

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**IECC Board of Trustees Meeting**

**Tuesday, July 16, 2024**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**Tuesday, July 16, 2024**

**6:15 p.m.**

**Lincoln Trail College, Statesmen Grill**

**11220 State Highway 1**

**Robinson, IL 62454**

- |  |                   |
|--|-------------------|
| 1. Call to Order & Roll Call               | Chairman Carter   |
| 2. Welcome from the Chair                  | Chairman Carter   |
| 3. Recognition of Visitors and Guests      | President Ambrose |
| 3.A. Visitors and Guests                   |                   |
| 3.B. IECCEA Representative                 |                   |
| 4. Public Comments                         |                   |
| 5. Reports                                 |                   |
| 5.A. Trustees                              |                   |
| 5.B. Chancellor                            |                   |
| 5.C. Presidents & Divisions                |                   |
| 5.D. Division Report: Accreditation Update | Dr. Bruinsma      |
| 6. Approval of Consent Agenda              | Chancellor Gower  |
| 6.A. Disposition of Minutes                | 5                 |

6.B. Affiliation Agreements		11
7. Action on Items Removed from Consent Agenda	Chancellor Gower	
8. Policy First Reading (and Possible Approval)	Chancellor Gower	
8.A. Policy 500.40 Housing		16
9. Policy Second Reading	Chancellor Gower	
9.A. None		
10. Staff Recommendations for Approval		
10.A. B&I Testing Fee	Chancellor Gower	18
10.B. REddy Consulting Services Contract	Chancellor Gower	19
10.C. Olney/Richland/Newton/Jasper Enterprise Zone Amendment	Mr. Hawkins	22
10.D. FY25 Budget	Chancellor Gower	26
11. Bid Committee Report	Chancellor Gower	28
11.A. Lincoln Trail College Natatorium Pool Liner Replacement		
12. District Finance	Mr. Hawkins	
12.A. Financial Report		43
12.B. Approval of Financial Obligations		
13. Executive Session	Chancellor Gower	

14. Approval of Executive Session Minutes	Chancellor Gower	
14.A. Written Executive Session Minutes		
14.B. Audio Executive Session Minutes		
14.C. Semi-Annual Review of Executive Session Minutes		52
15. Approval of Personnel Report	Mrs. McDowell	54
16. Other Items		
17. Adjournment		

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 Wease to call the roll.

Susan Batchelor: Present  
John Brooks: Absent  
Roger Browning: Absent  
Gary Carter: Present  
Brenda Culver: Present  
Jan Ridgely: Present  
Barbara Shimer: Present  
Jorri VanDyke  
(Student Trustee): Present  
Present: 5, 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, Executive Director of Human Resources  
Alex Cline, Chief Information Officer  
Paul Bruinsma, Chief Academic Officer  
Sonja Wease, Board Secretary

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

3. Recognition of Visitors and Guests

3.A. Visitors and Guests – Amber Malone, Morgan McCoy, Nixie Hnetkovsky, Megan Black, Dustin Wiggins, and Paul Tait.

3.B. IECCEA Representative - None

4. Public Comments - None

5. Reports

5.A. Trustees – Congratulations to Trustee Brenda Culver who was recognized for 25 years of service at the ICCCTA Awards Banquet held in Chicago on June 7, 2024.

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

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

5.D. Division Report: Dual Credit – The Institutional Outreach Division provided a report on the efforts being made to enhance dual credit opportunities across the District. Megan Black, Director of Dual Credit, informed the Board of the initiatives she and her colleagues have planned for the upcoming year. IECC received a competitive \$117,000 grant from the State to fund some of these efforts.

## 6. Approval of Consent Agenda

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

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea  
Yea: 5, Nay: 0, Absent: 2

6.A. Disposition of Minutes – Open meeting minutes as prepared for the regular meeting held on May 21, 2024 were presented for approval.

6.B. 2024-2025 IECC Catalog – The Board gave the approval to print the 2024-2025 IECC academic catalog and to post it on the website in preparation for the upcoming academic year.

6.C. 2024-2025 IECC Dual Credit Model Partnership Agreements – The Board accepted sixteen 2024-2025 IECC Dual Credit Model Partnership Agreements with area high schools that detail ways the schools and the college can work together to assure a high quality educational experience for students.

6.D. Updated 2023 Annual Security Report – The Board approved an updated 2023 Annual Security Report.

6.E. MOU Richland Co. Health Office/ Emergency Preparedness – Approval was given by the Board for a Memo of Understanding between IECC and the Richland County Health Office granting access to Olney Central College gymnasium and parking lot as a location to distribute medication and/or vaccinations in the event of an emergency.

6.F. Affiliation Agreements – In an annual review of partnerships with area businesses or facilities, the Board re-approved affiliation agreements that establish opportunities for students to engage in applied learning experiences.

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

## 8. Policy First Reading (and Possible Approval)

### 8.A. Policy 400.22 Salary Basis

Motion to waive second reading and approve policy 400.22 Salary Basis. This motion, made by Brenda Culver and seconded by Barbara Shimer, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

## 9. Policy Second Reading - None

## 10. Staff Recommendations for Approval

### 10.A. Renewal of Property, Casualty, & Liability Insurance Coverage

Motion to accept the current insurance renewals as presented and authorize the Chancellor to bind coverage with Wright Specialty for the District package liability coverage for period July 1, 2024 to June 30, 2025. This motion, made by Barbara Shimer and seconded by Jorri VanDyke, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

### 10.B. Building and Maintenance Fund Resolution

Motion to approve the resolution as presented granting authority for Chancellor Gower to budget and expend funds collected from tax revenues for the purpose of operations and maintenance of the district campuses and properties. This motion, made by Susan Batchelor and seconded by Brenda Culver, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

### 10.C. Inter-Fund Loans Resolution

Motion to adopt the resolution as presented which authorizes the Treasurer of the District to make inter-fund loans as required during the 2024-2025 fiscal year, with the loans to be repair to the original fund within the academic year. This motion, made by Susan Batchelor and seconded by Jan Ridgely, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

### 10.D. Working Cash Fund Resolution

Motion to approve the resolution as presented authorizing the permanent transfer of approximately \$255,000 in interest earned in the Working Cash Fund to the General Fund on or before June 30, 2024. This motion, made by Barbara Shimer and seconded by Brenda Culver, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

### 10.E. Payment of Accrued Bills

Motion to pay accrued bills for a short period following the end of the fiscal year June 30<sup>th</sup>. By July 30<sup>th</sup> all accrued bills received during this run-out period will be paid and a report given to the Board of Trustees the following month. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

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

Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

#### 10.F. Lease Agreements

Motion to approve the renewal of lease agreements between the District and certain locations and entities throughout the District. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

#### 10.G. RAMP FY'26

Motion to approve the RAMP Fiscal Year 2026 project as presented. The District is seeking state funding to bring public restrooms into compliance with current ADA standards. This motion, made by Jan Ridgely and seconded by Susan Batchelor, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

#### 11. Bid Committee Report

Motion to approve the bid from Wolfe Construction in the amount of \$2,549,720 for the Athletic Training Facility project at Wabash Valley College. This motion, made by Jan Ridgely and seconded by Brenda Culver, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

#### 12. District Finance

Motion to approve payment of district financial obligations for June 2024 in the total amount of \$1,437,503.76. This motion, made by Jan Ridgely and seconded by Susan Batchelor, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

#### 13. Executive Session

Motion to enter executive session at 8:19 p.m. This motion, made by Brenda Culver and seconded by Barbara Shimer, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

Motion to exit closed session at 9:58 p.m. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea

Yea: 5, Nay: 0, Absent: 2

#### 13.A. 2(c)(1) Employment/Appointment Matters

13.B. 2(c)(2) Collective Negotiating Matters

13.C. 2(c)(12) Litigation

14. Approval of Executive Session Minutes

14.A. Written Executive Session Minutes

14.B. Audio Executive Session Minutes

14.C. Semi-Annual Review of Executive Session Minutes

15. Approval of Personnel Report

#### **400.1 Change in Status**

A. Kathy Wheeler, Administrative Assistant, FCC to Academic Affairs Data Integrity Specialist, FCC effective July 1, 2024

