

# IECC Board of Trustees Meeting

Tuesday, November 21, 2023 6:15 PM

Frontier Community College, Bob Boyles Hall, 2 Frontier Drive, Fairfield, IL 62837

1. <b>Call to Order &amp; Roll Call</b>	<b>Speaker(s):</b> Chairman Carter
2. <b>Welcome from the Chair</b>	<b>Speaker(s):</b> Chairman Carter
3. <b>Recognition of Visitors and Guests</b>	<b>Speaker(s):</b> President Edgren
3.A. Visitors and Guests	
3.B. IECEA Representative	
4. <b>Public Comments</b>	
5. <b>Reports</b>	
5.A. Trustees	
5.B. Chancellor	
5.C. Presidents & Divisions	
6. <b>Approval of Consent Agenda</b>	<b>Speaker(s):</b> Chancellor Gower
6.A. Disposition of Minutes	
6.B. Policy 100.4 Student Board Member	
6.C. Policy 100.5 District Calendar	
6.D. 2024 IECC Board Meeting Dates	
6.E. Facility Use Agreement- SIU/IECC Motorcycle Rider Course	
6.F. Affiliation Agreements	
6.F.i. Standard Clinical- Clay Co. Rehabilitation Center, Edwards Co. Health Office	
6.F.ii. Standard Non-Clinical- IECC System Office	
6.F.iii. Negotiated Clinical- SIHF Healthcare	
7. <b>Action on Items Removed from Consent Agenda</b>	<b>Speaker(s):</b> Chancellor Gower
8. <b>Policy First Reading (and Possible Approval)</b>	<b>Speaker(s):</b> Chancellor Gower
8.A. Policy 600.2 Communications and Public Relations	
9. <b>Policy Second Reading</b>	<b>Speaker(s):</b> Chancellor Gower
10. <b>Staff Recommendations for Approval</b>	
10.A. Resolution Establishing Tax Levy Hearing	<b>Speaker(s):</b>

10.B.	Revised 2023 IECC Board Meeting Dates	Chancellor Gower <b>Speaker (s) :</b> Chancellor Gower
10.C.	LTC Vehicle Lease	<b>Speaker (s) :</b> Chancellor Gower
11.	<b>Bid Committee Report</b> 1. LTC Bucket Truck 2. LTC Digger Derrick Truck	<b>Speaker (s) :</b> Chancellor Gower
12.	<b>District Finance</b>	<b>Speaker (s) :</b> Mr. Hawkins
13.	<b>Executive Session</b>	<b>Speaker (s) :</b> Chancellor Gower
14.	<b>Approval of Executive Session Minutes</b>	<b>Speaker (s) :</b> Chancellor Gower
15.	<b>Approval of Personnel Report</b>	<b>Speaker (s) :</b> Ms. McDowell
16.	<b>Collective Bargaining</b>	<b>Speaker (s) :</b> Chancellor Gower
17.	<b>Litigation</b>	<b>Speaker (s) :</b> Chancellor Gower
18.	<b>Other Items</b>	
19.	<b>Adjournment</b>	

IECC Board of Trustees Special Meeting  
Thursday, July 13, 2023 5:30 PM Central

IECC District Office/Conference Room  
233 East Chestnut Street  
Olney, IL 62450

Guadalupe Amicone: Absent  
Susan Batchelor: Present  
John Brooks: Present  
Roger Browning: Present  
Gary Carter: Present  
Brenda Culver: Present  
Jan Ridgely: Present  
Barbara Shimer: Present

Present: 7, Absent: 1.

1. Call to Order & Roll Call – Chairman Gary Carter called the meeting to order at 5:30 p.m. and directed the Board Secretary Sonja Holtz to call the roll.

2. Recognition of Visitors and Guests

2.A. Visitors and Guests – Mrs. Tona Ambrose, Mr. Michael Conn, & Mr. Chris Simpson were present to interview for the President & Vice Chancellor of Institutional Outreach/Vice Chancellor of Business Operations positions.

2.B. IECEA Representative - None

3. Public Comments - None

4. Executive Session – The Board of Trustees went into executive session under Open Meetings Act exception 2(c)(1) Employment/Appointment Matters at 5:35 p.m. and the executive session was adjourned at 8:35 p.m.

5. Other Items - None

6. Adjournment

Motion to adjourn at 8:38 p.m. This motion, made by Brenda Culver and seconded by Jan Ridgely, Carried.

Guadalupe Amicone: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea  
Yea: 7, Nay: 0, Absent: 1

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

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

IECC Board of Trustees Meeting  
Tuesday, October 17, 2023 6:15 PM Central

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

Guadalupe Amicone: Absent  
Susan Batchelor: Present  
John Brooks: Present  
Roger Browning: Present  
Gary Carter: Present  
Brenda Culver: Present  
Jan Ridgely: Absent  
Barbara Shimer: Present  
Present: 6, Absent: 2.

Also present at the meeting, in addition to trustees:

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

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

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

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 - None

3.B. IECEA Representative - None

4. Bond Hearing-

*"Conduct of Public Hearing concerning the intent of the Board of Trustees to sell \$6,500,000 Funding Bonds for the purpose of paying claims against the District"*

Motion to recess the regular meeting for the purpose of conducting a public hearing concerning the intent of the Board of Trustees of Community College District No., 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, to sell \$6,500,000 Community College Funding Bonds, for community college purposes of paying claims against the District, and that the Board

reconvene into regular session immediately following the conclusion of the hearing. This motion, made by Brenda Culver and seconded by Barbara Shimer, Carried.

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

Yea: 6, Nay: 0, Absent: 1

Motion to adjourn the bond issuance hearing. This motion, made by Brenda Culver and seconded by Barbara Shimer, Carried.

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

Yea: 6, Nay: 0, Absent: 1

## 5. Public Comments - None

## 6. Reports

### 6.A. Trustees - None

6.B. Chancellor - No additional information to his previously sent report.

6.C. Presidents & Divisions – Reports were presented by the Presidents.

## 7. Approval of Consent Agenda

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

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: 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 Tuesday, September 19, 2023 were presented for approval

7.B. College Treasurer Policy – moving Policy 300.5 (College Treasurer Policy) to Policy 100.39 (College Treasurer Policy)

7.C. Policy 700.1 College Auxiliary Services – minor clarifications and revisions were made to the policy.

7.D. Assignment of Credit Hour Policy – elimination of Assignment of Credit Hour, Policy 500.7 and the subsequent creation of Credit Hour Policy, Policy 800.8

7.E. Corrected 2023-2025 Academic Calendar – the Board approved a corrected 2023-2025 Academic Calendar to reflect April 19 as the last day students may withdraw from classes for the spring semester 2024.

## 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. Resolution of Intent-

*“Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in a principal amount not to exceed \$6,500,000 for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law”*

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$6,500,000 (the “*Claims*”), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the “*Board*”) has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$6,500,000 (the “*Bonds*”); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

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

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

*Section 2. The Claims.* The Claims are the principal of and interest due on the District’s outstanding General Obligation Debt Certificates (Limited Tax), Series 2023, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

*Section 3. Declaration of Intent.* The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$6,500,000 for the purpose of paying the Claims.

*Section 4. Notice of Intent.* In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in the *Hometown Register*, the same being a newspaper of general circulation in the District.

Motion to approve a resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of the Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in a principal amount not to exceed \$6,500,000 for the purpose of paying claims against the

District, and directing that notice of such intention be published as provided by law. This motion, made by Roger Browning and seconded by John Brooks, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 11.B. Lease for Crawford County Recreation Center

Motion to approve a lease agreement pertaining to the newly constructed recreational facility at Lincoln Trail College.

This motion, made by Roger Browning and seconded by Barbara Shimer, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 11.C. Electrical Distribution Systems Course Fees

Motion to approve the enhancement to the Electrical Distribution Systems (EDS) program.

This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 11.D. Health & Dental Insurance

Motion to approve the health and dental insurance costs that were negotiated with Blue Cross Blue Shield as presented. This motion, made by Brenda Culver and seconded by Barbara Shimer, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 11.E. Resolution of Support- FCC Bobcat Den

Resolution affirming Illinois Eastern Community Colleges' support for the construction of the Bobcat Den at Frontier Community College.

