, or load structure with weight that will endanger the structure. Assume full responsibility for protection and safekeeping of products.
- J. Protection: The General Contractor shall protect existing construction and the site from damage or wear from new construction. Any existing construction or site work disturbed by new work shall be repaired or replaced to match the existing conditions.
- K. Construction Period: Work may begin on site upon receiving the written Notice to Proceed issued by the Owner, or by the Architect on the Owner's behalf. Substantial Completion of the complete project is required on or before October 2, 2026.
- L. Background Screening: Contractor background screening will not be required.

1.2 COORDINATION

- A. The General Contractor shall schedule, manage, and expedite all work under their Contract, and coordinate their work with all Sub-Contractors, trades, and Owner- provided work so that no conflicts of timing or location occur.
- B. Progress:
  1. Keep Architect/Engineer informed on the progress of work.
  2. Close or cover no work until duly inspected and approved.
  3. Uncover uninspected work and, after approval, repair and/or replace all work at no cost to the Owner.
  4. Notify Architect/Engineer and Owner at least seven (7) days in advance of utility connections, utility shutoffs, and street or alley closings to allow ample time to receive Owner's written approval or procedure to be followed. Coordinate these operations with the Owner and complete same in the minimum amount of time.
- C. Protection:
  1. Do not close or obstruct streets, entrance drives, sidewalks, or other facilities without permission of the Owner and local authorities.

2. Furnish, erect, and maintain barricades, warning lights, signs, and guards as may be required.

D. Personal Conduct Policy:

1. The use of tobacco, electronic vaping products, and cannabis is prohibited on site. Tobacco shall mean cigarette, cigar, pipe, or tobacco in any other form including smokeless tobacco and smokeless tobacco pouches.
2. All members of work crews must remain fully clothed and refrain from using obscene or profane language.

2. PRODUCTS

- 2.01 Not used.

3. EXECUTION

- 3.01 Not used.

## DIVISION 01 - GENERAL REQUIREMENTS

### Section 01 23 00 - Alternate Bids

#### 1. GENERAL

##### 1.01 PROJECT MANUAL

- A. All applicable requirements of the Project Manual apply to this Section.

##### 1.2 GENERAL REQUIREMENTS

- A. Alternate Bids: There are **ten (10)** required Alternate Bids. Additions and Deductions shall include any modifications of work or additional work that the Contractor may be required to perform by reason of acceptance of the Alternate. During the life of the Contract, any Alternate Bid may be accepted or rejected by the Owner for the sum established.
  - 1. The Alternate Bids may be accepted in any order and combination, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.
  - 2. All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.
  - 3. Bidder shall identify ADD Alternate or DEDUCT Alternate by circling the applicable reference in the Bid Proposal Form.
- B. Voluntary Alternates will not be read or considered for the basis of award.

##### 1.3 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. All applicable requirements of the Project Manual, including the Bidding Requirements, General and Supplementary Conditions and General Requirements, apply to this section.
- B. This section describes the changes to be made under Alternate Bids, if applicable.
- C. Coordinate pertinent related work and modify the surrounding work as required to complete the project under each Alternative designated in the Owner-Contractor Agreement.

##### 1.4 DESCRIPTION OF ALTERNATE BIDS

- A. **Alternate Bid AB-1:** DELETE all work related to the construction and installation of thirty-six (36) athletic lockers.
- B. **Alternate Bid AB-2:** DELETE all work related to the construction of three (3) scoreboards including, but not limited to:
  - 1. Scoreboards, controllers, and carrying cases.
    - a. All electrical backboxes, conduit, wiring, circuitry, data backboxes, conduit, pull wire, and structural blocking remain within the base bid.

- C. **Alternate Bid AB-3:** DELETE all work related to the construction of the below grade storm drainage system serving all thirteen (13) downspouts, including, but not limited to:
1. Excavation, bedding, pipe, fittings, cleanouts, and backfill.
    - a. Add thirteen (13) precast concrete splashblocks at the same locations; see Scuppers, Conductor Heads, Gutters, and Downspouts specification for splashblock details.
- D. **Alternate Bid AB-4:** DELETE all work related to the construction of the fiber cement wall panels at the west elevation of Gym 103 and extend metal wall panel Type-3 to match the same starting elevation.
- E. **Alternate Bid AB-5:** DELETE all work related to the construction of the exterior windows at the north and south Gym 103 elevations, delete wall panel Type-1 at the same location, and delete the stone wainscoting system and substrate at the south elevation; extend the PEMB structure and interior finishes, and extend the metal wall panel Type-4 at the respective exterior elevations. Delete the exterior window systems with butted glazing at the north Fitness 107 elevation, leaving only the stick-framed portion sized 88"x144", and delete the stone wainscoting system and substrate; extend exterior steel stud wall framing and interior finishes, and clad the exterior with Type-4 metal wall panels.
1. Exterior door opening 103.4 to remain at Gym 103.
- F. **Alternate Bid AB-6:** ADD all work related to the construction and installation of the exterior building signage including, but not limited to:
1. Dimensional "Frontier Community College Bobcats" sign at the west elevation, the painted "BOBCATS" at the west elevation, and the dimensional "Frontier Community College Founded 1976" sign at the east elevation.
    - a. All structural blocking for sign anchorage to remain within the Base Bid.
- G. **Alternate Bid AB-7:** ADD all work related to the construction of approximately 1,750 square feet of sidewalk fronting the south side of the existing parking lot at Mason Hall including, but not limited to:
1. Excavation, grading, compaction, aggregate base, formwork, reinforcing, concrete flatwork and finishing, and curing sealer.
- H. **Alternate Bid AB-8:** ADD all work related to the construction and installation of a manual articulating hoist at Mezzanine 201 including, but not limited to:
1. Hoist system, reinforcement, anchorage, and accessories.
- I. **Alternate Bid AB-9:** ADD all work related to the construction and installation of the basketball equipment and basketball court striping, including, but not limited to:
1. Suspended structure, backboards, goals, winches, height adjusters, edge

padding, net, controls, and related accessories; electrical conduit, controls conduit, wiring, and related circuitry

2. All basketball striping.

- a. The 8" primary basketball court border (sidelines and endlines) is to remain within the Base Bid.
- b. All volleyball striping is to remain in the base bid.
- c. All logos and lettering are to remain in the base bid.