#### **400.2 Potential Change of Status for Specific Positions Related to FLSA Overtime (Separate Cover)**

#### **400.3 Resignation Ratification**

A. Hayden McDuffee, Transition Services Coordinator, FCC effective August 23, 2024

B. Brandi Rich, Academic Advisor, OCC effective May 24, 2024

C. Zachary Loll, Women's Basketball Coach, LTC effective June 3, 2024

D. Shani Quarton, Adult Education Office Assistant effective June 18, 2024

E. Erica Arnold, Financial Aid Coordinator, LTC effective August 2, 2024

F. Cleo Ziegler, Custodian, LTC effective June 21, 2024

Motion to approve the foregoing personnel report as presented. This motion, made by Brenda Culver and seconded by Jorri VanDyke, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea  
Yea: 5, Nay: 0, Absent: 2

16. Collective Bargaining - None

17. Litigation - None

18. Other Items - None

19. Adjournment

Motion to adjourn at 10:01 p.m. This motion, made by Jorri VanDyke and seconded by Jan Ridgely, Carried.

John Brooks: Absent, Roger Browning: Absent, Susan Batchelor: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea  
Yea: 5, Nay: 0, Absent: 2

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

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

## MEMORANDUM

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

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

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

- RehabFocus LLC dba Fyzical Therapy & Balance Centers
- Wabash & Ohio Valley Special Education District

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

RG/sc

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

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

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ILLINOIS EASTERN COMMUNITY  
COLLEGES DISTRICT #529

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

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

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

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

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

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

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

## MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: July 16, 2024  
RE: First-Year Housing Policy (500.40)

This policy has been revised to clarify that the ten identified allowable housing exemptions will be granted without submitting a written request (albeit supporting documentation may be required). Alternately, a written request is necessary when a student desires a housing exemption but does not meet one of the specified criteria. We are also requesting an effective date of Fall 2025 to allow for our Office of Admissions and Records and coaching staff a chance to run through our procedures and to allow better communication with our existing housing partners about our expectations.

The proposed revisions have been approved by SEPC. I would ask the Board to waive the second reading and approve Policy 500.40 as presented.

RG/mf

Attachment

## **First-Year Housing Policy (500.40)**

Date Adopted: September 19, 2023 (*Effective beginning Fall 2025*)

Revised: TBD (Pending Board Approval)

Illinois Eastern Community Colleges (IECC) is committed to fostering student success and providing a supportive and engaging learning environment. Research demonstrates the numerous positive effects of college-affiliated living, including improved academic performance, enhanced satisfaction with faculty, and a stronger sense of student community. The structured living arrangements offered by college-affiliated housing also aid in student maturation and prepare them for independent living in the future.

In consideration of the benefits of college-affiliated residency, IECC requires all full-time, **non-resident out-of-district** first-year students to reside in college-affiliated housing unless an exemption applies.

### **I. Exemptions to the Housing Requirement**

#### **A. Automatic Exemption (Documentation may be required.)**

IECC grants an automatic exemption for those who:

1. **Students who** have been residents of District 529 for at least one calendar year prior to the start of the academic term.
2. **Students who** reside within a 60-mile radius of the **College campus**, at their parent's or legal guardian's permanent address (verification may be required).
3. **Students are** enrolled in fewer than 12 credit hours.
4. **Students are** exclusively enrolled in online courses each semester.
5. **Students are aged** 21 or older at the start of the academic term.
6. **Students living live** with a spouse or qualifying domestic partner.
7. **Students living live** with their legal dependents.
8. **are** Veterans of the U.S. military (submission of DD214 may be required).
9. **Students who** have previously lived in college-affiliated housing for two semesters or earned at least 30 credit hours (excluding dual credit) with IECC or another post-secondary institution.
10. **Students with have** documented medical needs which cannot be accommodated in available college-affiliated housing.
11. **Other as exempted by the Registrar.**

#### **B. Student-initiated Exemption**

##### **Exemption Process**

~~To request an exemption from the housing requirement, students must~~ Individuals not eligible for an automatic exemption may, by July 1 for Fall enrollment and December 1 for Spring enrollment, complete an exemption form provided by the Registrar's Office. ~~This form should be submitted with documented verification of meeting any of the above criteria.~~ Requests, documenting the need for an exemption from college-affiliated housing, will be reviewed by the Registrar or designee and a decision made within 10 business days.

### **II. Housing Options**

A list of available housing options can be found on the IECC Website. We are committed to ensuring a positive and successful college experience for our students, and college-affiliated living is an integral part of this mission.

## Memorandum

**To:** IECC Board of Trustees  
**From:** Ryan Gower; Chancellor  
**Date:** July 16, 2024  
**Subject:** Proposed Increase in B&I Testing Fee for MSSC Certification

Dear Members of the IECC Board of Trustees,

We are asking Board approval for an increase in the proctoring fee associated with our Business and Industry (B&I) program's certification exams. Specifically, this pertains to the certification tests for the Advanced Production Technician and Certified Logistics Technician courses, which are offered through our B&I department and can lead to the Manufacturing Skills Standards Council (MSSC) certification.

Currently, each student taking the MSSC certification test is charged a proctoring fee of \$15. However, this amount is insufficient to cover the costs incurred by IECC for administering and proctoring the exam.

The proposed fee adjustment is as follows:

- **Current Proctoring Fee:** \$15 per student
- **Proposed Testing Fee:** \$35 per student
- **Reason for Increase:** To cover the costs associated with the administration and proctoring of MSSC certification exams, including site expenses.

We ask the Board to approve our recommendation to make this adjustment to our proctoring fee.

RG

## MEMORANDUM

**To:** IECC Board of Trustees  
**From:** Ryan Gower, Chancellor  
**Date:** July 16, 2015  
**Subject:** Reddy Consulting Services

I am seeking Board approval to enter into a contract with Reddy Consulting Services, led by Roger Eddy, for the period of July 1, 2024 through June 30, 2025. This contract aims to leverage Mr. Eddy's extensive experience and expertise in two critical areas: Dual Credit initiatives and Government Relations and Legislative Affairs.

During the first half of the proposed contract period (roughly July-January), Mr. Eddy will work closely with our Institutional Outreach team to continue to enhance our Dual Credit initiatives. As both a former K-12 superintendent and member of IECC's senior leadership team, Mr. Eddy brings a wealth of knowledge and a unique perspective that has been invaluable in strengthening our partnerships with K-12 schools. Specific goals this fall include addressing equity gaps in our rural high schools, the next phase of Three-To-Your Degree pathways, evaluation and assessment of Type 1 courses for rigor, and welding in Lawrenceville/Red Hill.

In the second half of the proposed contract period (January-June), Mr. Eddy will shift his focus primarily to work directly with the Chancellor on Government Relations and Legislative Affairs. The Illinois Community College President's Council is in the process of establishing a Government Relations and Legislative Affairs (GRLA) positions across the state to allow our "local" voices to be heard. By engaging Mr. Eddy in this capacity, my long-term goal is to position IECC as the lead institution for our region. He will contribute to the creation of a GRLA position that will communicate, represent, and advocate for the community colleges in our region at the state level. This year, IECC will cover the full cost of Mr. Eddy's services. As the ICCP builds these GRLA positions, my goal would be to negotiate with the other five community colleges in our region to share the contractual expenses in the future.

I ask the Board's approval to enter this contract with Reddy Consulting Services, allowing us to capitalize on Mr. Eddy's expertise for the betterment of IECC and our regional partners.