WHEREAS, Illinois Eastern Community Colleges is dedicated to enhancing the educational experience and enriching the lives of our students and communities; and

WHEREAS, A Civil Rights Compliance review has identified multiple deficiencies in the existing Bobcat Den facility at Frontier Community College, necessitating extensive and costly renovations; and

WHEREAS, the students and Foundation of Frontier Community College have expressed both the need and interest in an expanded facility that would improve the campus experience of its students and athletes; and

WHEREAS, the outstanding volleyball program is an integral part of our student body, and they are currently compelled to practice and compete in a local high school due to inadequate facilities, and

WHEREAS, the Frontier Community College Foundation has expressed a strong desire to support fundraising efforts, pledging up to \$700,000 to enable the construction of amore expansive facility that could serve as both a student life center and a versatile multipurpose gym; and

WHEREAS, the future enrollment goals of Frontier Community College include attracting students from beyond our region, out of state, and internationally, necessitating the provision of amenities such students expect in a campus experience; and

WHEREAS, the Foundation of Frontier Community College would like to begin a capital campaign to raise funds for the project and a resolution of support from the IECC Board of Trustees would lend greater credibility to their efforts;

NOW, THEREFORE, BE IT RESOLVED that the IECC Board of Trustees endorses this resolution, affirming our support for the construction of a new Bobcat Den at Frontier Community College, recognizing its significance in fostering a conducive and enriched educational environment for our students and the broader community, and supports the construction of a more expansive facility should the Frontier Community College be able to locally raise necessary dollars to support the expanded construction costs.

Motion to approve a non-binding resolution of support to facilitate and lend credibility to the local fundraising efforts, as developed in collaboration with key stakeholders, for construction of a new facility to serve as the Bobcat Den at Frontier Community College as presented. This motion, made by Susan Batchelor and seconded by John Brooks, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

## 12. Bid Committee Report

### A. FCC New Dry Van Trailer

Motion to accept the bid from Vaughan's Equipment, Inc. for a total of \$52,924 for the purchase of a new dry van trailer for Frontier Community College. This motion, made by Brenda Culver and seconded by Roger Browning, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

## 13. District Finance

Motion to approve payment of district financial obligations for October 2023 in the total amount of \$1,951,156.48. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

14. Executive Session – The Board of Trustees went into executive session under Open Meetings Act exceptions 2(c)(1) Employment/Appointment Matters, 2(c)(2) Collective Negotiating Matters, and 2(c)(12) Litigation at 7:37 p.m. and the executive session was adjourned at 8:20 p.m. and returned to regular session.

Motion to enter Executive Session at 7:37 p.m. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

Motion to adjourn at 8:20 p.m. This motion, made by Brenda Culver and seconded by Barbara

Shimer, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

## 15. Approval of Executive Session Minutes

15.A. Written Executive Session Minutes – It was recommended that the written minutes of the executive session held on September 19, 2023 be approved and remain closed.

15.B. Audio Executive Session Minutes – It was recommended that the recorded audio minutes of the September 19, 2023 executive session meeting be approved and remain closed.

This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

## 16. Approval of Personnel Report

### 400.1 Employment of Personnel

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

1. Holly O'Brien, Mental Health Specialist, DO effective November 20, 2023

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

1. Emily Rivera, Coordinator of International Students, Athletics, & Student Activities, FCC effective October 23, 2023

#### C. Classified, Non-Exempt

1. Robin Johnson, Business Office Assistant, FCC effective October 23, 2023

### 400.2 Change in Status

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

1. Jodi Robinson, Administrative Assistant, FCC to Coordinator of Academic Affairs effective October 23, 2023

### 400.3 Wage Increase and Change in Position Title

- A. Jamie Carman, wage increase and change in position title from Director of Academic Records to Director of Academic Advising & Academic Records effective October 23, 2023

### 400.4 One-time Pay for MIT Instructors

### 400.5 Resignation Ratification

1. Alyssa Maglone, Assistant Dean of Academic Services effective October 13, 2023

Motion to approve the foregoing Personnel Report as presented. This motion, made by Roger Browning and seconded by Susan Batchelor, Carried.

Jan Ridgely: Absent, Brenda Culver: Abstain (With Conflict), Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Barbara Shimer: Yea  
Yea: 5, Nay: 0, Absent: 1, Abstain (With Conflict): 1

17. Collective Bargaining - None

18. Litigation - None

19. Other Items - None

20. Adjournment

Motion to adjourn at 8:24 p.m. This motion, made by Brenda Culver and seconded by Roger Browning, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

Approved:      Chairman: \_\_\_\_\_

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

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: November 21, 2023  
RE: Student Board Member (Policy 100.4)

This policy, based on its last revision date, was targeted for review via the policy and procedure monitoring process formalized earlier this year. Upon review, the policy remains accurate with a minor correction to the referenced Act.

The proposed revision has been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 100.4 as presented.

RG/llb

Attachment

BOARD OF TRUSTEES - 100

**Student Board Member (100.4)**

Date Adopted: December 19, 1989

Revised: September 15, 2015

Revised: November 21, 2023 (Pending Board Approval)

- A. A student member of the Board of Trustees shall be elected by students of the appropriate college in the following rotation: Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College, in accordance with Article 103-7.24 of the Public Community College Act 110 ILCS 805 110. The student trustee will serve a term of one year, taking office at the April regular meeting.
- B. The student trustee shall have an advisory vote, to be recorded in the Board minutes. The advisory vote may not be counted in declaring a motion to have passed or failed.
- C. The student trustee has the right to attend closed meetings, to make and second motions, and to be reimbursed for actual and necessary expenses while engaged in Board business.
- D. The student trustee ~~should~~ shall subscribe to an oath of office, and the Board requires the Student Trustee to file a Statement of Economic Interests under the Illinois Governmental Ethics Act.

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: November 21, 2023

RE: The District Calendar (Policy 100.5)

This policy, based on its last revision date, was targeted for review via the policy and procedure monitoring process formalized earlier this year. Upon review, while accurate, it was determined it would be beneficial to elaborate on the calendar's responsibility and approval authorities, timeline for completion, and dissemination upon completion, as well as making reference to it as the academic calendar (vs the district calendar).

The proposed revisions have been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 100.5 as presented.

RG/llb

Attachment

**The District Academic Calendar (100.5)**

Date Adopted: December 19, 1989

Revised: November 21, 2023 (Pending Board Approval)

The official ~~District~~ academic calendar, ~~will be~~ established on ~~a one-year or~~ a two-year basis, sets forth key dates that include academic milestones, scheduled college closures, and other notable events.

The Office of Admissions and Records shall be responsible for drafting the calendar, securing input and consent from internal stakeholders, and ensuring its completion for Board of Trustee action within the first quarter of even years. Upon approval of the Board, the calendar shall be posted on the IECC website and included or referenced in pertinent publications. Revisions to the academic calendar will follow this same review and approval process.

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: November 21, 2023

RE: Board Meeting Dates and Locations for 2024

The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming calendar year. The attached resolution sets forth that the Trustees will meet on the third Tuesday of every month with the exception of the December meeting, which shall be the second Tuesday of the month. The following are the meeting dates, times, and locations for the IECC Board of Trustees for 2024.

I recommend approval of this resolution.

RG/sc

Attachment

**Board Meeting Dates  
2024**

Tuesday, January 16, 2024, 6:15 p.m., Wabash Valley College

Tuesday, February 20, 2024, 6:15 p.m., Frontier Community College

Tuesday, March 19, 2024, 6:15 p.m., Lincoln Trail College

Tuesday, April 16, 2024, 6:15 p.m., Olney Central College

Tuesday, May 21, 2024, 6:15 p.m., Wabash Valley College

Tuesday, June 18, 2024, 6:15 p.m., Frontier Community College

Tuesday, July 16, 2024, 6:15 p.m., Lincoln Trail College

Tuesday, August 20, 2024, 6:15 p.m., Olney Central College

Tuesday, September 17, 2024, 6:15 p.m., Wabash Valley College

Tuesday, October 15, 2024, 6:15 p.m., Frontier Community College

Tuesday, November 19, 2024, 6:15 p.m., Lincoln Trail College

Tuesday, December 10, 2024, 6:15 p.m., Olney Central College

11/2023

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: November 21, 2023

RE: Motorcycle Safety Agreement with SIU-Carbondale

Southern Illinois University (SIU) has proposed a continuation of their Motorcycle Rider Program facility use agreement for Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College.

The Board has approved these agreements in the past and SIU has successfully operated Motorcycle Rider Programs at several IECC locations.

I ask the Board's approval of the attached standard agreement.

RG/sc

Attachments

## FACILITY USE AGREEMENT

This Agreement is entered into and is effective this 1st day of March, 2024 (“Effective Date”), between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Illinois Eastern Community Colleges District #529 (“IECC”), on behalf of Frontier Community College located in Fairfield, Illinois (“FCC”); Lincoln Trail College located in Robinson, Illinois (“LTC”); Olney Central College located in Olney, Illinois (“OCC”); and Wabash Valley College located in Mt. Carmel, Illinois (“WVC”). FCC, LTC, OCC and WVC may hereafter be referred to individually as a campus or collectively as the campuses of IECC.

WHEREAS, the University offers Motorcycle Rider Courses (“Courses”) pursuant to the Motorcycle Rider Training Program (“Program”) to local communities throughout southern and central Illinois;

WHEREAS, the University requires real property suitable to offer the Courses and situated near to those local communities;

WHEREAS, IECC owns or controls certain real property at each of its campuses suitable for offering the Courses; and

WHEREAS, IECC and University agree that offering the Courses at each of the IECC campuses would be mutually beneficial.