J. **Alternate Bid AB-10:** ADD all work related to the construction of the hard-wired sensor flush valves and faucets at all water closets, urinals, and lavatories including, but not limited to:

1. Sensor-type flush valves, and faucets, electrical back boxes, conduit, wiring and related circuitry.
  - a. Delete the manual flush valves and faucets.

TO: Board of Trustees

FROM: Bid Committee

DATE: August 19, 2025

RE: Lincoln Trail College Athletic Performance Center New Sidewalk

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 Murray Concrete, Inc. for a total of \$29,750.

<b>LTC Athletic Performance Center New Sidewalk Thursday, August 7, 2025 @ 2:00 p.m. DO Conference Room</b>		
<b>Company</b>	<b><u>Alternate 1</u> (5' Wide Sidewalk)</b>	<b>Bid</b>
Consolidated Concrete Construction Robinson, IL	\$85,000	\$78,500
Homes by Schuetz Olney, IL	\$45,350	\$39,500
<b>Murray Concrete, Inc. Robinson, IL</b>	<b>\$29,750</b>	\$28,750
Schrey Systems, Inc. Olney, IL	\$46,650	\$40,400

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Sonja Wease

Department: Lincoln Trail College.

Source of Funds: 2024 Bond Issue.

Rationale for Purchase: The new sidewalk included in this project is part of the overall planning of the LTC Athletic Performance Center to support student athletes, coaches, LTC Staff and Faculty, community members, sporting event spectators, etc., in their travel to the Athletic Performance Center for the various intended building uses such as locker rooms, training spaces, public restrooms, or concessions.

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 Lincoln Trail College Athletic Performance Center New Sidewalk shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 2:00 p.m. local time, on Thursday, August 7, 2025, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

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

A pre-bid meeting is scheduled for Thursday, July 31, 2025, at 1:00 p.m. at Lincoln Trail College, 11220 State Highway 1, Robinson, IL 62454, Athletic Performance Center. A walk through of the proposed project will take place as part of the pre-bid meeting.

Attendance of the scheduled pre-bid meeting or a separate/additional site visit is not a requirement of submitting a bid proposal, but it is the responsibility of the contractor to field verify measurements and conditions 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 Ellington, LTC O&M Team Leader, to determine an acceptable date and time. Chris can be contacted at (217) 240-0211. Any questions concerning anything contained herein should be directed, in writing, to Nicholas Knapp, Construction Project Manager, at 233 E. Chestnut, Olney, IL 62450. Questions may also be submitted to [bids@iecc.edu](mailto:bids@iecc.edu). Please include LINCOLN TRAIL COLLEGE ATHLETIC PERFORMANCE CENTER NEW SIDEWALK in the subject line of any inquiry. The deadline for questions is 2:00 p.m., Monday, August 4, 2025.

#### **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 provide all materials, labor, and equipment required to install a new 4' wide sidewalk approximately 350' long from the southeast corner of the LTC Athletic Performance Center existing sidewalk to the west edge of the existing baseball/soccer fields sidewalk, approximately 35' east of the LTC soccer field and just southwest of the LTC baseball field. The new sidewalk shall be installed parallel to the east sideline field of play line on the soccer field. The sidewalk scope shall include an 8' wide concrete area at the area that the sidewalk transitions west to east to maintain a 20' minimum space from the east sideline of the soccer field, near the middle of the length of the overall sidewalk. See attached drawings illustrating the extent of the sidewalk scope.

The scope shall also include removing (4) four small evergreen trees in their entirety including root system, cutting/grading the scheduled sidewalk route, installing (2) two 12" galvanized steel corrugated metal pipe culverts, back filling over the culverts as recommended by culvert manufacturer, installing rip rap at the inlets and outlets of the culverts, installing 4" compacted CA6 rock base along the scheduled sidewalk route, and installing a 5" 4000 PSI sealed concrete sidewalk so that the top of the new sidewalk is approximately 2" above adjacent existing grade, back filling along the edges of the new sidewalk, and seed/mulch all areas disturbed by work associated with this project. Protect the soccer field area of play throughout the duration of the project. No equipment or work shall be on the soccer field.

### **MATERIAL & PLACING/FINISHING OF CONCRETE**

The excavated subgrade route shall be compacted and uniform. The base shall be 4" compacted CA6 rock . The new sidewalk shall be minimum 5" thick concrete, with #10 WWM reinforcement, and a strength of not less than 4,000 psi. The aggregate sub-base material shall be lightly moistened just before the concrete is placed. The concrete shall be placed in successive batches for the entire width of the slab, struck off and finished to a true and even surface with floats and trowels. The final troweling shall be done with a steel trowel and the finished surface shall be smooth and even. All edges of the concrete shall be edged with a ¼" radius tool. The final finish shall be a light to medium broom finish with adjacent strokes lightly overlapping, producing a uniform and slightly roughened surface. The broom finish shall be perpendicular to the centerline of the sidewalk.