**This Contract Agreement** ("Agreement") is made and entered into on this 1st day of July 2024, by and between Illinois Eastern Community Colleges ("IECC"), with its principal office located at 233 E. Chestnut Ave, Olney, IL 62450 and REddy Consulting Services ("REddy"), with its principal office located at 11797 N. 1150<sup>th</sup> Street, Robinson, IL 62450.

**WHEREAS**, IECC desires to engage the services of REddy to provide consulting and logistical support for IECC/K-12 Dual Credit Initiatives and Government Relations and Legislative Affairs.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereby agree as follows:

## **1. Scope of Services**

REddy Consulting Services agrees to provide the following services to IECC:

- Consulting and logistical support for IECC Dual Credit Initiatives, including but not limited to assistance with planning and follow through for the Fall 2024 Dual Credit Summit and advising the IECC Department of Dual Credit as needed.
- Consulting services to support the implementation of the IECC 32YD program, including working with ROE's , IECC Region High Schools, and EIU to establish a Teacher Preparation Pilot program.
- Consulting and consultation services related to establishing pathway programs with K-12 schools within the IECC region.
- Government Relations and Legislative Affairs support.
- Assistance in proactive policy development and advocacy.
- Relationship management between Springfield and appropriate IECC leadership.
- Reporting on upcoming legislative efforts that may impact higher education.

## **2. Term of Agreement**

The term of this Agreement shall commence on July 1, 2024, and shall continue in effect until June 30, 2025, unless terminated earlier in accordance with the provisions of this Agreement.

## **3. Compensation**

IECC agrees to pay REddy Consulting Services a total amount of \$48,000 for the services provided under this Agreement. Payment shall be made in twelve equal monthly installments of \$4,000 each, payable on the first business day of each month.

## **4. Termination**

Either party may terminate this Agreement with sixty (60) days written notice to the other party. In the event of termination, REddy shall be entitled to compensation for services rendered up to the date of termination.

## **5. Confidentiality**

REddy Consulting Services agrees to maintain the confidentiality of any proprietary or confidential information provided by IECC during the term of this Agreement and thereafter.

**6. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

**7. Entire Agreement**

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written.

**8. Amendments**

This Agreement may be amended only by a written instrument executed by both parties.

**9. Signatures**

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

**Illinois Eastern Community Colleges**

By: \_\_\_\_\_  
Ryan Gower, Chancellor

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

**REddy Consulting Services**

By: \_\_\_\_\_  
Roger Eddy

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

---

**Contact Information:**

**Illinois Eastern Community Colleges**  
233 E. Chestnut St, Olney, IL 62450  
618-393-2982

**REddy Consulting Services**  
11797 N. 1150<sup>th</sup> Street, Robinson, IL 62450

Phone: 217-416-7555

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: July 16, 2024

RE: Olney/Richland/Newton/Jasper Enterprise Zone Amendment

The Olney/Richland/Newton/Jasper Enterprise Zone was certified on January 1, 2017, with the support of the various taxing bodies of the zone. The Municipalities and Counties have expressed interest in amending the provisions of the original eligible properties to include residential projects.

As part of the amendment process, letters of support from all taxing bodies within the zone must be obtained. The attached resolution would supply the City of Olney with the support of the IECC Board of Trustees to amend the provisions to include residential property.

I ask the Board's approval of support for the amendment to the Olney/Richland/Newton/Jasper Enterprise Zone.

RG/akb

Attachment

**PUBLIC TAXING AUTHORITY  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**

**RESOLUTION AUTHORIZING TAX ABATEMENT WITHIN THE ENTERPRISE  
ZONE**

**WHEREAS**, pursuant to 20 ILCS 655/1 et. seq. (formerly Ill. Rev. Stat. 1991, ch. 67 1/2, Section 601 et. seq.) (the "Act"), the State of Illinois authorized the creation of enterprise zones, together with certain incentive programs;

**WHEREAS**, pursuant to the act, the Olney/Richland County/Newton/Jasper County Enterprise Zone, which includes certain real estate located in the City of Olney, Illinois ("Olney"), City of Newton, Illinois ("Newton"), and Village of Sainte Marie, Illinois ("Sainte Marie"), (the "Municipalities"); and the County of Richland and the County of Jasper, Illinois, (the "Counties") was approved and certified by the Illinois Department of Commerce and Economic Opportunity ("DCEO") to commence January 1, 2017; and

**WHEREAS**, the success of the Olney/Richland County/Newton/Jasper County Enterprise Zone, pursuant to the Act, depends upon community support and the nature of incentives to be offered; and

**WHEREAS**, the public taxing authority finds that the enterprise zone will serve the interest of all local taxing authorities and the entire community by stimulating economic revitalization,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES  
OF THE ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529 as follows:**

**Section 1.** The foregoing recitals are incorporated herein as findings of the Corporate Authorities of the Illinois Eastern Community College District #529, Illinois.

**Section 2.** The Illinois Eastern Community College District #529 hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located within the Olney/Richland County/Newton/Jasper County Enterprise Zone resulting from an increase in assessed valuation which is attributable to the construction of improvements and subject to the following limitations:

- (a) The tax abatement shall apply only to the taxes corresponding to an increase in assessed valuation after improvements (either new construction, renovation, or rehabilitation) have been duly assessed and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements.

- (b) The tax abatement shall pertain only to that parcel within the Enterprise Zone which has been improved after the designation of the Enterprise Zone provided, however, no such abatement shall be applicable to any such improvement project located within the boundaries of a Tax Increment Financing District.
- (c) The tax abatement shall be at the rate of 100% of the taxes corresponding to the increase in assessed valuation attributable to the improvements on the property for a period of five (5) years beginning with the calendar year in which the improvements are fully assessed.
- (d) The tax abatement shall apply only to improvements for which a building permit is issued.
- (e) The tax abatement shall apply only to the following projects:
  - 1. any remodeling, rehabilitation, or new construction of a qualified commercial, industrial or manufacturing project with a total cost exceeding \$10,000.00.
  - 2. any new construction of qualified residential projects.
- (f) While the abatement is in effect, this public taxing authority will continue to receive all taxes corresponding to the equalized assessed valuation for the tax year immediately preceding commencement of the project.
- (g) If the term of any abatement of real estate taxes which began under the original Olney/Richland County/Newton/Jasper County Enterprise Zone has not been completed as of the expiration of the original Olney/Richland County/Newton/Jasper County Enterprise Zone, such abatement shall not terminate, but shall continue in full force during the term of the new Enterprise Zone until the natural termination of the tax abatement.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chairman, Board of Trustees

Attested:

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



MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: July 16, 2024

RE: Fiscal Year 2025 Budget

The Fiscal Year 2025 Budget for Illinois Eastern Community College District No. 529 was mailed to each Board member under separate cover. The preliminary budget was provided and approved by the Board of Trustees at its May 21 regular meeting and was held on public display through July 16. Due to previously unanticipated declines in state grants and CPPRT revenue sources, administration has worked to reduce expenditures to present a balanced budget to the Board.

The budget includes all sources of funds and anticipated expenditures for the '24-'25 fiscal year. Revenues of the District come from the following sources:

Local, including property taxes	15.52%
State Grants, restricted and unrestricted	39.46%
Federal Grants	14.22%
Tuition & Fees	22.17%
Sales & Services and Other Sources	8.63%

The overall expenditures of the District are from the following objects:

Salaries	27.07%
Employee Benefits	4.88%
Contractual Services	7.75%
Supplies	5.51%
Travel	0.90%
Fixed Charges, including bond payments	3.19%
Utilities	1.83%
Capital Outlay	33.58%
Other	1.34%
Student Grants & Waivers	13.95%

The budget has a focus on the Operating Funds of the District (Education and Operations & Maintenance Fund). For Fiscal Year 2025, the Operating expenditures of the budget compared to Fiscal Year 2024 are as follows:

	<u>FY25</u>	<u>FY24</u>
Education Fund	\$30,578,065	\$29,965,366
Operations & Maintenance Fund	<u>\$ 4,273,879</u>	<u>\$ 4,516,305</u>
Total Operating Funds	\$34,851,944	\$34,481,671

The District has complied with all the notice and budget hearing requirements for the Fiscal Year 2025 Budget. I ask that the Board approve the Fiscal Year 2025 Budget for Illinois Eastern Community Colleges as presented.