NOW THEREFORE, the parties mutually agree as follows:

1. The recitals hereinabove are incorporated by reference into the terms of this Agreement as though fully stated herein.
2. IECC will make certain real property available to the University at each of the IECC campuses on dates and time commencing after the date of this Agreement, which said dates and times shall be requested in writing by the University and approved in writing by IECC, for offering the Courses.
3. For the term of this Agreement, SIUC agrees to maintain the following insurance

coverage:

A. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. IECC shall be named as additional insured to this policy;

B. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at [http://www.cms.il.gov/cms/2\\_servicese\\_ben/autoplan.htm](http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm), or by printed copy upon request;

C. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan, providing statutory limits of coverage for all State employees;

D. Educator's professional liability coverage limited to \$1,000,000 per occurrence; and

E. Personal property insurance covering the cargo container and the contents thereof.

Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from IECC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

4. For the term of this Agreement, IECC shall procure and maintain the following insurance

coverage:

A. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence; and

B. Workers compensation insurance for all employees of IECC and its campuses as required by applicable law.

The insurance companies providing the aforementioned coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. IECC shall maintain such insurance for the duration of the agreement. Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, IECC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

5. The individuals signing this Agreement on behalf of his/her respective party hereby warrant that he/she has the necessary authority to bind said party to this Agreement.

6. To the extent permitted by law and not inconsistent with the doctrine of sovereign immunity, the University shall indemnify and hold harmless IECC, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of University, its agents or employees to the extent such actions, omissions or misconduct arise from the conduct of the Courses at IECC. To the extent permitted by law, IECC shall indemnify and hold harmless the University, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of IECC, its agents or employees to the extent such actions or omissions occur during the term of this Agreement. In the event either party is notified of any alleged injury, claim, demand, or action, it shall provide written notice to the other of such injury, claim, demand, or action within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice.

7. All notices required by this Agreement shall be in writing and sent via certified or registered mail or a nationally recognized courier service or via email if any email address is provided below.

Notices to University for purposes of this Agreement shall be sent via certified mail or to the following

Jared Borrenpohl  
Safety Center, Mail Code 6731  
1435 Douglas Drive  
Southern Illinois University  
Carbondale, Illinois 62901

Notices to IECC for purposes of this Agreement shall be sent to the following:

Dr. Ryan Gower  
Illinois Eastern Community Colleges  
233 East Chestnut  
Olney, IL 62450

8. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

9. This Agreement and any dispute arising hereunder shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of law provisions.

10. This Agreement commence as of the Effective Date and continue through the end of the approved course schedule for 2024, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES  
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529  
Olney Central College

By: \_\_\_\_\_  
Austin A. Lane, Chancellor  
Southern Illinois University Carbondale

By: \_\_\_\_\_  
Dr. Ryan Gower  
Chancellor  
Illinois Eastern Community Colleges

[SIU Approved as to Legal Form](#)

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: November 21, 2023  
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:

- Clay County Rehabilitation Center
- Edwards County Health Office

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

- IECC System Office

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

- SIHF Healthcare

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, 2025 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their laboratory experience needed for graduation at the AGENCY.

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

ILLINOIS EASTERN COMMUNITY  
COLLEGES DISTRICT #529

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

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

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

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

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

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

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

**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**  
Frontier Community College | Lincoln Trail College | Olney Central College | Wabash Valley College  
**NON-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 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 Internships by students of the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and 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 for internship training 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 Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. DISTRICT #529 Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the DISTRICT #529 Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The DISTRICT #529 Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the DISTRICT #529 Program Coordinator who will remove the student(s) from the internship.

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.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, DISTRICT #529 Program Coordinator and

student(s). Compensation is not a requirement. Neither DISTRICT #529 or AGENCY 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. Student(s) shall be covered by professional liability insurance through DISTRICT #529 prior to any assignment at the AGENCY.

8. This agreement will remain in effect until July 1, 2025 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 degree and certificate programs, 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 experience needed for graduation at the AGENCY.

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

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

\_\_\_\_\_  
Administrator, Hospital or Agency

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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 request.

**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 SIHF Healthcare (hereinafter referred to as AGENCY), with its corporate office located at 2041 Goose Lake Road, Sauget, Illinois 62206.

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, an attestation ~~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- and will sign an AGENCY confidentiality statement prior to placement at an AGENCY facility.

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, 2025 at which time it will be reviewed for renewal. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529 and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their laboratory experience needed for graduation at the AGENCY.

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

ILLINOIS EASTERN COMMUNITY  
COLLEGES DISTRICT #529

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

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

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

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

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

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

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

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: November 21, 2023

RE: Communications and Public Relations, Policy 600.2 (New)

In reviewing the 600-series policies and procedures per the policy and procedure monitoring process formalized earlier this year, it was determined Procedure 600.2 (Public Relations) was developed without benefit of a parent policy. Consequently, Cabinet approved the deletion of Procedure 600.2, in support of the replacement Policy 600.2.

The new policy has been approved by Cabinet. I would ask the Board to waive the second reading and approve Policy 600.2 as presented.

RG/lb

Attachment

## COMMUNITY RELATIONS – 600

### **Communications and Public Relations (600.2)**

Date Adopted: November 21, 2023 (Pending Board Approval)

Illinois Eastern Community Colleges is committed to maintaining open, honest, and effective communication with its various stakeholders, including students, staff, faculty, alumni, prospective students and employees, and the general public. This policy is designed to guide communication and public relations efforts to ensure that official information is accurately and effectively conveyed in a clear, concise, and consistent manner.

#### **A. Objectives**

1. To promote the college's mission, values, and achievements to its various stakeholders.
2. To maintain and enhance a positive public image of IECC and its colleges.
3. To provide accurate and timely information to the public.
4. To address and manage public relations crises effectively.

#### **B. Guiding Principles**

1. **Transparency:** IECC is committed to providing accurate, honest, and timely information to the public. Any information shared with external audiences must be truthful and representative of IECC and the colleges' activities, goals, and achievements.
2. **Consistency:** All public relations materials and messages should be consistent with IECC's mission, values, and branding guidelines. A unified and coherent message helps build and maintain a strong public image.
3. **Accessibility:** IECC will make information available and accessible to the public to the greatest extent possible, within the constraints of privacy and legal requirements.
4. **Privacy:** IECC complies with all privacy laws and in accordance with the Family Educational Rights and Privacy policy, 500.11. .

#### **C. Roles and Responsibilities**

1. **Marketing and General Communications:** Each college's coordinator of public information and marketing shall be the official responsible for releasing college-specific marketing information to the media. Information related to district-wide initiatives will be coordinated by IECC's Director of Marketing.
2. **Job Postings:** The Director and Assistant Director of Human Resources shall be responsible for the timely release of job postings. Talent search materials for top administrative personnel will be released through the chancellor.
3. **Crisis and Emergency Communications:** In the event of a crisis or emergency situation, communication protocols outlined in the Emergency Response Plans will prevail.
4. **Board of Trustees Meeting Communications:** All announcements and press releases shall be issued by the Board Secretary, upon approval by the chancellor. The agenda and board book shall be issued by the executive assistant to the chancellor, upon approval by the chancellor. The chancellor shall respond to press inquiries.
5. **Communication Corrections:** Any errors in press releases distributed to the media will be corrected as quickly as possible.

#### **D. Media Inquiries and Requests**

1. Employees should not speak to the media on IECC's behalf. Media inquiries which do not pertain to marketing and general public relations should be directed to the chancellor, presidents, or human resources.

2. Requests for public information will be processed as described in IECC's Freedom of Information Act policy (100.37).

**E. Social Media and Online Presence:**

1. Social media and online presence must be managed professionally and reflect IECC's values and mission.
2. All social media accounts shall adhere to branding and content guidelines.

**F. Compliance:** All faculty and staff are expected to adhere to this public relations policy; failure to do so may result in disciplinary action up to and including dismissal.

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: November 21, 2023

RE: 2023 Estimated Tax Levy Resolution

Each year the Board of Trustees certifies the District's estimated tax levy for the year. The 2023 estimated tax levy resolution for taxes due and collectible in 2024 follows this memo.

The resolution establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bonds, tort liability, workers' compensation, audit, protection, health and safety, and unemployment and other insurance.

In addition to the levy lines noted above, the Public Community College act allows districts eligible for equalization to levy up to the combined state-wide average tax rate for education and operation and maintenance purposes if the district is currently levying less than that amount.

The Illinois Community College Board has certified that the average tax rate for education and operations and maintenance purposes is 28.33 cents per \$100.00 of equalized assessed valuation. Therefore, the District is eligible to levy an additional 3.33 cents of taxes, which would provide an estimated \$710,339.