### **FORMS**

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

### **TIE BARS/REBAR**

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

### **CONTRACTION JOINTS**

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

## EXPANSION JOINTS

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

## BACKFILL

After the concrete has been cured, the edges along the sidewalk shall be backfilled with compacted topsoil, graded at a gradual slope to the existing grade on each side of the sidewalk.

All work shall comply with all applicable Federal, State, and local codes.

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

See attached drawing associated with the scope of this project.

## ALTERNATES

### ALTERNATE 1:

This alternate includes all site modifications, material, labor, and equipment associated with providing a 5’ wide sidewalk in lieu of the 4’ wide sidewalk scheduled in the base bid scope.

## PREPARATION OF BIDS

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

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

## METHOD OF BID EVALUATION

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

## INSURANCE

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

1. Workers’ Compensation	Statutory Limits
2. Employer’s Liability	\$500,000
3. Comprehensive General Liability & Property Damage including: a. Personal Injury Liability b. Blanket Broad Form Contractual Liability c. Independent Contractors d. Products and Completed Operations	\$500,000 combined single limit
4. Automobile Liability	\$1,000,000 combined and single limit
5. Owner’s and Contractor’s Protective Liability	\$1,000,000

Insurance to protect the Owner and Architect, their agents, consultants, and employees from contingent responsibility and liability arising from work performed under the contract.	
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## **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 August 20, 2025.

**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.**

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

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

TOTAL BASE BID \$ \_\_\_\_\_  
(MATERIALS AND LABOR)

ALTERNATE 1 BID (5' wide sidewalk in lieu of 4' wide sidewalk)

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

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

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

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

ESTIMATED START DATE IF AWARDED ON OR ABOUT AUGUST 20, 2025 \_\_\_\_\_

ACKNOWLEDGEMENT OF ADDENDUM RECEIVED \_\_\_\_\_  
(IF APPLICABLE)

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

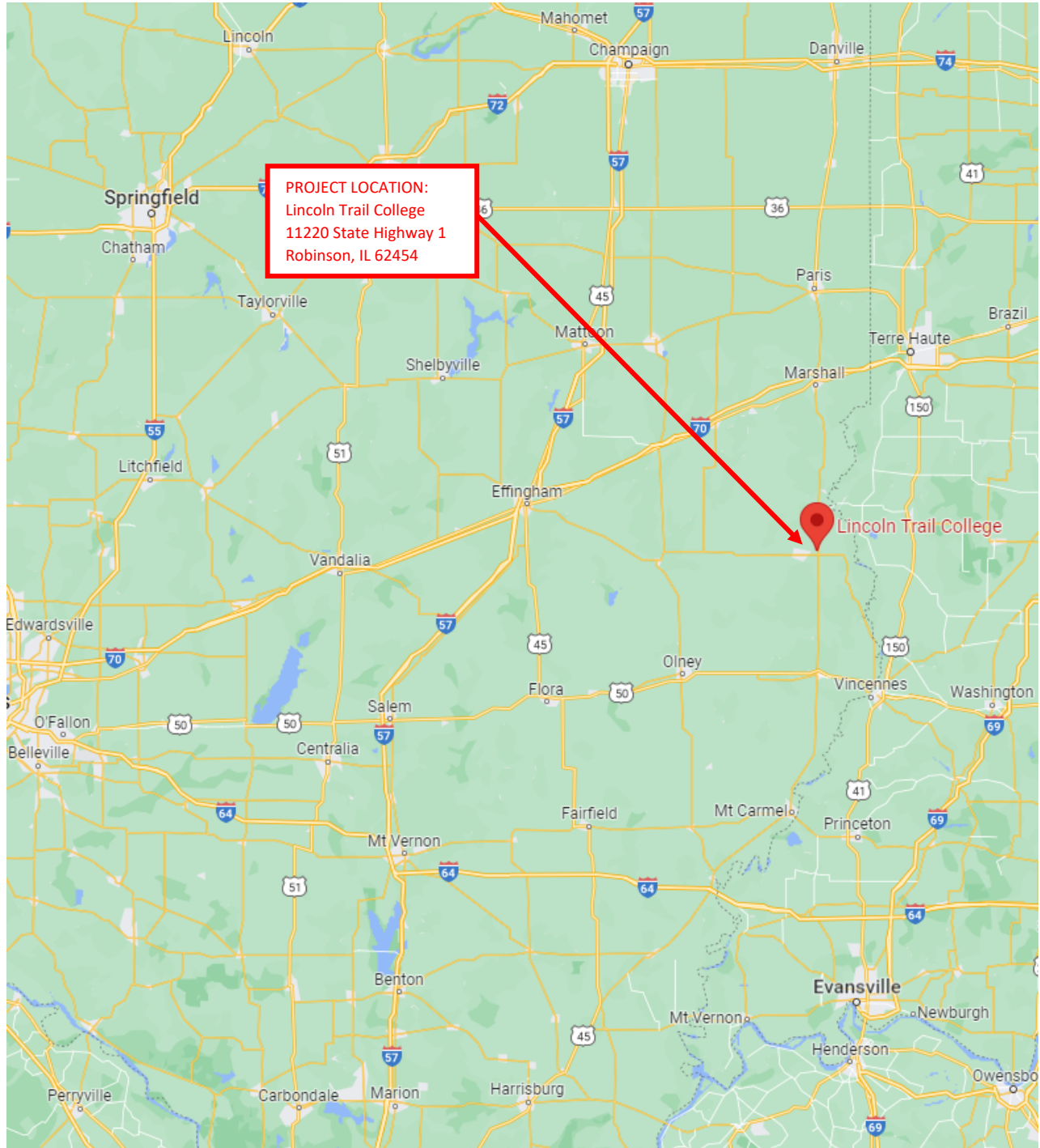
Any Certified Vendor (Primary Contractor, Sub-Contractors, or Procurement/Material Vendors) in accordance with the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities Act:

