

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

IECC Board of Trustees Meeting

Tuesday, August 20, 2024



Location:

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

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**Tuesday, August 20, 2024
6:15 p.m.**

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

- | | | |
|---------------------------------------|-------------------|---|
| 1. Call to Order & Roll Call | Chairman Carter | |
| 2. Welcome from the Chair | Chairman Carter | |
| 3. Recognition of Visitors and Guests | President Simpson | |
| 3.A. Visitors and Guests | | |
| 3.B. IECCEA Representative | | |
| 4. Public Comments | | |
| 5. Reports | | |
| 5.A. Trustees | | |
| 5.B. Chancellor | | |
| 5.C. Presidents & Divisions | | |
| 6. Approval of Consent Agenda | Chancellor Gower | |
| 6.A. Disposition of Minutes | | 5 |
| 6.B. Affiliation Agreements- None. | | |

6.C.	Model Partnership Agreement / Mission III Academy		15
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7.	Action on Items Removed from Consent Agenda	Chancellor Gower	
8.	Policy First Reading (and Possible Approval)	Chancellor Gower	
8.A.	Policy 100.27 / Policy 400.32 Code of Ethics for Employees		44
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9.	Policy Second Reading	Chancellor Gower	
10.	Staff Recommendations for Approval		
10.A.	Policy 500.14 Tuition Waivers	Chancellor Gower	54
10.B.	Appointment of Board Audit Committee	Chancellor Gower	57
10.C.	CBD Trust Agreement	Chancellor Gower	58
10.D.	Program Review FY 2024	Chancellor Gower	59
11.	Bid Committee Report	Chancellor Gower	
12.	District Finance	Mr. Hawkins	

12.A. Financial Report	60
12.B. Approval of Financial Obligations	
13. Executive Session	Chancellor Gower
14. Approval of Executive Session Minutes	Chancellor Gower
15. Approval of Personnel Report	Mrs. McDowell 69
16. Litigation	Chancellor Gower
17. Other Items	
18. Adjournment	

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

Susan Batchelor: Present
John Brooks: Present
Roger Browning: Present
Gary Carter: Present
Brenda Culver: Present
Jan Ridgely: Present
Barbara Shimer: Present
Jorri VanDyke: Absent
Present: 7, Absent: 0.

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 Carter welcomed all who were present for the meeting.

3. Recognition of Visitors and Guests

3.A. Visitors and Guests – Bill Sandiford, LTC Foundation Executive Director, Brandon Weger, Amber Malone, Steve & Nixie Hnetkovsky, and Phil Thorsen.

3.B. IECCEA Representative – On behalf of the IECCEA, Dr. Thorsen shared concerns about the relationship between the faculty association and administration. Among areas addressed were communication, compensation of faculty, and compensation of administration. He also addressed several concerns related to negotiations including faculty compensation, working terms and conditions of faculty, use of adjunct faculty in place of bargaining unit members, seniority, reduction in force, union right to representation, changes to overload hours, and engagement in mandatory subjects of bargaining. A full copy of Dr. Thorsen’s address is attached to these minutes.

4. Public Comments - None

5. Reports

5.A. Trustees - None

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: Accreditation Update – Paul Bruinsma provided a report on the progress of the accreditation with the Higher Learning Commission.

6. Approval of Consent Agenda

Motion to approve consent agenda as presented. This motion, made by Brenda Culver and seconded by Barbara Shimer, Carried.

Jorri VanDyke (Student Trustee): 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

6.A. Disposition of Minutes – Open meeting minutes as prepared for the regular meeting held on June 18, 2024 were presented for approval.

6.B. Affiliation Agreements - Chancellor Gower recommended approval of affiliation agreements with RehabFocus LLC dba Fyzical Therapy & Balance Centers and Wabash & Ohio Valley Special Education District.

7. Action on Items Removed from Consent Agenda - None

8. Policy First Reading (and Possible Approval)

8.A. Policy 500.40 Housing

Motion to waive second reading and approve Policy 500.40 First-Year Housing as presented. This motion, made by Roger Browning and seconded by Brenda Culver, Carried.