The tentative levy considers utilization of the Special Tax Levy. If approved by the Board, a petition period would begin. The District will publish a notice of intent within ten (10) days of adoption of the tentative levy. This publication opens a thirty (30) day petition period. The publication will specify the number of voters, the time to file a petition, estimated dollars to be collected from the levy, and the date of the prospective referendum. If after thirty (30) days the District has not received the necessary signatures via petition, the tax will be certified with the county clerks.

The attached chart shows the historical tax levy of the District. The estimated tax rate for the 2023 levy, which includes the special tax, is 43.80 cents per \$100 in equalized assessed valuation.

I ask the Board's approval of this Estimated Tax Levy Resolution.

RG/akb  
Attachment

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2023**

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

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

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2022 was:

Education Purposes	\$3,345,922
Operations and Maintenance Purposes	1,442,549
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	1,145,620
Protection, Health and Safety Purposes	201,871
Audit	<u>50,468</u>
Total	\$6,186,430

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2023 is as follows:

Education Purposes	\$3,750,000
Operations and Maintenance Purposes	1,610,000
Special Tax Levy	710,339
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	1,345,000
Protection, Health, and Safety Purposes	200,000
Audit	<u>60,000</u>
Total	\$7,675,339

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

WHEREAS, the aggregate amount of property taxes extended, after abatement, for the bond and interest purposes for 2022 was \$1,896,618; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2023 is \$731,625.

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

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2023, exclusive of bond and interest costs, is \$7,675,339.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2023, exclusive of bond and interest costs, does exceed 105% of the taxes extended by the district in the year 2022.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2023 for debt service is a 61.4% decrease from the taxes extended for debt service for 2022.

**Section 4:** Public notice shall be given in the following newspapers of general circulation in said district,

Marshall Advocate, Clark County  
Robinson Daily News, Crawford County  
Toledo Democrat, Cumberland County  
McLeansboro Gazette, Hamilton County  
Lawrenceville Daily Record, Lawrence County  
Wayne County Press, Edwards County & Wayne County  
The Hometown Register, Clay County, Jasper County,  
Richland County, Wabash County & White County

and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than ¼ inch wide and in substantially the following form:

**NOTICE OF PROPOSED TAX INCREASE FOR**

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

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2023 will be held on December 12, 2023, at 4:00 p.m. at Lincoln Trail College, Robinson, Illinois.

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

- II. The corporate and special purpose property taxes extended or abated for the year 2022 were \$6,186,430.

The proposed corporate and special purpose property taxes to be levied for 2023 are \$7,675,339. This represents a 24.1% increase over the previous year's extension.

- III. The property taxes extended for debt service for 2022 were \$1,896,618.

The estimated property taxes to be levied for debt service and public building commission leases for 2023 are \$731,625. This represents a 61.4% decrease from the previous year.

- IV. The total property taxes extended or abated for 2022 were \$8,083,048.

The estimated total property taxes to be levied for 2023 are \$8,406,964. This represents a 4.0% increase over the previous year's extension.

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

ADOPTED this 21st day of November 2023.

BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES  
COUNTIES OF RICHLAND, CLARK, CLAY,  
CRAWFORD, CUMBERLAND, EDWARDS,  
HAMILTON, JASPER, LAWRENCE, WABASH,  
WAYNE, AND WHITE  
STATE OF ILLINOIS

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

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

**Illinois Eastern Community Colleges  
Tax Levy History**

It is necessary to certify our tax levies for tax year 2023. This information and that of prior years is presented below to assist in evaluating next year's levy.

<b>TAX YEAR</b>	<b>ACTUAL EAV</b>	<b>EDUCATIONAL LEVY</b>	<b>BUILDING LEVY</b>	<b>OPERATING LEVY</b>	<b>OPERATING TAX EXTENSION</b>	<b>ACTUAL EXTENSION TAX RATE</b>	
2000	1,010,227,912	1,837,500	787,500	2,625,000	2,525,570	45.13	
2001	1,019,727,226	1,925,000	825,000	2,750,000	2,549,318	44.41	
2002	1,034,733,922	1,925,000	825,000	2,750,000	2,586,835	44.44	
2003	1,023,487,154	1,925,000	825,000	2,750,000	2,558,718	43.72	
2004	1,077,939,382	1,925,000	825,000	2,750,000	2,694,848	44.99	
2005	1,101,476,437	2,100,000	900,000	3,000,000	2,753,691	42.55	
2006	1,109,341,717	2,135,000	915,000	3,050,000	2,773,354	42.71	
2007	1,203,320,686	2,450,000	1,050,000	3,500,000	3,008,302	42.11	
2008	1,373,502,477	2,135,000	915,000	3,050,000	3,019,810	39.36	
2009	1,268,645,929	2,450,000	1,050,000	3,500,000	3,171,615	41.63	
2010	1,266,328,720	2,450,000	1,050,000	3,500,000	3,165,822	43.84	
2011	1,289,013,277	2,450,000	1,050,000	3,500,000	3,202,552	44.46	
2012	1,313,132,171	2,353,750	1,008,750	3,362,500	3,263,408	44.46	
2013	1,316,174,679	2,450,000	1,050,000	3,500,000	3,287,696	46.45	
2014	1,355,971,691	2,450,000	1,050,000	3,500,000	3,389,930	46.01	
2015	1,434,729,746	2,450,000	1,050,000	3,500,000	3,535,634	45.19	
2016	1,487,918,606	2,625,000	1,125,000	3,750,000	3,683,392	43.98	
2017	1,518,650,175	2,712,500	1,162,500	3,875,000	3,793,344	44.44	
2018	1,582,056,888	2,825,000	1,226,500	4,051,500	3,955,636	44.12	
2019	1,676,407,734	2,925,000	1,270,000	4,195,000	4,182,306	43.01	
2020	1,761,041,185	3,115,000	1,325,000	4,440,000	4,402,603	42.48	
2021	1,840,036,736	3,175,000	1,375,000	4,550,000	4,550,000	42.36	
2022	1,984,266,679	3,325,000	1,435,000	4,760,000	4,788,471	40.53	
						43.58	Average
Estimated:							
2023	2,138,449,911	3,750,000	1,610,000	5,360,000	5,346,124	43.75	(Estimated)

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

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: November 21, 2023

RE: Revised Board Meeting Dates and Locations for 2023

The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming calendar year. The attached resolution sets forth that the Trustees will meet on the third Tuesday of every month with the exception of the December meeting which shall be the second Tuesday of the month at 4:30 p.m. The following are the meeting dates and locations for the IECC Board of Trustees for 2023.

I recommend approval of this resolution.

RG/sc

Attachment

**Board Meeting Dates  
2023**

Tuesday, January 17, 2023, 6:15 p.m., Olney Central College

Tuesday, February 21, 2023, 6:15 p.m., Wabash Valley College

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

Tuesday, April 25, 2023, 6:15 p.m., Lincoln Trail College

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

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

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

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

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

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

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

Tuesday, December 12, 2023, 4:30 p.m., Lincoln Trail College

11/2023

## MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: November 21, 2023

RE: Vehicle Leases - LTC

The Lincoln Trail College Foundation has agreed to purchase two 2024 Chevrolet Trax vehicles to lease for use to Lincoln Trail College. At the conclusion of the lease, the District will have the option to purchase both vehicles at a cost of \$1 each. This arrangement has worked well for the District as it allows us to secure (timely) vehicles for use and spread the cost of the acquisition across several fiscal years. Interest paid (5%) goes to the Foundation which is subsequently reinvested back into the College/its students in the future.

I ask the Board's approval of the attached lease agreement.

RG/sc  
Attachment

# LEASE WITH OPTION TO PURCHASE

This agreement is entered into on the 16th day of November 2023, between Lincoln Trail College Foundation, Robinson, Illinois, hereinafter referred to as "Lessor" and the Illinois Eastern Community Colleges/Lincoln Trail College, Olney, Illinois, hereinafter referred to as "Lessee".

WITNESETH:

The parties hereto desire to enter into an agreement whereby Lessor shall provide to lessee the following described property:

2024 Chevrolet Trax Vin # KL77LHE24RC108239  
2024 Chevrolet Trax Vin # KL77LGE24RC127951

The consideration to be paid for the lease shall be \$49,630.00 plus 5.000% simple interest to reflect a total lease amount of \$52,500.00, payable as follows:

1. Two payments of \$17,500.00, to be due and payable on the 15th day of January, 2024-25 and one additional payment of \$17,498.05, to be due and payable on the 15th day of January, 2026.
2. The final payment due on the 15 day of January 2026, shall be adjusted to reflect the actual payment activity during the course of this contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional One Dollar (\$1.00) to be paid with the final payment.
4. For and during the term of the lease, title to the above-referenced vehicle shall be reflected in the name of the Lessee.
5. During the term of the lease, the Lessee takes full responsibility for the following obligations:
  - a. To provide and pay for all necessary expenses to operate the leased vehicle.
  - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
  - c. To maintain proper insurance on said vehicle.