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) % \_\_\_\_\_

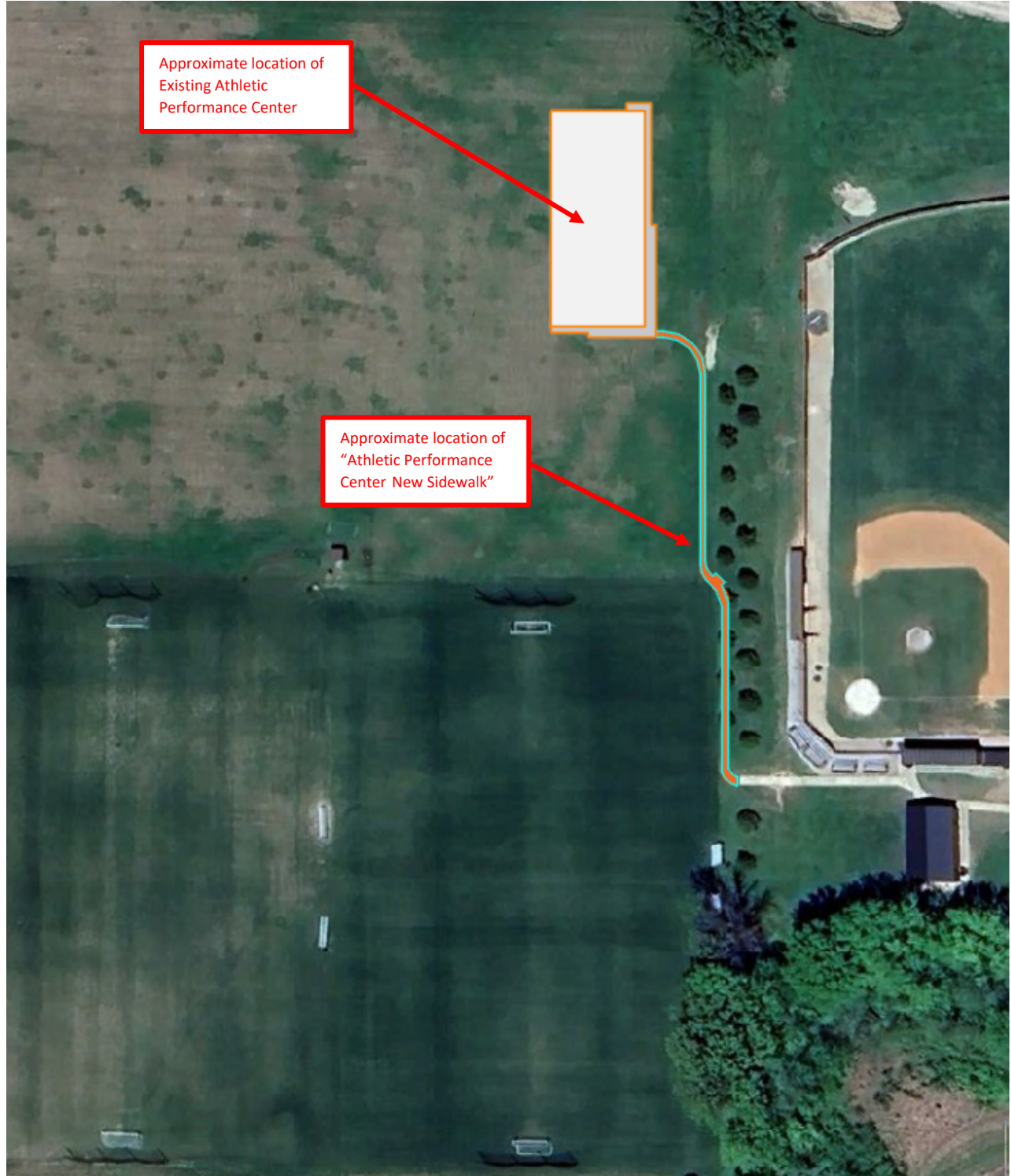
**Illinois Eastern Community Colleges  
Lincoln Trail College  
Athletic Performance Center New Sidewalk**