RG/akb

# BID COMMITTEE REPORT

July 16, 2024

## Lincoln Trail College

1. Natatorium Pool Liners Replacement

TO: Board of Trustees

FROM: Bid Committee

DATE: July 16, 2024

RE: Lincoln Trail College Natatorium Pool Liners Replacement

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 Spear Aquatics LLC for a total of \$212,604.

<b>LTC Natatorium Pool Liners Replacement</b>	
<b>Company</b>	<b>Base Bid</b>
Spear Aquatics LLC Roachdale, IN	\$212,604

Respectfully submitted,

Ryan Gower  
Ryan Hawkins  
Sonja Wease

Department: Lincoln Trail College DCEO Grant

Source of Funds: Funds are being provided through the Department of Commerce and Economic Opportunity Grant No. 20-203029.

Rationale for Purchase: The lowest responsible bidder in conformity with specifications.

This project is part of 2018 grant secured with the help of Dale Righter to invest in the LTC Natatorium/Recreation Center. This specific project will replace both existing pool liners which were installed in 1990 and had a life expectancy of 20 years. The grant dollars must be spent by June 2025.

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

## REQUEST FOR PROPOSAL

### ILLINOIS EASTERN COMMUNITY COLLEGES

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

Notice is hereby given that sealed bids for Lincoln Trail College Natatorium Pool Liners Replacement shall be received at the office of the Owner: Illinois Eastern Community Colleges District 529, 233 East Chestnut Street, Olney, IL 62450 until 2:00 p.m. local time, on Tuesday, July 2, 2024, and then publicly opened. The Owner reserves the right to accept or reject any bid or waive informality or errors in bidding, to award the contract to his interests, and to hold the bids for a period of thirty (30) days from the bid date.

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

A pre-bid meeting is scheduled for Tuesday, June 18, 2024, at 11:00 a.m. at Lincoln Trail College Natatorium Pool Liners Replacement, 11220 IL 1, Robinson, IL 62454, Rowland Nicholas Natatorium. A walk through of the proposed project site will take place as part of the pre-bid meeting.

Attendance of the scheduled pre-bid meeting or a separate/additional site visit is not a requirement of submitting a bid proposal, but it is the responsibility of the contractor to field verify measurements of the installation areas as well as to provide all labor, materials, equipment, and tools necessary for the complete project. If a site visit, other than the scheduled pre-bid meeting, is desired prior to submitting a bid, schedule a visit with Chris Ellington, LTC O&M Team Lead, to determine an acceptable date and time. Mr. Ellington can be contacted at (217) 240-0211. Any questions concerning anything contained herein should be directed, in writing, to Nicholas Knapp, Construction Project Manager, at 233 E. Chestnut, Olney, IL 62450. Questions may also be submitted to [bids@iecc.edu](mailto:bids@iecc.edu). Please include LINCOLN TRAIL COLLEGE NATATORIUM POOL LINERS REPLACEMENT in the subject line of any inquiry. The deadline for questions is 2:00 p.m., Wednesday, June 26, 2024.

#### **ADDENDUM**

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

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

#### **METHOD OF BIDDING**

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

**SCOPE OF WORK**

The scope of this bid is to provide all materials, labor, and equipment required to remove both the existing Main Pool and Former Dive Well pool liner systems in their entirety, review and inspect the pool interior, prep existing surfaces as required for installation of new pool liner systems, fabricate new pool liner systems, and install new pool liner systems, including all accessories, in each of the two pool structures as required for a complete system in accordance with manufacturer’s recommendations and as noted in this document. The Main Pool in the Natatorium is a rectangular pool that is approximately 75’ x 50’. The Former Dive Well in the Natatorium is a square pool that is approximately 40’ x 40’.

All work shall comply with all applicable Federal, State, and local codes. The contractor shall provide all safeguards, safety devices, protective equipment, and shall take any other actions reasonably necessary to protect the life and health of persons working at the site of the project, the safety of the public, and to protect property in connection with the performance of the work covered by the contract. The contractor shall be registered/licensed as a Prequalified Contractor with the Illinois Department of Public Health as outlined in the Swimming Facility Code (Part 820).

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

**PREPARATION OF BIDS**

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

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

**METHOD OF BID EVALUATION**

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

**INSURANCE**

The successful bidder will be required to furnish a certificate of insurance, naming Illinois Eastern Community Colleges as an additional insured as primary and non-contributory to any other insurance available, in the following amounts:

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

5. Owner's and Contractor's Protective Liability Insurance to protect the Owner and Architect, their agents, consultants, and employees from contingent responsibility and liability arising from work performed under the contract.	\$1,000,000
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**SALES TAX**

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

**PREVAILING WAGE**

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

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

**SHIPPING & HANDLING**

All freight and delivery must be included in bid.

**SPECIAL PROVISIONS**

Funds are being provided through the Department of Commerce and Economic Opportunity Grant No. 20-203029.

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

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

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

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

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

Illinois Eastern Community Colleges has an aspirational goal that **20%** of this project's material and/or labor will involve small, minority-owned, veteran-owned, and/or women-owned businesses in the procurement process. Prime contractors that do not meet the eligibility criteria as a Business

Enterprise Program, are encouraged to utilize sub-contractors who do qualify or to utilize material vendors that qualify. To qualify as a Business Enterprise Program entity, prime or subcontractors must be certified by the Department of Central Management Services of the State of Illinois as BEP vendors prior to contract award. Go to <http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification.

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

**BID FORM**

Following Board approval, bids will be awarded on July 17, 2024.