Jorri VanDyke (Student Trustee): 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

9. Policy Second Reading - None

10. Staff Recommendations for Approval

10.A. B&I Testing Fee

Motion to approve the increase from \$15 to \$35 to the proctoring fee to allow IECC to recover costs associated with administering examinations in the Business & Industry Division. This motion, made by Susan Batchelor and seconded by Roger Browning, Carried.

Jorri VanDyke (Student Trustee): 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

10.B. REddy Consulting Services Contract

Motion to approve a \$48,000 contract with REddy Consulting Services for the period of July 1, 2024 through June 30, 2025 as presented. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Jorri VanDyke (Student Trustee): Absent, John Brooks: Abstain (With Conflict), Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1

10.C. Olney/Richland/Newton/Jasper Enterprise Zone Amendment

Motion to approve an amendment to the Olney/Richland/Newton/Jasper Enterprise Zone that will include residential projects as presented. This motion, made by Jan Ridgely and seconded by Susan Batchelor, Carried.

Jorri VanDyke (Student Trustee): 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

10.D. FY25 Budget

Motion to approve the FY25 Budget as presented. The Board projects revenues of \$34,851,944 and expenses of \$34,481,671 for the upcoming year. This motion, made by Roger Browning and seconded by John Brooks, Carried.

Jorri VanDyke (Student Trustee): 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

11. Bid Committee Report

Motion to approve the Bid Committee recommendation for acceptance of the bid From Spear Aquatics LLC of Roachdale, Indiana in the amount of \$212,604 for the replacement of the pool liner at the Lincoln Trail College Natatorium. \$146,000 of this cost is covered by a DCEO grant received in 2018 that must be spent down by March 2025. This motion, made by John Brooks and seconded by Barbara Shimer, Carried.

Jorri VanDyke (Student Trustee): 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

12. District Finance

12.A. Financial Report

Motion to approve payment of district financial obligation for July 2024 in the total amount of \$2,115,864.02. This motion, made by Jan Ridgely and seconded by Susan Batchelor, Carried.

Jorri VanDyke (Student Trustee): 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

13. Executive Session

Motion to enter Executive Session under OMA Exception 2(c)(2) Collective Negotiating Matters at 7:53 p.m. This motion, made by Brenda Culver and seconded by Barbara Shimer, Carried.

Jorri VanDyke (Student Trustee): 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

Motion to adjourn executive session at 8:20 p.m. This motion, made by Brenda Culver and seconded by Roger Browning, Carried.

Jorri VanDyke (Student Trustee): 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

14. Approval of Executive Session Minutes

14.A. Written Executive Session Minutes

14.B. Audio Executive Session Minutes

Motion to approve the executive session minutes and audio recording from the meeting held on June 18, 2024. This motion, made by Susan Batchelor and seconded by Jan Ridgely, Carried.

Jorri VanDyke (Student Trustee): 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

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

Motion to approve the semi-annual review as presented. This motion, made by Barbara Shimer and seconded by Brenda Culver, Carried.

Jorri VanDyke (Student Trustee): 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

15. Approval of 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

Motion to approve the foregoing personnel report as presented. This motion, made by Jan Ridgely and seconded by Barbara Shimer, Carried.

Jorri VanDyke (Student Trustee): 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

16. Other Items - None

17. Adjournment

Motion to adjourn at 8:43 p.m. This motion, made by Susan Batchelor and seconded by Jan Ridgely, Carried.