**Project Location Map**



**Illinois Eastern Community Colleges  
Lincoln Trail College  
Athletic Performance Center New Sidewalk**

**Campus Building Location**

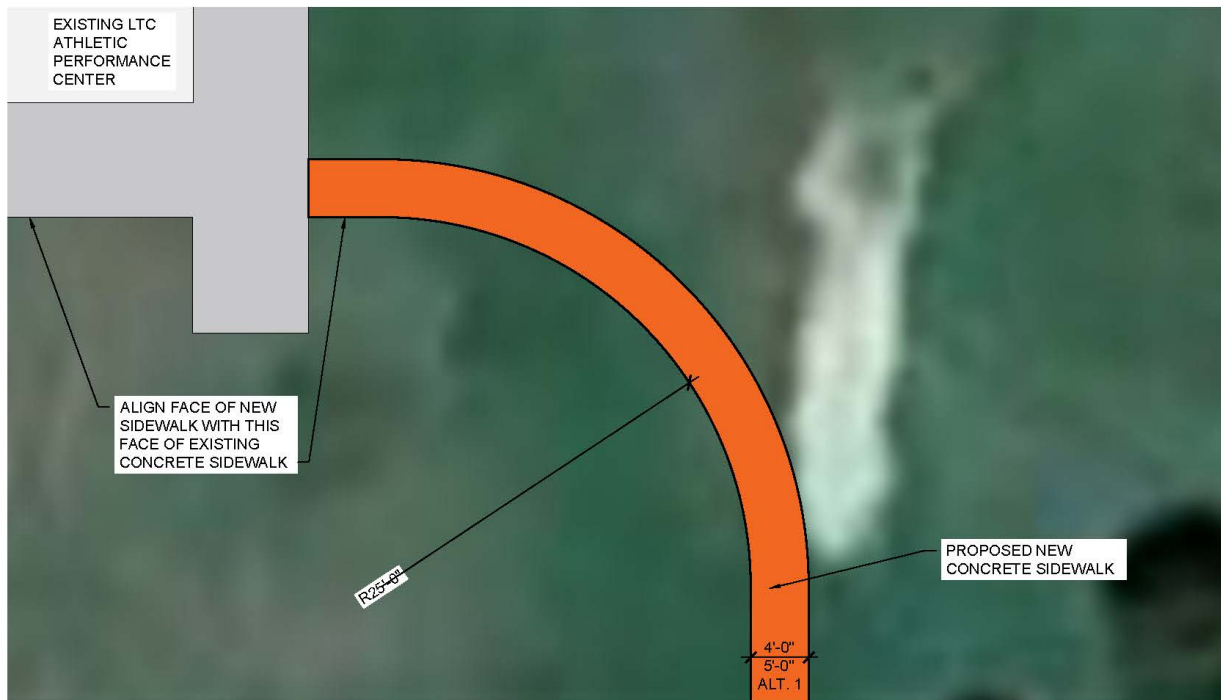


**Illinois Eastern Community Colleges  
Lincoln Trail College  
Athletic Performance Center New Sidewalk**

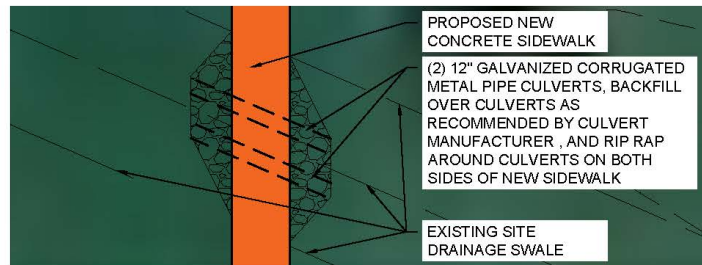
**Scope Narrative**

1. **Demolition Work:** Remove (4) four small evergreen trees in their entirety, including the root system. Remove topsoil in preparation of site work. Contractor shall remove all excess soil and construction debris from site.
2. **Execution of Work:** The contractor shall coordinate the performance of all work 10 working days in advance. The contractor shall provide the IECC representative a progress schedule for approval. The contractor shall be responsible for the protection of adjacent areas, trees, and buildings not to receive work. The contractor will be responsible for providing and furnishing all equipment needed to perform the work. The contractor shall maintain a clear path and safe path to the soccer field. The field will be in use for practice and home games. The following dates are the scheduled 6 home dates: 08/08 (1 pm & 3 pm), 09/12 (3 pm), 09/17 (3 pm), 09/27 (1pm & 3 pm), 10/04 (1pm & 3 pm), 10/11 (1 pm & 3 pm).
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/all permits required. Contact City of Robinson for local license and permit requirements. Workmanship shall be of the highest grade throughout this project. The contractor shall take precautions to protect areas outside of the scope of work from damage. Any damage, due to the contractor's operations and failure to adequately protect, shall be corrected to 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. See drawings for additional reference information.

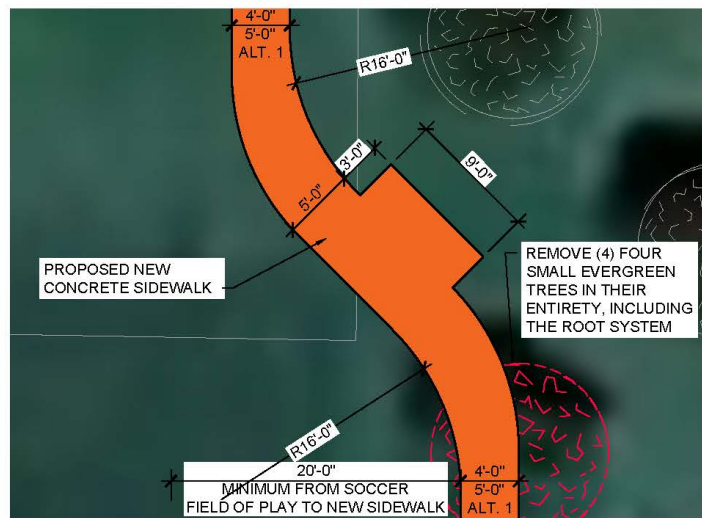




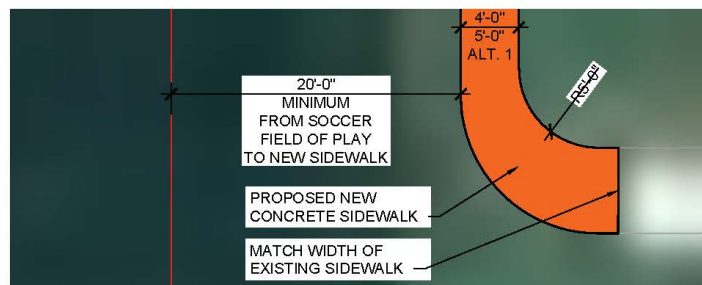
ENLARGED PLAN A



ENLARGED PLAN B



ENLARGED PLAN C



ENLARGED PLAN D

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529  
TREASURER'S REPORT  
July 31, 2025**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$ 6,255,894.25</b>
<b>Operations &amp; Maintenance</b>	<b>838,222.63</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>2,416,347.13</b>
<b>Bond &amp; Interest</b>	<b>519,374.00</b>
<b>Auxiliary</b>	<b>1,938,492.38</b>
<b>Restricted Purposes</b>	<b>244,487.49</b>
<b>Working Cash</b>	<b>75,329.92</b>
<b>Trust &amp; Agency</b>	<b>571,152.20</b>
<b>Audit</b>	<b>(3,168.76)</b>
<b>Liability, Protection &amp; Settlement</b>	<b>311,803.40</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 13,167,934.64</u></b>