LESSOR:

LINCOLN TRAIL COLLEGE FOUNDATION

BY: 

W. E. HOLT, SECRETARY

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES/LINCOLN TRAIL COLLEGE

BY: \_\_\_\_\_

RYAN GOWER, CHIEF EXECUTIVE OFFICER

**LINCOLN TRAIL COLLEGE FOUNDATION  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**

Balance	49,630.00
Interest Rate	5.00%
Payment	17,500.00

proposed

PMT DATE	PMT #	INTEREST PAID	PRINCIPAL	TOTAL PAYMENT	BALANCE
16-Nov-23					49,630.00
15-Jan-24	1	407.92	17,092.08	17,500.00	32,537.92
14-Jan-25	2	1,626.90	15,873.10	17,500.00	16,664.81
15-Jan-26	3	833.24	16,664.81	17,498.05	0.00
		-----	-----	-----	
		2,868.05	49,630.00	52,498.05	

2024 Chevrolet Trax  
KL77LHE24RC108239

rYAN, here is my calculation. Any questions call. Bill Holt (618) 553-3994

cc: Rod Harmon

# SILVERTHORNE ROBINSON, IL

SILVERTHORNE CHEVY

PAGE 01/04

Silverthorne Chevrolet

111 N Franklin St

Robinson, IL 62454

Ph. (618) 544-9506 | Fax (618) 544-8831

www.silverthornegm.com



Find Number 85653 Salesperson CHANCE, GREGORYL Date 11/08/2023

Buyer Lincoln Lincoln Trail College Co Buyer \_\_\_\_\_

Address P.O. Box 737 City Robinson State IL Zip 62454

Home (618) 544-8667 Work (000) 000-0618 Cell (000) 000-1142 Email \_\_\_\_\_

New/Used New Stock# C5668 Year 2024 Make Chevrolet Model Trax

Mileage 5 Color Gray Body Style 1RS CYL \_\_\_\_\_ Trans \_\_\_\_\_

VIN# KL77LGE24RC127951  Walk-in  Phone  Internet  Referral

PAYOFF TO: \_\_\_\_\_ PAYOFF AMT: \_\_\_\_\_ Good Until \_\_\_\_\_ PerDiem \_\_\_\_\_

Address City, State Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Account No. \_\_\_\_\_ Quoted by: \_\_\_\_\_

### Disclosure Summary:

Sales Price:	24,195.00
Trade Allow:	0.00 -
Trade Difference:	24,195.00
Trade Payoff:	0.00
Doc Fee:	347.00
Title/Misc. Fees:	173.00
Warranty:	0.00
Misc Fees:	0.00
Loan Fees:	0.00
GAP:	0.00
CLAH:	0.00
Sales Tax:	0.00
Other Sales Tax:	0.00
Gross Sale:	24,715.00
Cash Down:	0.00 -
Rebate:	0.00 -
Amount Due*:	24,715.00

### TRADE 1:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

VIN#: \_\_\_\_\_

Mileage: \_\_\_\_\_ Color: \_\_\_\_\_

### TRADE 2:

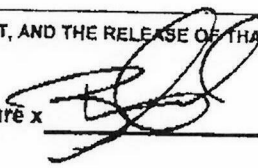
Year: 0 Make: \_\_\_\_\_ Model: \_\_\_\_\_

VIN#: \_\_\_\_\_

Mileage: 0 Color: \_\_\_\_\_

I HEREBY AUTHORIZE AN INVESTIGATION OF MY CREDIT HISTORY, EMPLOYMENT, AND THE RELEASE OF THAT INFORMATION.  
\*SUBJECT TO MANAGEMENT APPROVAL

Signature x \_\_\_\_\_

Signature x  \_\_\_\_\_



# SILVERTHORNE ROBINSON, IL

Silverthorne Chevrolet  
111 N Franklin St  
Robinson, IL 62454  
Ph. (618) 544-9506 | Fax (618) 544-8831  
[www.silverthornegm.com](http://www.silverthornegm.com)



Find Number 85653 Salesperson CHANGE,GREGORYL Date 11/08/2023  
Buyer Lincoln Lincoln Trail College Co Buyer \_\_\_\_\_  
Address P.O. Box 737 City Robinson State IL Zip 62454  
Home (618) 544-8657 Work (000) 000-0618 Cell (000) 000-1142 Email \_\_\_\_\_

New/Used New Stock# C5642 Year 2024 Make Chevrolet Model Trax  
Mileage 5 Color Blue Body Style 1LT CYL \_\_\_\_\_ Trans \_\_\_\_\_  
VIN# KL77LHE24RC108239  Walk-in  Phone  Internet  Referral

PAYOFF TO: \_\_\_\_\_ PAYOFF AMT: \_\_\_\_\_ Good Until \_\_\_\_\_ PerDiem \_\_\_\_\_  
Address City, State Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
Account No. \_\_\_\_\_ Quoted by: \_\_\_\_\_

**Disclosure Summary:**

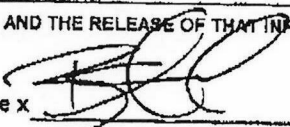
Sales Price:	24,395.00
Trade Allow:	0.00 -
Trade Difference:	24,395.00
Trade Payoff:	0.00
Doc Fee:	347.00
Title/Misc. Fees:	173.00
Warranty :	0.00
Misc Fees:	0.00
Loan Fees:	0.00
GAP:	0.00
CLAH:	0.00
Sales Tax:	0.00
Other Sales Tax:	0.00
Gross Sale:	24,915.00
Cash Down:	0.00 -
Rebate:	0.00 -
Amount Due*:	24,915.00

TRADE 1:  
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
VIN#: \_\_\_\_\_  
Mileage: \_\_\_\_\_ Color: \_\_\_\_\_

TRADE 2:  
Year: 0 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
VIN#: \_\_\_\_\_  
Mileage: 0 Color: \_\_\_\_\_

I HEREBY AUTHORIZE AN INVESTIGATION OF MY CREDIT HISTORY, EMPLOYMENT, AND THE RELEASE OF THAT INFORMATION.  
\*SUBJECT TO MANAGEMENT APPROVAL

Signature x \_\_\_\_\_

Signature x  \_\_\_\_\_



EXTERIORS: BLUE BLOW METALLIC  
INTERIOR: JET BLACK WITH BLUE ACCENTS

2024 TRAX 1LT

ECOTEC 1.2L TURBO TRANSMISSION, 6-SPD AUTOMATIC

CHEVROLET



visit us at [www.chevy.com](http://www.chevy.com)

MSRP INCLUDES DESTINATION, TAX, TITLE, LICENSE, AND REGISTRATION. MSRP EXCLUDES \$22,300.00

TOTAL OPTIONS	\$22,300.00
DESTINATION CHARGE	1,995.00
<b>TOTAL VEHICLE PRICE*</b>	<b>\$21,395.00</b>

- STANDARD VEHICLE PRICE \$22,300.00**
- OPTIONS & PRICING**
- HEADLAMP, LED
  - DAYTIME RUNNING LAMP, LED
  - SPOILER, REAR
  - BLACK ROOF RAILS
  - SAFETY & SECURITY
  - CHEVY SAFETY ASSIST
  - FORWARD COLLISION ALERT
  - AUTOMATIC EMERGENCY BRAKING
  - FRONT PEBBLETRAM BRAKING
  - LANE KEEP ASSIST WITH LANE DEPARTURE WARNING
  - FOLLOWING DISTANCE INDICATOR
  - WHEEL BEAM
  - THEFT DETECTOR SYSTEM
  - 40 NEAR VISION CAMERA (EXCL. SPARE TIRE)

- SEAT, REAR 60/40 SPLIT-FOLDING
- SEAT ADJUSTER, PASSENGER
- 4-WAY MANUAL
- CARPET FRONT LOWER REAR
- VISION, DRIVERS' FOOT PASSANGER
- W/ VARIETY AIRBAGS
- SEVERAL TIER STORAGE FRONT
- POWER WINDOWS WITH EXPRESS-DOWN/UP ALL
- EXTERIOR
- 17" GREY-PAINTED MACHINED ALL-ALUMINUM WHEELS
- HOLLOWING, BODY-SIDE, LOWER, EXTRA WIDE, INCLUDED IN BLACK
- W/ REAR, REAR INTERMITTENT
- REAR WINDOW DEFROSTER
- MIRROR CAPS, BODY COLOR
- AIRBAGS, OUTSIDE POWER-ADJUST MANUAL-FOLDING

- DISPLAY WITH WIRELESS APPLE CARPLAY AND ANDROID AUTO FOR COMPATIBLE 2.0 DEVICES
- KEYLESS START
- ACTIVE NOISE CANCELLATION
- 3 REARS FINGER ACCESS PLAIN; DRIVER & PASSENGER
- SEE CHEVROLET.COM FOR TERMS
- HEADLAMP CONTROL, AUTOMATIC ON & OFF
- SHILOHIA AUDIO WITH SCAN TRAIL SUBSCRIPTION
- STEERING WHEEL CONTROLS, AUDIO PHONE
- AUDIO SYSTEM - 6 SPEAKER
- 8" DIAG DRIVER INFO CENTER INTERIOR
- GLASS, DEEP-TINTED, REAR WINDOWS AND LIFTGATE
- AUTO CLIMATE CONTROL
- SEAT ADJUSTER, DRIVER 4-WAY MANUAL