Jorri VanDyke (Student Trustee): 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

Approved: Chairman: _____

Secretary: _____

Comments delivered to IECC Board of Trustees
July 16, 2024

General comments:

Last time I attended the Board meeting it was my first time. I could have shared some of these thoughts at that time but wasn't sure about what was appropriate and what was inappropriate. We have some problems to solve, and I think it is important to share these concerns. I believe that there are some people in this room who have already made their mind up about the situation we face, and I fear that I might be wasting my words. And I think that is the problem. There seems to be a dismissive demeanor among some administrators. We are often expected to do more with less. To my knowledge Lincoln Trail College is losing two advisors, our financial aid officer and their assistant. I see we have one advisor job announcement, and we have a speech/English faculty announcement. English is one of our most important fields with composition and literature, and we have not had two full-time English faculty since Dr. Wolven retired at least three years ago. My concerns are not limited to faculty, but staff positions. I do not know the details but there have been some policy changes affecting salary, hours, and vacation time of staff, which might explain a lot of vacation time being taken all at once.

I think there is also a problem with being told one thing, and then something else happens. I think there is a level of dismissiveness and gaslighting that needs to be addressed. According to Psychology Today, and not tick tock, gaslighting is a form of manipulation in which the subject or victim is continuously and deliberately fed false information that leads the person to question what they know to be true. As a result, they may doubt their memory or even sanity. I am not here to psychoanalyze, but the faculty have consistently reported problems with compression (faculty with fewer credentials or years of service being paid more than faculty with more credentials and years of service) and inversion (when new hires are paid more than existing employees) and in August of 2023 the Board approved a banded salary approach to address inversion among staff positions, shown on the next page.

The salary bands and percentage increases for the next two years are as follows:

	AY24	AY25	
44,999 and below	5%	5%	(raise of ~ \$2250)
45,000-59,999	4%	4%	(raise of ~\$2400)
60,000-99,999	3.5%	3.5%	(raise of ~\$3500)
100,000 and above	1.5%	1.5%	(raise of ~\$1500)

The raises reflected here are on the upper end for the first three bands, and on the lower end for the fourth band. These raises are generous and seems fair, but does not include the auto allowance, health allowance, and SURS payment that is often provided to our Chancellor and Vice-Chancellors (found on page 3 and 4). Faculty want to address our salary problems but the response we have received is less than enthusiastic, in spite of the enthusiasm with which the salary bands plan was announced. It appears that we have the resources.

Another problem I see is that there was a lack of collaboration about faculty schedules for the summer and fall semesters of this year. The delay in having the schedules established and communicated to advisors and other staff and administrators caused a disturbance in the rhythm that had been established. No one seems to know why faculty were not consulted on their schedules or the reason for the delay. I understand as well as anyone else the purpose for some of the changes that were made but I believe the problem is with the approach that was taken to those ends. This is one example of how some administrators are making unilateral decisions without consulting the people who might know best. And that does is not limited to faculty. I believe that there are several decisions affecting faculty and staff that are contributing to a negative work environment. Also, I am not contending that administrators should not be the ones making these decisions. For example, I know that I have a lot of students in psychology class in the fall, and very few in the spring. I could probably fill three face-to-face sections of psychology in the fall semester, but I will barely fill two sections in the spring. That kind of information could be helpful.

Overall, I think one of the problems is that there has been a lack of listening. We were told in a recent meeting that the Board is aware of the concerns that the faculty have and are uncomfortable with the tension that has arisen. But when two sides have a disagreement there will be tension. I have been told that the IECC is like a family and families will have disagreements. I do not know why tension should be avoided. My wife is a therapist and one of her sayings is that conflict is an opportunity. The transition that the IECC is making is possibly leading to some growing pains and that is an opportunity to make the college better. And am addressing the board directly so that there might not be any misinterpretations. I also want to point out that the faculty are not "out to get" the Board. We are not looking for some sort of "gotcha" moment. I teach a marriage and family class in which we discuss communication. Conflict will arise in relationships, and the parties in that conflict will want to "win" the argument. The problem is that if one party wins, both parties lose because the losing party will begin to resent the other and the relationship will begin to sour. I research trust, and it does feel like trust has been

broken. The way to restore trust is to act in a trustworthy manner. To show good intentions. I don't think that has happened.

Comparisons

Comparisons of salary and benefits with Chicago City Colleges. City colleges are used as a reference because we are trying to compare apples to apples and IECC and CCC are the only other multi-campus district in the IECC.