Respectfully submitted,

Ryan Hawkins, Treasurer

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
July 31, 2025

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>ASSETS</b>						
Cash	\$ 6,282,194	\$ 838,223	\$ 2,416,347	\$ 519,374	\$ 1,958,992	\$ 244,487
Investments	8,497,683	2,807,199	6,058,867	-	1,997,091	-
Accounts Receivable	2,794,826	293,862	-	-	367,995	-
Other Receivables	1,073,537	69	1,108	-	4,023	43,430
Restricted Cash	-	-	5,070,240	-	-	-
Inventory	-	-	-	-	485,671	-
Other Assets	-	-	-	-	-	490,243
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 18,648,240</u>	<u>\$ 3,939,353</u>	<u>\$ 13,546,562</u>	<u>\$ 519,374</u>	<u>\$ 4,813,772</u>	<u>\$ 778,160</u>
<b>LIABILITIES</b>						
Accounts Payable	\$ 2,111	\$ 4,260	\$ -	\$ -	\$ (22,019)	\$ 94,571
Accrued Payroll Liabilities	263,175	-	-	-	-	-
Other Accrued Liabilities	467,052	-	21,997	-	45,217	(31,966)
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>732,338</u>	<u>4,260</u>	<u>21,997</u>	<u>-</u>	<u>23,198</u>	<u>62,605</u>
<b>FUND BALANCES</b>						
Non-Spendable	-	-	-	-	485,671	-
Restricted						
Board Designated	11,325,108	1,411,544	-	-	-	-
Other Purposes	-	1,255,322	13,169,757	519,374	-	-
Encumbered	14,120,292	1,268,227	354,808	-	1,941,327	1,239,806
Unassigned	(7,529,498)	-	-	-	2,363,576	(524,251)
Total Fund Balances	<u>17,915,902</u>	<u>3,935,093</u>	<u>13,524,565</u>	<u>519,374</u>	<u>4,790,574</u>	<u>715,555</u>
Total Liabilities and Fund Balances	<u>\$ 18,648,240</u>	<u>\$ 3,939,353</u>	<u>\$ 13,546,562</u>	<u>\$ 519,374</u>	<u>\$ 4,813,772</u>	<u>\$ 778,160</u>

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
July 31, 2025

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>ASSETS</b>					
Cash	\$ 75,330	\$ 571,152	\$ (3,169)	\$ 311,803	\$ 13,214,733
Investments	4,638,454	-	-	-	23,999,294
Accounts Receivable	-	-	-	-	3,456,683
Other Receivables	67,322	5,895	-	-	1,195,384
Restricted Cash	-	-	-	-	5,070,240
Inventory	-	-	-	-	485,671
Other Assets	-	-	-	-	490,243
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 4,781,106</u>	<u>\$ 577,047</u>	<u>\$ (3,169)</u>	<u>\$ 311,803</u>	<u>\$ 47,912,248</u>
<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ 78,923
Accrued Payroll Liabilities	-	-	-	-	263,175
Other Accrued Liabilities	-	-	-	2,297	504,597
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,297</u>	<u>846,695</u>
<b>FUND BALANCES</b>					
Non-Spendable	6,315,000	-	-	-	6,800,671
Restricted					
Board Designated	-	-	-	-	12,736,652
Other Purposes	(1,533,894)	574,807	-	(250,356)	13,735,010
Encumbered	-	2,240	-	559,862	19,486,562
Unassigned	-	-	(3,169)	-	(5,693,342)
Total Fund Balances	<u>4,781,106</u>	<u>577,047</u>	<u>(3,169)</u>	<u>309,506</u>	<u>47,065,553</u>
Total Liabilities and Fund Balances	<u>\$ 4,781,106</u>	<u>\$ 577,047</u>	<u>\$ (3,169)</u>	<u>\$ 311,803</u>	<u>\$ 47,912,248</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended July 31, 2025

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>REVENUES</b>						
Property Taxes	\$ 15,930	\$ 5,612	\$ 681	\$ 8,343	\$ -	\$ -
Replacement Taxes	-	-	-	-	-	-
ICCB Grants	1,229,838	-	-	-	-	-
Federal Grants	-	-	-	-	-	155,643
Tuition & Fees	5,262,950	407,220	-	-	23,621	-
Charges for Services	2,809	9,885	-	-	159,876	-
Interest	12,126	792	794	-	132	-
Other Revenues	11,817	-	-	-	534	48
Total Revenues	<u>6,535,471</u>	<u>423,509</u>	<u>1,475</u>	<u>8,343</u>	<u>184,163</u>	<u>155,691</u>
<b>EXPENDITURES</b>						
Payroll	479,842	47,428	-	-	62,777	49,715
Benefits	97,256	12,315	-	-	9,801	13,443
Contractual Services	21,728	15,235	-	-	8,469	(1,776)
Supplies	154,465	7,961	-	-	97,872	44
Travel	3,332	-	-	-	6,681	1,198
Fixed	3,809	-	-	-	219,222	-
Utilities	5,022	22,907	-	-	-	-
Capital Outlay	-	-	-	-	-	1,584
Other	436	-	-	-	(47,266)	17,142
Scholarships, Student Grants, & Waivers	1,200,848	-	-	-	12,268	36,431
Total Expenditures	<u>1,966,738</u>	<u>105,846</u>	<u>-</u>	<u>-</u>	<u>369,824</u>	<u>117,781</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>4,568,733</u>	<u>317,663</u>	<u>1,475</u>	<u>8,343</u>	<u>(185,661)</u>	<u>37,910</u>
<b>TRANSFERS</b>						
Net Transfers	(870,260)	-	-	-	870,260	-
Total Transfers	<u>(870,260)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>870,260</u>	<u>-</u>
Net Change in Fund Balance	<u>3,698,473</u>	<u>317,663</u>	<u>1,475</u>	<u>8,343</u>	<u>684,599</u>	<u>37,910</u>
Fund Balance - Beginning	14,217,430	3,617,430	13,523,090	511,031	4,105,975	677,645
Fund Balance - Ending	<u>\$ 17,915,903</u>	<u>\$ 3,935,093</u>	<u>\$ 13,524,565</u>	<u>\$ 519,374</u>	<u>\$ 4,790,574</u>	<u>\$ 715,555</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended July 31, 2025