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

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

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

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

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

ESTIMATED START DATE IF AWARDED ON OR ABOUT JULY 17, 2024 \_\_\_\_\_

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

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

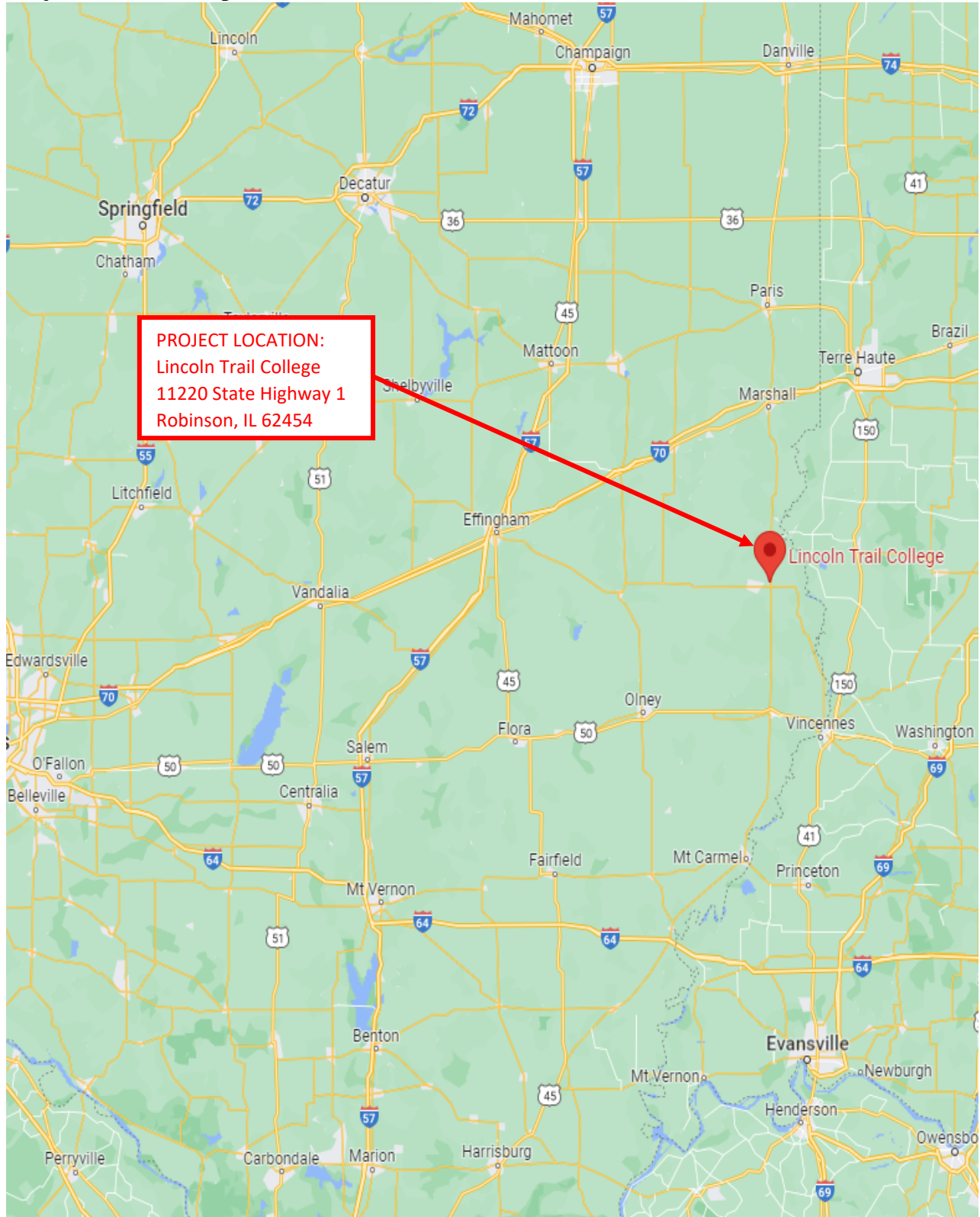
Any Certified Vendor (Primary Contractor, Sub-Contractors, or Procurement/Material Vendors) in accordance with the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities Act:

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

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

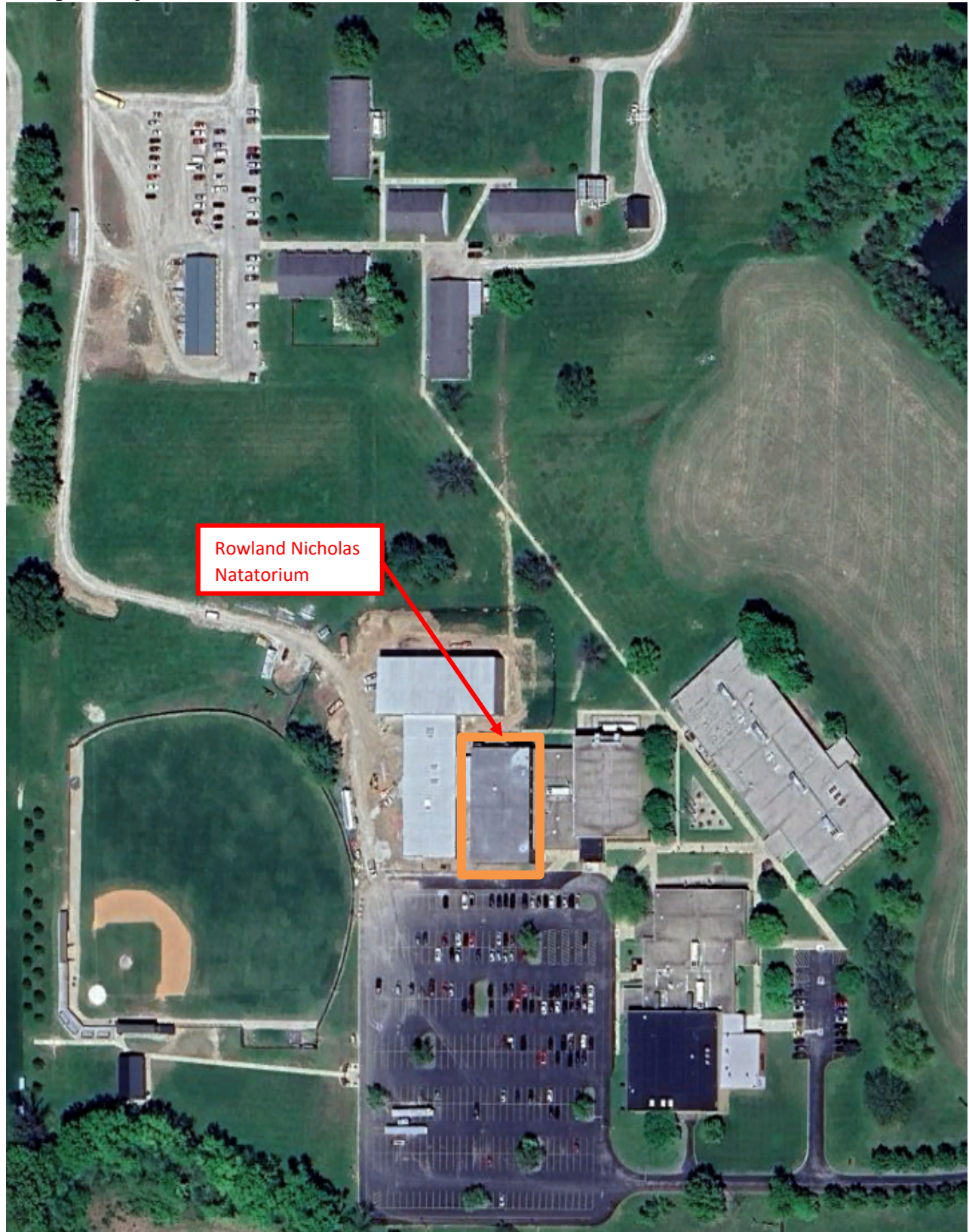
**Illinois Eastern Community Colleges  
Lincoln Trail College  
Natatorium Pool Liners Replacement**

**Project Location Map**



**Illinois Eastern Community Colleges  
Lincoln Trail College  
Natatorium Pool Liners Replacement**

**Campus Project Location**



**Illinois Eastern Community Colleges  
Lincoln Trail College  
Natatorium Pool Liners Replacement**

**Scope Narrative**

1. **Demolition Work:** Base Bid: Contractor shall remove and properly dispose of the existing Main Pool structure pool liner system in its entirety, The Main Pool in the Natatorium is a rectangular pool that is approximately 75' x 50'. Alternate #1: Contractor shall remove and properly dispose of the existing Former Dive Well structure pool liner system in its entirety, The Former Dive Well Pool in the Natatorium is a rectangular pool that is approximately 40' x 40'.
2. **Execution of Work:** The contractor shall coordinate the performance of all work 10 working days in advance. The contractor shall be responsible for protection of adjacent surfaces and areas not to receive work. The contractor will be responsible for providing and furnishing all equipment needed to perform the work of the project.

Contractor shall provide the following work and materials, at a minimum, as part of the new work associated with the project scope.