- STANDARD EQUIPMENT**
- MSRP INCLUDES DESTINATION, TAX, TITLE, LICENSE, AND REGISTRATION. MSRP EXCLUDES \$22,300.00
- 3 YEAR/50,000 MILE BUCKLE-TO-RUNNER LIMITED WARRANTY
  - 5 YEAR/100,000 MILE POWERTRAIN LIMITED WARRANTY
  - ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
  - FIRST MAINTENANCE VISIT
  - ARCHER COMES FIRST
  - SEE CHEVROLET.COM OR DEALER FOR TERMS, DETAILS & LIMITS
  - PERFORMANCE & MECHANICAL
  - STABILITY CONTROL
  - SYSTEM Traction Control
  - POWER STEERING, ELECTRIC
  - CONNECTIVITY & TECHNOLOGY
  - REMOTE VEHICLE START
  - 11" DIG ADVANCED COLOR LCD

**GOVERNMENT 5-STAR SAFETY RATINGS**

This vehicle has not been rated by the government for overall vehicle score, frontal crash, side crash or rollover risk.

Source: National Highway Traffic Safety Administration (NHTSA) [www.safercar.gov](http://www.safercar.gov) 1-888-327-4236

Equipped with the safety and security of OnStar®

Visit [onstar.com](http://onstar.com) for details.

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**PARTS CONTENT INFORMATION**

FOR VEHICLES IN THIS COUNTRY:  
U.S./CANADIAN PARTS CONTENT: 2%  
MAJOR SOURCES OF FOREIGN PARTS CONTENT: KOREA 48%  
CHINA 19%

NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

FOR THIS VEHICLE:  
FINAL ASSEMBLY POINT: CHANGWON, KY KOREA  
COUNTRY OF ORIGIN: MEXICO  
ENGINE: MEXICO  
TRANSMISSION: KOREA

ONSTAR INCORPORATED, 5415 CODE E  
FARMACIA DRIVE, SUITE 100  
FARMACIA, NY 14055  
VIA KLTU1HE24R1C 006239 REISSUE  
SILVERTHORNE CHEVROLET GMC  
111 N FRANKLIN  
ROBINSON, IL 62454-2030

**EPA Fuel Economy and Environment**

TRAX 1LT  
Small station wagon (mpg) from 16 to 20 mpg. The best whole car is 140 mpg.

**30** MPG combined city/htwy  
**28** city  
**32** highway

**3.3** gallons per 100 miles

**Annual fuel cost \$1,800**

Fuel Economy & Greenhouse Gas Rating (4.5/5.0 only) Smog Rating (toxic only) 7

This vehicle emits 268 grams CO<sub>2</sub> per mile. The best emits 8 grams per mile (average only). Total mpg and greenhouse gas rating are based on EPA estimates. See [www.epa.gov](http://www.epa.gov) for more information.

**fuel economy.gov**

Actual results may vary for many reasons. See [www.fueleconomy.gov](http://www.fueleconomy.gov) for more information. Actual results may vary for many reasons. See [www.fueleconomy.gov](http://www.fueleconomy.gov) for more information. Actual results may vary for many reasons. See [www.fueleconomy.gov](http://www.fueleconomy.gov) for more information.

## BID COMMITTEE REPORT

November 21, 2023

### Lincoln Trail College

1. Bucket Truck
2. Digger Derrick Truck

TO: Board of Trustees

FROM: Bid Committee

DATE: November 21, 2023

RE: Bucket Truck – LTC

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 Bison Aerial Equipment, LLC for a total of \$62,323.

<b>Bucket Truck (LTC)</b>	
<b>Company</b>	<b>Base Bid</b>
Bison Aerial Equipment Dundee, IL	\$62,323

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Sonja Holtz

Department: LTC’s Telecom program.

Source of Funds: CTE Investment Funds.

Rationale for Purchase: Bison Aerial Equipment, LLC was the lowest responsible bidder in conformity with the bid specifications.

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

# **REQUEST FOR PROPOSAL**

## **ILLINOIS EASTERN COMMUNITY COLLEGES**

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

Notice is hereby given that sealed bids for a Bucket Truck for Lincoln Trail College's Telecom program shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 10:00 a.m. local time, on Tuesday, November 14, 2023, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

### **METHOD OF BIDDING**

Unit Costs Bids will be received for the following:

- Used 2012 or newer Bucket Truck
- 36' Working Height Altec Boom
- Minimum 6.8 L V10 Gasoline Engine
- 150,000 or fewer miles
- Minimum 7kw EFI Generator (Preferred Cummins Commercial)
- Towing Package
- Automatic Transmission
- Optional Preferred Options:
  - Backup Camera
  - Roof Mounted Flood Light
- Delivery required

Bids should include all items bid as one contract price. All bids should include photos of interior and exterior of the vehicle being offered. A web link to the dealer's webpage having photos of the selected stock item is acceptable.

### **PREPARATION OF BIDS**

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

### **METHOD OF BID EVALUATION**

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

### **SALES TAX**

Retailers Occupational Sales Taxes are not applicable for this project.

## **SHIPPING & HANDLING**

All freight and delivery must be included in bid.

## **SPECIAL PROVISIONS**

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

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

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

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

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

**Specifications for Bucket Truck**

Unit Costs Bids will be received for the following:

- Used 2012 or newer Bucket Truck
- 36' Working Height Altec Boom
- Minimum 6.8 L V10 Gasoline Engine
- 150,000 or fewer miles
- Minimum 7kw EFI Generator (Preferred Cummins Commercial)
- Towing Package
- Automatic Transmission
- Optional Preferred Options:
  - Backup Camera
  - Roof Mounted Flood Light
- Delivery required

Note: Following Board approval, bids will be awarded on November 22, 2023.

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

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

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

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

TO: Board of Trustees

FROM: Bid Committee

DATE: November 21, 2023

RE: Digger Derrick Truck – LTC

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 Bison Aerial Equipment, LLC for a total of \$52,815.

<b>Digger Derrick Truck (LTC)</b>	
<b>Company</b>	<b>Base Bid</b>
Bison Aerial Equipment Dundee, IL	\$52,815

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Sonja Holtz

Department: LTC’s Telecom program.

Source of Funds: Insurance proceeds.

Rationale for Purchase: Bison Aerial Equipment, LLC was the lowest responsible bidder in conformity with the bid specifications.

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

# **REQUEST FOR PROPOSAL**

## **ILLINOIS EASTERN COMMUNITY COLLEGES**

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### **METHOD OF BIDDING**

Unit Costs Bids will be received for the following:

- 2012 or newer Digger Derrick
- Preferred: Altec
- Less than 70,000 miles
- Less than 3,000 hours on lift and boom
- 15,000 capacity boom tip winch, two speed in-bed
- 30,000 lb winch with 3,000 ft cable
- Auger mandatory
- Maximum lift capacity – 30,000 lbs pole setting
- Sheave height 44.3 ft, reach for centerline of rotation 34.6 ft
- Delivery required

Bids should include all items bid as one contract price. All bids should include photos of interior and exterior of the vehicle being offered. A web link to the dealer's webpage having photos of the selected stock item is acceptable.

### **PREPARATION OF BIDS**

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

### **METHOD OF BID EVALUATION**

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

### **SALES TAX**

Retailers Occupational Sales Taxes are not applicable for this project.

## **SHIPPING & HANDLING**

All freight and delivery must be included in bid.

## **SPECIAL PROVISIONS**

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

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

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

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

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

**Specifications for Digger Derrick Truck**

Unit Costs Bids will be received for the following:

- 2012 or newer Digger Derrick
- Preferred: Altec
- Less than 70,000 miles
- Less than 3,000 hours on lift and boom
- 15,000 capacity boom tip winch, two speed in-bed
- 30,000 lb winch with 3,000 ft cable
- Auger mandatory
- Maximum lift capacity – 30,000 lbs pole setting
- Sheave height 44.3 ft, reach for centerline of rotation 34.6 ft
- Delivery required

Note: Following Board approval, bids will be awarded on November 22, 2023.