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>REVENUES</b>					
Property Taxes	\$ -	\$ -	\$ 351	\$ 5,066	\$ 35,983
Replacement Taxes	-	-	-	-	-
ICCB Grants	-	-	-	-	1,229,838
Federal Grants	-	-	-	-	155,643
Tuition & Fees	-	-	-	-	5,693,791
Charges for Services	-	89	-	-	172,659
Interest	-	1	-	-	13,846
Other Revenues	-	74,867	-	10,450	97,716
Total Revenues	<u>-</u>	<u>74,957</u>	<u>351</u>	<u>15,516</u>	<u>7,399,476</u>
<b>EXPENDITURES</b>					
Payroll	-	-	-	-	639,762
Benefits	-	-	-	23,467	156,282
Contractual Services	-	-	-	-	43,656
Supplies	-	-	-	-	260,342
Travel	-	47	-	-	11,258
Fixed	-	-	-	160,783	383,814
Utilities	-	-	-	-	27,929
Capital Outlay	-	-	-	-	1,584
Other	-	1,629	-	-	(28,059)
Scholarships, Student Grants, & Waivers	-	85,498	-	-	1,335,045
Total Expenditures	<u>-</u>	<u>87,174</u>	<u>-</u>	<u>184,250</u>	<u>2,831,613</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>(12,217)</u>	<u>351</u>	<u>(168,734)</u>	<u>4,567,863</u>
<b>TRANSFERS</b>					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>-</u>	<u>(12,217)</u>	<u>351</u>	<u>(168,734)</u>	<u>4,567,863</u>
Fund Balance - Beginning	4,781,106	589,264	(3,520)	478,240	42,497,691
Fund Balance - Ending	<u>\$ 4,781,106</u>	<u>\$ 577,047</u>	<u>\$ (3,169)</u>	<u>\$ 309,506</u>	<u>\$ 47,065,554</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**July 31, 2025**

Unaudited

	<b>ALL FUNDS</b>	
	<b>Fiscal</b>	<b>Fiscal</b>
	<b>Year</b>	<b>Year</b>
	<b>2025</b>	<b>2024</b>
<b>ASSETS:</b>		
CASH	\$ 13,167,935	\$ 11,802,522
IMPREST FUND	21,300	21,300
CHECK CLEARING	25,500	25,500
CDB PROJECT TRUST	5,070,240	3,915,659
PREPAID EXPENSES	-	316,290
INVESTMENTS	23,999,293	29,647,641
RECEIVABLES	4,595,614	3,999,221
ACCRUED REVENUE	56,453	568,168
INVENTORY	485,671	625,408
OTHER ASSETS	490,243	467,338
FIXED ASSETS (Net of Depr)	34,174,697	27,484,144
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 82,086,946</b>	<b>\$ 78,873,191</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ 265,472	\$ -
ACCOUNTS PAYABLE	126,320	468,426
DEFERRED REVENUE	63,884	48,197
L-T DEBT GROUP (FUND 9)	12,133,497	8,662,950
OPEB (Prior Year Restated for GASB 75 Implementation)	6,280,647	5,856,409
OTHER LIABILITIES	391,018	375,857
<b>TOTAL LIABILITIES:</b>	<b>19,260,838</b>	<b>15,411,839</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	27,578,993	25,886,898
INVESTMENT IN PLANT (Net of Depr)	34,174,697	27,484,144
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(18,414,144)	(14,519,359)
RESERVE FOR ENCUMBRANCES	19,486,562	24,609,669
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>62,826,108</b>	<b>63,461,352</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 82,086,946</b>	<b>\$ 78,873,191</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS ONLY  
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2023-2025**