- A. Review and visual inspection of the pool interior.
- B. System manufacturer recommended pool substrate surface preparation to clean and prep the existing pool interior prior to installation of new liner system.
- C. Natatec Type ND (smooth), 60 mil Polyester Reinforced PVC Membrane shall be installed on the pool floor and pool wall surfaces of the pool structures. Natatec Type NDP (textured), 60 mil Polyester Reinforced PVC Membrane shall be installed on all horizontal surfaces requiring slip-resistant texture and as also required by Illinois Department of Public Health Swimming Facility Code (Part 820).
- D. Black PVC membrane material shall be installed for lane markings, wall targets, and transition indicators to match existing pool markings.
- E. Seams shall be overlapping fuse welded, hot-air welding techniques.
- F. All exposed edges of seams shall be sealed with PVC solution as recommended by system manufacturer.
- G. All pool perimeters shall be fitted with semi-rigid PVC compression/termination flange w/ interlocking PVC cover strip securely anchored to the pool structure to ensure a watertight seal.
- H. Polymer and/or PVC Pressure flanges shall be furnished and installed for all inlets, outlets, main drains, underwater lights, anchor sockets and other necessary membrane penetrations to ensure a watertight seal.
- I. PVC coated steel flat bars and/or angles (anchored to pool substrate as required to facilitate attachment of PVC Membrane) shall be used.
- J. Corrosion resistant anchors and fasteners shall be used in all locations of installation.
- K. 11 oz. Geotextile Fleece Separator (Adhered to the existing pool surfaces).
- L. Warranty: The PVC Membrane System shall be guaranteed for workmanship, materials, and performance for a period of ten (10) years.

M. Submittals; including drawings, product information, comprehensive operations and maintenance manuals, and color samples; shall be submitted for review and approval prior to procurement of materials. Owner shall select from manufacturer's standard colors for the main body of the liner system.

N. All freight material and delivery shall be included in scope of work.

3. **Disposal of Materials:** The contractor shall be responsible for disposal of all materials and removal from the property.
4. **Clean-up:** The contractor shall keep worksite clear of debris and/or material during the work and shall accomplish clean-up of the worksite at the end of each day. Materials removed or demolished shall not be allowed to accumulate on the jobsite.
5. **Standard of Workmanship:** The contractor shall perform all work in accordance with applicable codes and manufacturers' recommendations. Contractor is responsible for any/all permits required, local or state (i.e. IDPH). Contact City of Robinson for local license and permit requirements. Workmanship shall be of the highest grade throughout this project. Any building or property damage, due to the contractor's operations and failure to adequately protect the building or property, shall be corrected to original condition by the contractor at no cost to IECC.
6. **Safety:** All work shall comply with all applicable Federal, State, and local codes. All work shall be accomplished in strict compliance with OSHA Safety Standards. The contractor shall provide all safeguards, safety devices, protective equipment, and shall take any other actions reasonably necessary to protect the life and health of persons working at the site of the project, the safety of the public, and to protect property in connection with the performance of the work covered by the contract. Please note that the college campus and adjacent buildings will be occupied and operational throughout the project. Parking lots, drive exits, and building egress paths and exits shall remain open throughout the project.
7. **Point of Contact:** Nicholas Knapp, Illinois Eastern Community Colleges, Construction Project Manager.
8. **Measurements:** It shall be the responsibility of the contractor to field-verify measurements and necessary material quantities prior to bid of this project. The scheduled new liners shall properly fit and function in existing pool structure(s).

	<u>Base Bid: Main Pool</u>	<u>Alternate #1: Dive Well</u>
Pool Shape	Rectangular	Square
Length:	+/- 75'	+/- 40'
Width:	+/- 50'	+/- 40'
Surface Area:	+/- 3,750 sf	+/- 1,600 sf
Pool Perimeter:	+/- 250'	+/- 160'
Min. Depth:	+/- 42"	+/- 96"
Max. Depth:	+/- 72"	+/- 144"
Pool Surface to be Lined:	+/- 5,215 sf	+/- 3,125 sf

9. **Basis of Design:** Natatec Corporation, Indianapolis, Indiana or Renolit Corporation (worldwide) Natatec Type ND (smooth),  
60 mil Polyester Reinforced PVC Membrane pool liner system.

Any other manufacturers/systems shall meet or exceed Natatec PVC Pool Lining System product specifications and material characteristics.

**Illinois Eastern Community Colleges  
Lincoln Trail College  
Natatorium Pool Liners Replacement**

**Pictures of Existing Conditions**



Main Pool – looking southeast



Main Pool – looking south



Main Pool – looking northwest



Main Pool and Former Dive Well – looking southwest



Former Dive Well – looking southeast



Former Dive Well – looking east



Former Dive Well – looking northwest



Former Dive Well – looking northwest

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
June 30, 2024**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$ 6,622,303.64</b>
<b>Operations &amp; Maintenance</b>	<b>779,453.48</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>3,326,710.70</b>
<b>Bond &amp; Interest</b>	<b>356,059.81</b>
<b>Auxiliary</b>	<b>429,299.40</b>
<b>Restricted Purposes</b>	<b>(468,852.76)</b>
<b>Working Cash</b>	<b>60,784.84</b>
<b>Trust &amp; Agency</b>	<b>529,884.34</b>
<b>Audit</b>	<b>11,379.61</b>
<b>Liability, Protection &amp; Settlement</b>	<b>621,201.86</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 12,268,224.92</u></b>

Respectfully submitted,

Ryan Hawkins, Treasurer

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
June 30, 2024

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>ASSETS</b>						
Cash	\$ 6,648,604	\$ 779,453	\$ 3,326,711	\$ 356,060	\$ 449,799	\$ (468,853)
Investments	8,516,595	2,762,366	8,791,226	-	3,406,249	-
Accounts Receivable	2,678,822	307,559	-	-	227,329	-
Other Receivables	1,013,105	-	-	-	1,885	21,738
Restricted Cash	-	-	3,973,434	-	-	-
Inventory	-	-	-	-	571,230	-
Other Assets	1	-	-	-	-	458,357
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 18,857,127</u>	<u>\$ 3,849,378</u>	<u>\$ 16,091,371</u>	<u>\$ 356,060</u>	<u>\$ 4,656,492</u>	<u>\$ 11,242</u>
<b>LIABILITIES</b>						
Accounts Payable	\$ 10,025	\$ 5,211	\$ -	\$ -	\$ (5,892)	\$ (36)
Accrued Payroll Liabilities	684	-	-	-	-	-
Other Accrued Liabilities	4,278,217	347,695	25,664	-	39,200	(80,100)
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>4,288,926</u>	<u>352,906</u>	<u>25,664</u>	<u>-</u>	<u>33,308</u>	<u>(80,136)</u>
<b>FUND BALANCES</b>						
Non-Spendable	-	-	-	-	571,230	-
Restricted						
Board Designated	10,673,916	1,302,852	-	-	-	-
Other Purposes	-	1,916,422	10,894,434	356,060	-	-
Encumbered	1,821,848	277,198	5,171,273	-	694,286	224,670
Unassigned	2,072,437	-	-	-	3,357,668	(133,292)
Total Fund Balances	<u>14,568,201</u>	<u>3,496,472</u>	<u>16,065,707</u>	<u>356,060</u>	<u>4,623,184</u>	<u>91,378</u>
Total Liabilities and Fund Balances	<u>\$ 18,857,127</u>	<u>\$ 3,849,378</u>	<u>\$ 16,091,371</u>	<u>\$ 356,060</u>	<u>\$ 4,656,492</u>	<u>\$ 11,242</u>

Illinois Eastern Community Colleges  
Balance Sheets - All Funds (Unaudited)  
June 30, 2024

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>ASSETS</b>					
Cash	\$ 60,785	\$ 529,884	\$ 11,380	\$ 621,202	\$ 12,315,025
Investments	6,321,551	-	-	-	29,797,987
Accounts Receivable	-	-	-	-	3,213,710
Other Receivables	36,088	17,746	-	-	1,090,562
Restricted Cash	-	-	-	-	3,973,434
Inventory	-	-	-	-	571,230
Other Assets	-	-	-	-	458,358
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 6,418,424</u>	<u>\$ 547,630</u>	<u>\$ 11,380</u>	<u>\$ 621,202</u>	<u>\$ 51,420,306</u>
<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ 9,308
Accrued Payroll Liabilities	-	-	-	-	684
Other Accrued Liabilities	-	-	-	-	4,610,676
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,620,668</u>
<b>FUND BALANCES</b>					
Non-Spendable	6,315,000	-	-	-	6,886,230
Restricted					
Board Designated	-	-	-	-	11,976,768
Other Purposes	103,424	544,150	(59,520)	492,715	14,247,685
Encumbered	-	3,480	70,900	128,487	8,392,142
Unassigned	-	-	-	-	5,296,813
Total Fund Balances	<u>6,418,424</u>	<u>547,630</u>	<u>11,380</u>	<u>621,202</u>	<u>46,799,638</u>
Total Liabilities and Fund Balances	<u>\$ 6,418,424</u>	<u>\$ 547,630</u>	<u>\$ 11,380</u>	<u>\$ 621,202</u>	<u>\$ 51,420,306</u>