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

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

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
October 31, 2023**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$ 7,148,026.43</b>
<b>Operations &amp; Maintenance</b>	<b>3,073,633.84</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>1,635,278.56</b>
<b>Bond &amp; Interest</b>	<b>1,520,833.58</b>
<b>Auxiliary</b>	<b>2,309,304.91</b>
<b>Restricted Purposes</b>	<b>(114,594.84)</b>
<b>Working Cash</b>	<b>10,977.42</b>
<b>Trust &amp; Agency</b>	<b>700,989.53</b>
<b>Audit</b>	<b>11,456.26</b>
<b>Liability, Protection &amp; Settlement</b>	<b>645,638.91</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 16,941,544.60</u></b>

Respectfully submitted,

Ryan Hawkins, Treasurer

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
October 31, 2023

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>ASSETS</b>						
Cash	\$ 7,163,326	\$ 3,073,634	\$ 1,635,279	\$ 1,520,834	\$ 2,329,805	\$ (114,595)
Investments	8,001,262	1,500,001	11,001,644	-	3,400,183	-
Accounts Receivable	1,155,373	149,696	-	-	264,884	-
Other Receivables	643,343	9,096	3,500	-	27,668	32,612
Restricted Cash	-	-	3,946,504	-	-	-
Inventory	-	-	-	-	701,173	-
Other Assets	192,837	-	-	-	-	444,410
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 17,156,141</u>	<u>\$ 4,732,427</u>	<u>\$ 16,586,927</u>	<u>\$ 1,520,834</u>	<u>\$ 6,723,713</u>	<u>\$ 362,427</u>
<b>LIABILITIES</b>						
Accounts Payable	\$ 218,779	\$ 79,704	\$ -	\$ -	\$ 37,451	\$ 46,319
Accrued Payroll Liabilities	9,387	-	-	-	-	(100)
Other Accrued Liabilities	29,217	-	29,331	-	35,104	-
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>257,383</u>	<u>79,704</u>	<u>29,331</u>	<u>-</u>	<u>72,555</u>	<u>46,219</u>
<b>FUND BALANCES</b>						
Non-Spendable	-	-	-	-	701,173	-
Restricted						
Board Designated	10,624,956	1,217,212	-	-	-	-
Other Purposes	-	2,533,381	16,541,668	1,520,834	-	-
Encumbered	12,209,323	902,130	15,928	-	1,766,140	1,315,428
Unassigned	(5,935,521)	-	-	-	4,183,845	(999,220)
Total Fund Balances	<u>16,898,758</u>	<u>4,652,723</u>	<u>16,557,596</u>	<u>1,520,834</u>	<u>6,651,158</u>	<u>316,208</u>
Total Liabilities and Fund Balances	<u>\$ 17,156,141</u>	<u>\$ 4,732,427</u>	<u>\$ 16,586,927</u>	<u>\$ 1,520,834</u>	<u>\$ 6,723,713</u>	<u>\$ 362,427</u>

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
October 31, 2023

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>ASSETS</b>					
Cash	\$ 10,977	\$ 700,990	\$ 11,456	\$ 645,639	\$ 16,977,345
Investments	6,235,604	-	-	-	30,138,694
Accounts Receivable	-	-	-	-	1,569,953
Other Receivables	63,409	47,362	-	-	826,990
Restricted Cash	-	-	-	-	3,946,504
Inventory	-	-	-	-	701,173
Other Assets	-	-	-	-	637,247
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 6,309,990</u>	<u>\$ 748,352</u>	<u>\$ 11,456</u>	<u>\$ 645,639</u>	<u>\$ 54,797,906</u>
<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ 2,264	\$ -	\$ -	\$ 384,517
Accrued Payroll Liabilities	-	-	-	-	9,287
Other Accrued Liabilities	-	-	-	-	93,652
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>2,264</u>	<u>-</u>	<u>-</u>	<u>487,456</u>
<b>FUND BALANCES</b>					
Non-Spendable	6,315,000	-	-	-	7,016,173
Restricted					
Board Designated	-	-	-	-	11,842,168
Other Purposes	(5,010)	736,429	(1,544)	233,900	21,559,658
Encumbered	-	9,659	13,000	411,739	16,643,347
Unassigned	-	-	-	-	(2,750,896)
Total Fund Balances	<u>6,309,990</u>	<u>746,088</u>	<u>11,456</u>	<u>645,639</u>	<u>54,310,450</u>
Total Liabilities and Fund Balances	<u>\$ 6,309,990</u>	<u>\$ 748,352</u>	<u>\$ 11,456</u>	<u>\$ 645,639</u>	<u>\$ 54,797,906</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended October 31, 2023

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>REVENUES</b>						
Property Taxes	\$ 2,159,401	\$ 990,945	\$ 129,257	\$ 1,204,260	\$ -	\$ -
Replacement Taxes	176,768	176,768	-	-	-	-
ICCB Grants	3,909,595	-	-	-	-	367,118
Federal Grants	-	-	-	-	-	3,399,592
Tuition & Fees	7,499,286	642,173	-	-	242,903	-
Charges for Services	16,050	29,110	-	-	1,125,791	-
Interest	89,186	25,760	24,309	6,481	58,180	4,542
Other Revenues	63,732	41	6,550,021	-	65,792	(24,185)
Total Revenues	<u>13,914,018</u>	<u>1,864,797</u>	<u>6,703,587</u>	<u>1,210,741</u>	<u>1,492,666</u>	<u>3,747,067</u>
<b>EXPENDITURES</b>						
Payroll	4,702,831	383,091	-	-	698,079	596,453
Benefits	809,029	82,942	-	-	74,652	142,034
Contractual Services	759,399	190,843	151,720	-	109,358	141,022
Supplies	671,666	121,531	4,447	-	969,627	97,471
Travel	77,421	-	-	-	119,048	18,609
Fixed	9,137	355	-	-	133,268	35
Utilities	15,505	450,785	-	-	325	-
Capital Outlay	90,630	72,895	1,185,496	-	7,090	187,914
Other	93,928	109	32,147	-	46,411	671,921
Scholarships, Student Grants, & Waivers	2,835,098	-	-	-	136,057	2,239,502
Total Expenditures	<u>10,064,644</u>	<u>1,302,551</u>	<u>1,373,810</u>	<u>-</u>	<u>2,293,915</u>	<u>4,094,961</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>3,849,374</u>	<u>562,246</u>	<u>5,329,777</u>	<u>1,210,741</u>	<u>(801,249)</u>	<u>(347,894)</u>
<b>TRANSFERS</b>						
Net Transfers	(2,202,656)	58,041	1,450,000	-	694,615	-
Total Transfers	<u>(2,202,656)</u>	<u>58,041</u>	<u>1,450,000</u>	<u>-</u>	<u>694,615</u>	<u>-</u>
Net Change in Fund Balance	<u>1,646,718</u>	<u>620,287</u>	<u>6,779,777</u>	<u>1,210,741</u>	<u>(106,634)</u>	<u>(347,894)</u>
Fund Balance - Beginning	15,252,040	4,032,436	9,777,819	310,093	6,757,792	664,102
Fund Balance - Ending	<u>\$ 16,898,758</u>	<u>\$ 4,652,723</u>	<u>\$ 16,557,596</u>	<u>\$ 1,520,834</u>	<u>\$ 6,651,158</u>	<u>\$ 316,208</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended October 31, 2023

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>REVENUES</b>					
Property Taxes	\$ -	\$ -	\$ 32,977	\$ 721,455	\$ 5,238,295
Replacement Taxes	-	-	-	-	353,536
ICCB Grants	-	-	-	-	4,276,713
Federal Grants	-	-	-	-	3,399,592
Tuition & Fees	-	-	-	-	8,384,362
Charges for Services	-	19,249	-	-	1,190,200
Interest	1,290	5,634	235	4,234	219,851
Other Revenues	-	306,961	-	60,083	7,022,445
Total Revenues	<u>1,290</u>	<u>331,844</u>	<u>33,212</u>	<u>785,772</u>	<u>30,084,994</u>
<b>EXPENDITURES</b>					
Payroll	-	-	-	-	6,380,454
Benefits	-	-	-	35,707	1,144,364
Contractual Services	-	171	49,000	112,212	1,513,725
Supplies	-	7,795	-	21,578	1,894,115
Travel	-	1,207	-	-	216,285
Fixed	-	-	-	252,476	395,271
Utilities	-	-	-	-	466,615
Capital Outlay	-	-	-	25,180	1,569,205
Other	-	(119,501)	-	-	725,015
Scholarships, Student Grants, & Waivers	-	225,604	-	-	5,436,261
Total Expenditures	<u>-</u>	<u>115,276</u>	<u>49,000</u>	<u>447,153</u>	<u>19,741,310</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,290</u>	<u>216,568</u>	<u>(15,788)</u>	<u>338,619</u>	<u>10,343,684</u>
<b>TRANSFERS</b>					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>1,290</u>	<u>216,568</u>	<u>(15,788)</u>	<u>338,619</u>	<u>10,343,684</u>
Fund Balance - Beginning	<u>6,308,700</u>	<u>529,520</u>	<u>27,244</u>	<u>307,020</u>	<u>43,966,766</u>
Fund Balance - Ending	<u>\$ 6,309,990</u>	<u>\$ 746,088</u>	<u>\$ 11,456</u>	<u>\$ 645,639</u>	<u>\$ 54,310,450</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**October 31, 2023**