College	Category	FISCAL YEAR 2023			FISCAL YEAR 2024			FISCAL YEAR 2025			% of Year
		Budget	Spent Thru July	% of Budget	Budget	Spent Thru July	% of Budget	Tentative Budget	Spent Thru July	% of Budget	
Frontier	Bills		\$ 17,508			\$ 22,417			\$ 60,275		
	Payroll		79,299			76,719			216,458		
	Waivers		204,642			118,990			117,321		
	Totals	\$ 3,936,161	301,449	8%	\$ 4,523,243	218,126	5%	\$ 4,523,243	394,054	9%	8%
Lincoln Trail	Bills		\$ 23,258			\$ 39,941			\$ 19,424		
	Payroll		77,580			86,798			45,350		
	Waivers		335,663			206,968			179,329		
	Totals	\$ 4,480,373	436,501	10%	\$ 4,760,106	333,707	7%	\$ 4,760,106	244,103	5%	8%
Olney Central	Bills		\$ 61,170			\$ 93,365			\$ 23,624		
	Payroll		150,916			150,894			66,503		
	Waivers		275,452			171,951			160,634		
	Totals	\$ 7,643,937	487,538	6%	\$ 7,622,079	416,210	5%	\$ 7,622,079	250,761	3%	8%
Wabash Valley	Bills		\$ 92,997			\$ 61,150			\$ 33,589		
	Payroll		98,884			97,748			46,365		
	Waivers		455,076			326,370			296,758		
	Totals	\$ 5,915,330	646,957	11%	\$ 5,816,006	485,268	8%	\$ 5,816,006	376,712	6%	8%
Workforce Educ.	Bills		\$ 6,244			\$ 6,317			\$ 5,705		
	Payroll		25,242			26,896			23,035		
	Waivers		184,283			289,891			104,385		
	Totals	\$ 2,619,370	215,769	8%	\$ 2,740,542	323,104	12%	\$ 2,740,542	133,125	5%	8%
District Wide	Bills		\$ 254,829			\$ 324,940			\$ 201,849		
	Payroll		157,179			154,774			129,559		
	Waivers		112,019			515,471			342,421		
	Totals	\$ 9,886,500	524,027	6%	\$ 9,389,968	995,185	11%	\$ 9,389,968	673,829	7%	8%
<b>GRAND TOTALS</b>		<b>\$ 34,481,671</b>	<b>\$ 2,612,241</b>	<b>8%</b>	<b>\$ 34,851,944</b>	<b>\$ 2,771,600</b>	<b>8%</b>	<b>\$ 34,851,944</b>	<b>\$ 2,072,584</b>	<b>6%</b>	<b>8%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Revenues & Expenditures Report**  
**For the Period Ended July 31, 2025**

**Unaudited**

**REVENUES**

	FY 2025		FY 2024		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Property Taxes	\$ 21,542	0.96%	\$ -	0.00%	\$ 21,542
Replacement Taxes	-	0.00%	-	0.00%	-	#DIV/0!
ICCB Grants	1,229,838	54.72%	1,297,104	17.87%	(67,266)	-5.186%
Tuition & Fees	958,497	42.65%	5,884,950	81.10%	(4,926,453)	-83.713%
Charges for Services	12,693	0.56%	14,167	0.20%	(1,474)	-10.404%
Interest	12,921	0.57%	59,187	0.82%	(46,266)	-78.169%
Other Revenues	11,815	0.53%	1,145	0.02%	10,670	931.878%
	<u>\$ 2,247,306</u>	<u>100.00%</u>	<u>\$ 7,256,553</u>	<u>100.00%</u>	<u>\$ (5,009,247)</u>	<u>-69.031%</u>

**EXPENDITURES**

	FY 2025		FY 2024		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Salaries	\$ 527,270	25.44%	\$ 593,829	21.43%	\$ (66,559)
Employee Benefits	109,571	5.29%	126,494	4.56%	(16,923)	-13.379%
Contractual Services	36,963	1.78%	138,451	5.00%	(101,488)	-73.302%
Materials	162,426	7.84%	165,244	5.96%	(2,818)	-1.705%
Travel & Staff Development	3,332	0.16%	3,926	0.14%	(594)	-15.130%
Fixed Charges	3,809	0.18%	4,158	0.15%	(349)	-8.393%
Utilities	27,929	1.35%	64,544	2.33%	(36,615)	-56.729%
Capital Outlay	-	0.00%	39,875	1.44%	(39,875)	-100.000%
Other	1,201,284	57.96%	1,635,079	58.99%	(433,795)	-26.531%
	<u>\$ 2,072,584</u>	<u>100.00%</u>	<u>\$ 2,771,600</u>	<u>100.00%</u>	<u>\$ (699,016)</u>	<u>-25.221%</u>

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

	Funding Source	Estimated Budget									
Center for Technology - LTC	CDB	\$11,160,000									
Applied Technology Center - OCC	CDB	\$3,076,400									
Power Hub - WVC	CDB	\$300,000									
OCC - Salvage Vehicle Storage	Deferred Maintenance	\$40,000									
WVC - Athletic Facility	Insurance Proceeds	\$2,549,720									
LTC - Natatorium Pool Liner Replacement	DCEO Grant	\$212,604									
<b>GRAND TOTAL</b>		<b>\$17,338,724</b>	<b>Board Approval</b>	<b>Preliminary Design</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

7/31/2025

# MEMORANDUM

**TO:** Board of Trustees

**FROM:** Ryan Gower

**DATE:** August 19, 2025

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the August Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.4, & 400.5 have been sent under separate confidential cover.

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. 2025-26 Administration and Staff Salaries**
- 400.4. Special Assignment**
- 400.5. Resignation Ratification(s)**

## **PERSONNEL REPORT**

### **400.1 Employment of Personnel**

1. Academic Advisor, WVC, Student Affairs effective September 8, 2025
2. Custodian, LTC effective August 25, 2025
3. Medical Director, DO effective August 25, 2025

### **400.2 Change in Status**

1. Coordinator of Public Information & Marketing to Program Director of Marketing & Communications, Institutional Outreach effective August 25, 2025
2. Technology Systems Specialist to Technology Infrastructure Manager, District Office effective August 25, 2025
3. Technology Systems Specialist to Technology Infrastructure Manager, District Office effective August 25, 2025
4. Part-time HR Assistant to HR Operations Specialist, District Office effective August 25, 2025

### **400.3 2025-26 Administration and Staff Salaries (Attachment)**

### **400.4 Special Assignment (Attachment)**

### **400.5 Resignation Ratification(s)**

1. Custodian, LTC effective August 1, 2025
2. TRIO SSS Academic Advisor, FCC, Student Affairs effective August 7, 2025
3. Music Instructor, OCC, Academic Affairs effective August 8, 2025