Illinois Eastern Community Colleges  
Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
For the Period Ended June 30, 2024

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>REVENUES</b>						
Property Taxes	\$ 3,423,650	\$ 1,535,954	\$ 204,952	\$ 1,922,130	\$ -	\$ -
Replacement Taxes	566,700	566,700	-	-	-	-
ICCB Grants	14,123,784	-	775,097	-	-	1,588,146
Federal Grants	-	-	-	-	-	8,991,875
Tuition & Fees	12,079,096	1,036,127	-	-	364,627	-
Charges for Services	56,751	93,043	-	-	2,640,941	107
Interest	488,760	122,365	358,045	20,456	139,343	14,370
Other Revenues	243,437	106,041	14,415,642	-	141,719	172,814
Total Revenues	<u>30,982,178</u>	<u>3,460,230</u>	<u>15,753,736</u>	<u>1,942,586</u>	<u>3,286,630</u>	<u>10,767,312</u>
<b>EXPENDITURES</b>						
Payroll	15,970,903	1,192,231	-	-	2,127,966	1,934,718
Benefits	2,842,691	299,443	-	-	254,601	443,281
Contractual Services	2,319,405	723,639	747,621	-	369,698	814,141
Supplies	1,641,195	396,178	38,322	-	2,002,981	406,829
Travel	262,639	493	408	-	453,886	99,687
Fixed	45,197	383	6,141,058	1,896,619	161,928	6,160
Utilities	55,946	1,300,040	-	-	325	-
Capital Outlay	350,856	140,421	3,884,564	-	38,709	1,080,962
Other	278,261	1,407	103,875	-	159,848	1,691,009
Scholarships, Student Grants, & Waivers	5,743,616	-	-	-	498,571	4,859,124
Total Expenditures	<u>29,510,709</u>	<u>4,054,235</u>	<u>10,915,848</u>	<u>1,896,619</u>	<u>6,068,513</u>	<u>11,335,911</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,471,469</u>	<u>(594,005)</u>	<u>4,837,888</u>	<u>45,967</u>	<u>(2,781,883)</u>	<u>(568,599)</u>
<b>TRANSFERS</b>						
Net Transfers	(2,155,316)	58,041	1,450,000	-	647,275	-
Total Transfers	<u>(2,155,316)</u>	<u>58,041</u>	<u>1,450,000</u>	<u>-</u>	<u>647,275</u>	<u>-</u>
Net Change in Fund Balance	<u>(683,847)</u>	<u>(535,964)</u>	<u>6,287,888</u>	<u>45,967</u>	<u>(2,134,608)</u>	<u>(568,599)</u>
Fund Balance - Beginning	15,252,040	4,032,436	9,777,819	310,093	6,757,792	659,977
Fund Balance - Ending	<u>\$ 14,568,193</u>	<u>\$ 3,496,472</u>	<u>\$ 16,065,707</u>	<u>\$ 356,060</u>	<u>\$ 4,623,184</u>	<u>\$ 91,378</u>

Illinois Eastern Community Colleges  
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)  
 For the Period Ended June 30, 2024

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>REVENUES</b>					
Property Taxes	\$ -	\$ -	\$ 52,060	\$ 1,150,770	\$ 8,289,516
Replacement Taxes	-	-	-	-	1,133,400
ICCB Grants	-	-	-	-	16,487,027
Federal Grants	-	-	-	-	8,991,875
Tuition & Fees	-	-	-	-	13,479,850
Charges for Services	-	36,886	-	-	2,827,728
Interest	109,724	20,481	601	23,414	1,297,559
Other Revenues	-	494,509	-	253,170	15,827,332
Total Revenues	<u>109,724</u>	<u>551,876</u>	<u>52,661</u>	<u>1,427,354</u>	<u>68,334,287</u>
<b>EXPENDITURES</b>					
Payroll	-	-	-	-	21,225,818
Benefits	-	-	-	114,914	3,954,930
Contractual Services	-	171	68,525	326,422	5,369,622
Supplies	-	51,406	-	131,344	4,668,255
Travel	-	30,987	-	-	848,100
Fixed	-	-	-	456,993	8,708,338
Utilities	-	-	-	-	1,356,311
Capital Outlay	-	-	-	83,499	5,579,011
Other	-	8,659	-	-	2,243,059
Scholarships, Student Grants, & Waivers	-	442,543	-	-	11,543,854
Total Expenditures	<u>-</u>	<u>533,766</u>	<u>68,525</u>	<u>1,113,172</u>	<u>65,497,298</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>109,724</u>	<u>18,110</u>	<u>(15,864)</u>	<u>314,182</u>	<u>2,836,989</u>
<b>TRANSFERS</b>					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>109,724</u>	<u>18,110</u>	<u>(15,864)</u>	<u>314,182</u>	<u>2,836,989</u>
Fund Balance - Beginning	6,308,700	529,520	27,244	307,020	43,962,641
Fund Balance - Ending	<u>\$ 6,418,424</u>	<u>\$ 547,630</u>	<u>\$ 11,380</u>	<u>\$ 621,202</u>	<u>\$ 46,799,630</u>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Comparative Combined Balance Sheets - All Funds**  
**June 30, 2024**