	Chancellor IECC	Chancellor City Colleges of Chicago
Base:	\$187,405	\$281,139
Auto Allowance:	\$18,000	\$0
Health Allowance:	\$24,000	\$0
SURS Payment:	\$14,992	\$0
Phone Allowance:	0	0
Total:	\$244,397	\$281,139

Chancellor Since: 2020 2017

Here is a comparison of administrators of IECC and CCC. The Presidents/Vice Chancellors at IECC (bottom table) compared to their peers at CCC. Regardless of the title that they tacked onto their previous positions, they administer to a much smaller group of faculty, staff, and students in comparison.

President City Colleges of Chicago	Vice Chancellor City Colleges of Chicago	Vice President City Colleges of Chicago
\$222,000	\$156,202	\$147,846
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$222,000	\$156,202	\$147,846

A total of 7
at the same
salary.

A total of 8 with a
range from
\$149500 to
\$166137

A total of 8 with a range from
\$137000 to \$155000

President and VC <u>FCC</u>	President and VC <u>LTC</u>	President and VC <u>OCC</u>	President and VC <u>WVC</u>
\$165,500	\$140,000	\$154,000	\$164,675
\$9,000	\$9,000	\$9,000	\$9,000
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$960	\$960	\$960	\$960
\$175,460	\$149,960	\$163,960	\$174,635

Here is how faculty at the two institutions compare.

	FT Faculty <u>IECC</u>	FT Faculty City Colleges of Chicago
Lowest:	\$38,633	\$58,000
Highest:	\$104,158	\$214,365
	Overload <u>IECC</u>	Overload <u>CCC</u>
	\$660	\$980
	Summer <u>IECC</u>	Summer <u>CCC</u>
	\$670	\$2,149

Negotiation comments:

I realize that due to the ongoing contract negotiations I am limited in what am allowed to discuss, and these comments are more specific to that negotiation. I believe that our (the faculty's) biggest problem is that we have complained about problems of inversion and compression for years and we have been told to wait until the next negotiation. That was suggested to us again in the fall and there comes a point when we cannot wait any more.

Our faculty is among the lowest paid in the state. Our overload and summer pay rates are the lowest in the state. I have it on good authority that some people in this room brag about how little our faculty are paid. We also think it is telling that some recent raises have reached 64%, 24.97%, and 11.11%. The BOT first base salary proposal on July 28 was a 3-year package with 4%, 3%, 3%, with a performance base increase representing 2% of the bargaining unit base salaries as part of the annual performance appraisal. We are professionals and we take our jobs very seriously. I know that several members of the board are engaged in business enterprises themselves and I doubt they have the same approach to paying their own skilled employees. IECC faculty deliver on the mission every day. We are one of the main ambassadors of the IECC providing the face of the campuses. We provide the "exceptional education and services, to improve students' lives and strengthen our communities."

Overall, our concerns are summarized here:

- Admin are continuing to make unilateral changes to working terms and conditions while we are in successor negotiations for our faculty agreement.
- Adjunct faculty are being used to do teach instead of using FT faculty. They are doing our covered work and job duties. This violates ICCB policy.
- In most recent counter proposal provided by the Board team, they countered with language that asks us to accept diminished rights in regards to seniority, reduction in force, and right to representation.
- Also in the recent counter proposal, they are denying due process to a select group of faculty.
- Administrators made unilateral changes reducing load and credit hours for select faculty.
- We are concerned that there appears to be a lack of concern about bargaining mandatory subjects of bargaining.

We desire a fair, just, and equitable contract that addresses our concerns. We are asserting our rights towards those ends.

MEMORANDUM

TO: IECC Board of Trustees

FROM: Ryan Gower

DATE: August 20, 2024

RE: IECC Dual Credit Model Partnership Agreement

In addition to the sixteen District 529 high school 2024-2025 Dual Credit Model Partnership Agreements (MPA) that were signed in June, an MPA has been signed and submitted by Mission III Academy in Albion, Illinois. This Model Partnership Agreement represents an exciting step in expanding the IECC reach to outside of our sixteen district high schools, and into the private and homeschool markets.