	<b>ALL FUNDS</b>	
	<b>Fiscal Year 2023</b>	<b>Fiscal Year 2022</b>
<b>ASSETS:</b>		
CASH	\$ 16,941,545	\$ 17,325,025
IMPREST FUND	21,300	21,300
CHECK CLEARING	14,500	14,500
CDB PROJECT TRUST	3,946,504	3,908,105
PREPAID EXPENSES	192,837	169,515
INVESTMENTS	30,138,695	22,147,165
RECEIVABLES	2,233,164	2,516,052
ACCRUED REVENUE	163,779	5,229
INTERFUND RECEIVABLES	-	-
INVENTORY	701,173	610,360
OTHER ASSETS	444,410	454,866
FIXED ASSETS (Net of Depr)	24,384,726	19,693,831
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 79,182,633</b>	<b>\$ 66,865,948</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ 9,387	\$ (208)
ACCOUNTS PAYABLE	414,750	445,989
ACCRUED EXPENSES	-	-
INTERFUND PAYABLES	-	-
DEFERRED REVENUE	63,420	64,572
L-T DEBT GROUP (FUND 9)	4,255,237	6,138,092
OPEB (Prior Year Restated for GASB 75 Implementation)	5,856,409	13,963,316
OTHER LIABILITIES	-	-
<b>TOTAL LIABILITIES:</b>	<b>10,599,203</b>	<b>20,611,761</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	37,667,003	27,729,090
INVESTMENT IN PLANT (Net of Depr)	24,384,726	19,693,831
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(10,111,646)	(20,101,408)
RESERVE FOR ENCUMBRANCES	16,643,347	18,932,674
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>68,583,430</b>	<b>46,254,187</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 79,182,633</b>	<b>\$ 66,865,948</b>

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

College	Category	FISCAL YEAR 2022			FISCAL YEAR 2023			FISCAL YEAR 2024			
		Budget	Spent Thru October	% of Budget	Budget	Spent Thru October	% of Budget	Tentative Budget	Spent Thru October	% of Budget	% of Year
Frontier	Bills		\$ 188,703			\$ 231,291			\$ 214,248		
	Payroll		580,699			656,080			660,025		
	Waivers		368,029			343,971			370,608		
	Totals	\$ 3,688,586	1,137,431	29%	\$ 3,873,183	1,231,342	15%	\$ 3,936,161	1,244,881	32%	33%
Lincoln Trail	Bills		\$ 319,986			\$ 322,779			\$ 374,277		
	Payroll		703,486			669,269			672,061		
	Waivers		436,553			397,552			484,352		
	Totals	\$ 4,977,953	1,460,025	33%	\$ 4,727,391	1,389,600	15%	\$ 4,480,373	1,530,690	34%	33%
Olney Central	Bills		\$ 494,346			\$ 528,028			\$ 854,989		
	Payroll		1,234,272			1,328,100			1,304,848		
	Waivers		338,415			384,149			397,977		
	Totals	\$ 7,367,058	2,067,033	27%	\$ 7,402,072	2,240,277	12%	\$ 7,643,937	2,557,814	33%	33%
Wabash Valley	Bills		\$ 375,337			\$ 433,113			\$ 569,175		
	Payroll		912,363			948,741			896,367		
	Waivers		728,814			665,585			731,962		
	Totals	\$ 5,775,220	2,016,514	34%	\$ 6,271,689	2,047,439	16%	\$ 5,915,330	2,197,504	37%	33%
Workforce Educ.	Bills		\$ 77,583			\$ 52,224			\$ 51,652		
	Payroll		267,042			198,790			221,858		
	Waivers		231,271			414,795			692,338		
	Totals	\$ 3,378,641	575,896	22%	\$ 2,761,446	665,809	10%	\$ 2,619,370	965,848	37%	33%
District Office	Bills		\$ 135,906			\$ 234,093			\$ 231,176		
	Payroll		414,993			448,921			568,180		
	Waivers		-			-			-		
	Totals	\$ 1,991,105	550,899	20%	\$ 2,334,026	683,014	10%	\$ 2,741,040	799,356	29%	33%
District Wide	Bills		\$ 1,316,923			\$ 975,377			\$ 1,150,659		
	Payroll		400,716			611,522			762,584		
	Waivers		106,229			30,671			157,860		
	Totals	\$ 7,148,722	1,823,868	26%	\$ 7,711,317	1,617,570	9%	\$ 7,145,460	2,071,103	29%	33%
<b>GRAND TOTALS</b>		<b>\$ 34,327,285</b>	<b>\$ 9,631,666</b>	<b>28%</b>	<b>\$ 35,081,124</b>	<b>\$ 9,875,051</b>	<b>28%</b>	<b>\$ 34,481,671</b>	<b>\$ 11,367,196</b>	<b>33%</b>	<b>33%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Revenues & Expenditures Report**  
**For the Period Ended October 31, 2023**

**Unaudited**

	<b>FY 2024</b>		<b>FY 2023</b>		<b>Increase (Decrease)</b>	
	<b>Amount</b>	<b>% of Total</b>	<b>Amount</b>	<b>% of Total</b>	<b>\$</b>	<b>%</b>
	Property Taxes	\$ 3,150,345	19.97%	\$ 2,998,683	19.06%	\$ 151,662
Replacement Taxes	353,537	2.24%	519,406	3.30%	(165,869)	-31.934%
ICCB Grants	3,909,595	24.78%	4,753,942	30.22%	(844,347)	-17.761%
Tuition & Fees	8,141,458	51.60%	7,342,178	46.67%	799,280	10.886%
Charges for Services	45,160	0.29%	27,779	0.18%	17,381	62.569%
Interest	114,945	0.73%	44,180	0.28%	70,765	160.174%
Other Revenues	63,773	0.40%	45,879	0.29%	17,894	39.003%
	<u>\$ 15,778,813</u>	<u>100.00%</u>	<u>\$ 15,732,047</u>	<u>100.00%</u>	<u>\$ 46,766</u>	<u>0.297%</u>

	<b>FY 2024</b>		<b>FY 2023</b>		<b>Increase (Decrease)</b>	
	<b>Amount</b>	<b>% of Total</b>	<b>Amount</b>	<b>% of Total</b>	<b>\$</b>	<b>%</b>
	Salaries	\$ 5,085,923	44.74%	\$ 4,861,423	49.23%	\$ 224,500
Employee Benefits	891,971	7.85%	767,212	7.77%	124,759	16.261%
Contractual Services	947,176	8.33%	626,542	6.34%	320,634	51.175%
Materials	793,197	6.98%	782,448	7.92%	10,749	1.374%
Travel & Staff Development	77,421	0.68%	58,127	0.59%	19,294	33.193%
Fixed Charges	9,492	0.08%	7,434	0.08%	2,058	27.684%
Utilities	466,291	4.10%	332,405	3.37%	133,886	40.278%
Capital Outlay	163,527	1.44%	143,542	1.45%	19,985	13.923%
Other	2,932,198	25.80%	2,295,918	23.25%	636,280	27.714%
	<u>\$ 11,367,196</u>	<u>100.00%</u>	<u>\$ 9,875,051</u>	<u>100.00%</u>	<u>\$ 1,492,145</u>	<u>15.110%</u>

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

	Funding Source	Estimated Budget										
Center for Technology - LTC	CDB	\$11,160,000										
Applied Technology Center - OCC	CDB	\$3,076,400										
Power Hub - WVC	CDB	\$300,000										
Parking Lot Resurfacing	CDB	\$918,392										
LTC - Crawford County Recreational Center	Local	\$4,779,011										
WVC - Main Hall Roof Replacement	PHS	\$253,800										
WVC - Science Building East Canopy	Local	\$58,041										
LTC - Athletic Facility	2023 Debt Certificates	\$2,400,300										
<b>GRAND TOTAL</b>		<b>\$22,945,944</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>	

10/31/2023

# MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Ryan Gower  
**DATE:** November 21, 2023  
**RE:** Personnel Report

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

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change in Status**

# PERSONNEL REPORT

## 400.1 Employment of Personnel

### A. Faculty, Exempt

1. Jena Combs, Music/Instrumental Instruction, LTC effective August 4, 2024

## 400.2 Change in Status

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

1. Candice Young, TRIO Upward Bound Counselor to TRIO Upward Bound Coordinator, LTC effective November 27, 2023
2. Jamie Barbee, TRIO Upward Bound Coordinator from LTC to OCC effective October 23, 2023

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

1. Quianna McGee, Part-time to Full-time Coordinator of Public Information and Marketing, WVC effective November 27, 2023

### C. Classified, Non-Exempt

1. Russell Carie, Part-time Operations/Maintenance to Temporary, Full-time Maintenance Worker, WVC effective November 27, 2023 – November 27, 2024
2. Brianna Simpson, Office Assistant, FCC to SBDC Office Assistant effective November 27, 2023