Unaudited

	<b>ALL FUNDS</b>	
	<b>Fiscal Year 2024</b>	<b>Fiscal Year 2023</b>
<b>ASSETS:</b>		
CASH	\$ 12,268,225	\$ 14,585,567
IMPREST FUND	21,300	21,300
CHECK CLEARING	25,500	14,500
CDB PROJECT TRUST	3,973,434	3,864,479
PREPAID EXPENSES	76,868	265,464
INVESTMENTS	29,797,988	20,161,552
RECEIVABLES	4,259,177	3,795,457
ACCRUED REVENUE	45,095	204,819
INTERFUND RECEIVABLES	-	-
INVENTORY	571,230	701,173
OTHER ASSETS	458,357	437,696
FIXED ASSETS (Net of Depr)	27,108,221	21,076,915
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 78,605,395</b>	<b>\$ 65,128,922</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ 684	\$ 7,020
ACCOUNTS PAYABLE	-	30,403
DEFERRED REVENUE	4,320,996	3,979,685
L-T DEBT GROUP (FUND 9)	8,600,237	4,073,092
OPEB (Prior Year Restated for GASB 75 Implementation)	5,856,409	13,963,316
OTHER LIABILITIES	375,857	392,859
<b>TOTAL LIABILITIES:</b>	<b>19,154,183</b>	<b>22,446,375</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	38,407,495	34,274,319
INVESTMENT IN PLANT (Net of Depr)	27,108,221	21,076,915
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(14,456,646)	(18,036,408)
RESERVE FOR ENCUMBRANCES	8,392,142	5,367,721
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>59,451,212</b>	<b>42,682,547</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 78,605,395</b>	<b>\$ 65,128,922</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 June	% of Budget	Budget	Spent Thru June	% of Budget	Tentative Budget	Spent Thru June	% of Budget	% of Year
Frontier	Bills		\$ 655,667			\$ 874,251			\$ 787,312		
	Payroll		1,941,145			2,275,506			2,260,348		
	Waivers		689,620			720,525			679,398		
	Totals	\$ 3,688,586	3,286,432	89%	\$ 3,873,183	3,870,282	100%	\$ 3,936,161	3,727,058	95%	100%
Lincoln Trail	Bills		\$ 1,175,674			\$ 1,173,119			\$ 1,183,055		
	Payroll		2,386,629			2,435,056			2,303,138		
	Waivers		763,748			789,160			894,436		
	Totals	\$ 4,977,953	4,326,051	87%	\$ 4,727,391	4,397,335	93%	\$ 4,542,114	4,380,629	96%	100%
Olney Central	Bills		\$ 1,563,928			\$ 1,906,815			\$ 2,040,245		
	Payroll		4,560,406			4,830,199			4,573,792		
	Waivers		614,487			638,807			689,471		
	Totals	\$ 7,367,058	6,738,821	91%	\$ 7,402,072	7,375,821	100%	\$ 7,643,937	7,303,508	96%	100%
Wabash Valley	Bills		\$ 1,310,957			\$ 1,414,228			\$ 1,560,296		
	Payroll		3,189,317			3,296,037			3,028,620		
	Waivers		1,228,379			1,167,372			1,199,591		
	Totals	\$ 5,775,220	5,728,653	99%	\$ 6,271,689	5,877,637	94%	\$ 5,915,330	5,788,507	98%	100%
Workforce Educ.	Bills		\$ 220,808			\$ 207,178			\$ 224,374		
	Payroll		787,991			728,117			811,600		
	Waivers		1,507,826			1,609,256			1,989,922		
	Totals	\$ 3,378,641	2,516,625	74%	\$ 2,761,446	2,544,551	92%	\$ 2,619,370	3,025,896	116%	100%
District Office	Bills		\$ 571,728			\$ 777,219			\$ 839,804		
	Payroll		1,316,153			1,462,080			1,874,964		
	Waivers		-			-			-		
	Totals	\$ 1,991,105	1,887,881	95%	\$ 2,334,026	2,239,299	96%	\$ 2,741,040	2,714,768	99%	100%
District Wide	Bills		\$ 3,622,885			\$ 3,269,513			\$ 4,023,108		
	Payroll		1,426,999			1,900,995			2,310,672		
	Waivers		152,775			62,654			290,798		
	Totals	\$ 7,148,722	5,202,659	73%	\$ 7,711,317	5,233,162	68%	\$ 7,083,719	6,624,578	94%	100%
<b>GRAND TOTALS</b>		<b>\$ 34,327,285</b>	<b>\$ 29,687,122</b>	<b>86%</b>	<b>\$ 35,081,124</b>	<b>\$ 31,538,087</b>	<b>90%</b>	<b>\$ 34,481,671</b>	<b>\$ 33,564,944</b>	<b>97%</b>	<b>100%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Revenues & Expenditures Report**  
**For the Period Ended June 30, 2024**

**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	\$ 4,959,604	14.40%	\$ 4,663,145	15.44%	\$ 296,459
Replacement Taxes	1,133,400	3.29%	1,907,354	4.87%	(773,954)	-40.577%
ICCB Grants	14,123,784	41.01%	13,217,168	37.78%	906,616	6.859%
Tuition & Fees	13,115,229	38.08%	12,145,755	40.03%	969,474	7.982%
Charges for Services	149,795	0.43%	87,385	0.24%	62,410	71.420%
Interest	611,126	1.77%	459,859	0.92%	151,267	32.894%
Other Revenues	349,479	1.01%	261,860	0.72%	87,619	33.460%
	<u>\$ 34,442,417</u>	<u>100.00%</u>	<u>\$ 32,742,526</u>	<u>100.00%</u>	<u>\$ 1,699,891</u>	<u>5.192%</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	\$ 17,163,134	51.13%	\$ 16,927,990	51.89%	\$ 235,144
Employee Benefits	3,142,134	9.36%	2,803,096	8.37%	339,038	12.095%
Contractual Services	3,043,044	9.07%	2,048,013	7.15%	995,031	48.585%
Materials	2,037,373	6.07%	2,027,803	6.27%	9,570	0.472%
Travel & Staff Development	263,132	0.78%	241,461	0.71%	21,671	8.975%
Fixed Charges	45,580	0.14%	30,491	0.10%	15,089	49.487%
Utilities	1,355,986	4.04%	1,386,490	4.19%	(30,504)	-2.200%
Capital Outlay	491,277	1.46%	844,216	2.91%	(352,939)	-41.807%
Other	6,023,284	17.95%	5,228,527	18.41%	794,757	15.200%
	<u>\$ 33,564,944</u>	<u>100.00%</u>	<u>\$ 31,538,087</u>	<u>100.00%</u>	<u>\$ 2,026,857</u>	<u>6.427%</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										
OCC - 370 kW Solar Array	2023 Debt Certificates	\$1,472,990										
FCC - Rotary Plaza Pavilion	Beautification Funds	\$79,750										
OCC - Theater Storage Building	Theater Aux., Fundraising., Beautification	\$148,500										
OCC - Salvage Vehicle Storage	Deferred Maintenance	\$40,000										
WVC - Athletic Facility	Insurance Proceeds	\$2,549,720										
<b>GRAND TOTAL</b>		\$27,236,904	Board Approval	Preliminary Design	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted	

6/30/2024

## MEMORANDUM

TO: IECC Board of Trustees

FROM: Ryan Gower

DATE: July 16, 2024

SUBJECT: Semi-Annual Review of Executive Session Minutes

- A. The following written executive session minutes were reviewed in December 2023 and the decision was made at that time to keep them closed:
1. Tuesday, June 20, 1995
  2. Tuesday, August 15, 1995
  3. Tuesday, September 19, 1995
  4. Friday, August 2, 1996
  5. Tuesday, January 17, 2012
  6. February 19, 2019
  7. October 15, 2019
  8. December 10, 2019
  9. January 21, 2020
  10. February 18, 2020
  11. July 21, 2021
  12. July 19, 2022
  13. October 18, 2022
- B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in June 2024:
1. January 16, 2024
  2. March 19, 2024
  3. April 16, 2024
- C. The following written executive session minutes have been approved and opened to the public record:
1. February 21, 2023
  2. May 16, 2023
- D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. July 19, 2022
2. August 16, 2022
3. September 20, 2022
4. October 18, 2022
5. February 21, 2023
6. May 16, 2023
7. July 13, 2023
8. August 15, 2023
9. September 19, 2023
10. October 17, 2023

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. July 19, 2022
2. August 16, 2022
3. September 22, 2022
4. October 18, 2022

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. December 12, 2023
2. February 27, 2024
3. May 21, 2024

A. It is recommended the following previously approved closed meeting minutes be open to the public record:

1. July 13, 2023
2. August 15, 2023
3. September 19, 2023
4. October 17, 2023

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Ryan Gower  
**DATE:** July 16, 2024  
**RE:** Personnel Report

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

## **INDEX**

- 400.1. Change in Status**
- 400.2. Dismissal of Personnel**
- 400.3. Resignation Ratification**

## PERSONNEL REPORT

### 400.1 Change in Status

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

1. Tana Coleman, Part-Time Assistant Women's Basketball Coach to Interim Women's Head Basketball Coach, LTC, effective July 22, 2024
2. Brittany Biddle, Retention Specialist to College & Career Center Specialist, IECC, effective July 22, 2024

### 400.2 Dismissal of Personnel

- A. William Lamb, Custodian, OCC, effective July 8, 2024

### 400.3 Resignation Ratification

- A. Emily Rivera, Coordinator of International Students, Athletics, & Student Activities, FCC, effective June 18, 2024
- B. Dane Inman, College Admissions Representative, WVC, effective July 5, 2024
- C. Jodi Robinson, Coordinator of Academic Affairs, FCC, effective August 9, 2024
- D. Cathy Ziegler, Student Services Specialist, LTC, effective June 20, 2024
- E. Linda Ryan-Catt, TRIO Student Support Services Academic Counselor, LTC, effective August 4, 2024
- F. Dana Goodwin, Academic Advisor and Athletic Director, LTC, effective August 2, 2024