The Mission III Academy MPA also includes the new IECC Three to Your Degree (T2YD) Program information. T2YD is defined as a program offered by Illinois Eastern Community Colleges which allows high school students to earn high school and college credit simultaneously to complete a General Education Core Curriculum transfer degree during a student's junior and senior year in high school combined with attending one year at IECC. See Exhibit B-4.

I would ask the Board to accept this Mission III Academy 2024-2025 IECC Dual Credit Model Partnership Agreement.

RG/ta

Attachments

Illinois Eastern Community Colleges

("College District")

AND

("School District")

THIS DUAL CREDIT MODEL PARTNERSHIP AGREEMENT ("Agreement") is entered into as of the Effective Date (as defined herein) in accordance with the Dual Credit Quality Act (110 ILCS 27/1) ("DCQA"). In the Agreement, both the College District ("College") and the School District ("School") are referred to as the "Parties," and each, a "Party."

This Agreement shall supplement any other partnership agreement between the Parties for dual credit delivery and administration ("Local Agreement"). In the event of any conflict or inconsistency between this Agreement and a Local Agreement, the Local Agreement will control. The Parties may, by mutual agreement, modify or delete any terms of the Partnership Agreement as adopted by ISBE and ICCB, or agree to supplemental terms.

The Parties agree to implement the following Exhibits as marked by "X" in addition to Exhibit A, Definitions and General Terms:

_____ Exhibit B: Course Availability; Teacher and Course Approval

_____ Exhibit C: Cost and Fee Structure

_____ Exhibit D: Student Procedures, Student Supports, Data, and Partnership Review

Exhibit A and the other Exhibits marked above are hereby incorporated into this Agreement by this reference and expressly made a part of this Agreement. The Parties hereby confirm their agreement to the terms set forth herein.

FOR THE COLLEGE DISTRICT

Chair of the Board or Designee

Printed Name ____

Signature _____ Date _____

FOR THE SCHOOL DISTRICT

Chair of the Board or Designee

Printed Name

Signature _____ Date _____

Exhibit A – Definition and General Terms

I. Definitions

All capitalized terms used in this Agreement will have the meaning set forth below or as defined in the Agreement:

“College Course Contact” means the [IECC Directors of Dual Credit](#) or their designee to serve as a contact for a Type A Course Instructor [whose responsibilities include:](#)

- i. Serving as a contact and ongoing resource to the Instructor during the course delivery, including being available for consultation on a timely basis as reasonably requested by the Instructor;
- ii. Coordinating course administrative tasks, such as feedback on syllabi and course assessments;
- iii. Sharing and supporting integration of updated course content materials used on campus, and notifying the Instructor of professional development opportunities; and
- iv. Other support for implementing the Course Documentation as directed by the College.

“Course Documentation” is defined in Exhibit B - Course Availability; Teacher and Course Approval, Section IV. Course Planning and Documentation, C. Course Documentation.

“College Dual Credit Liaison,” or “College Liaison” means an individual [designated by IECC Vice Chancellor of Institutional Outreach \(VCIO\) or their designee, who has](#) primary responsibility for the management and administration of this Agreement and the dual credit relationship with the School.

“Course Planning” is defined in Exhibit B - Course Availability; Teacher and Course Approval, Section IV. Course Planning and Documentation, B. Course Planning Decision Areas

“Course Planning [Decision Areas](#)” is defined in [Exhibit B - Course Availability; Teacher and Course Approval, Section IV Course Planning and Documentation B. Course Planning Decision Areas](#)

“Course Request Form” means the form attached as Exhibit B-1 Course Request Form of this Agreement, or another form agreed upon by the Parties that substantially addresses the information requirements of Exhibit B-1 Course Request Form.

“DCQA” means the Dual Credit Quality Act (110 ILCS 27/1 et seq.).

“DCQA Qualifications Requirements” means any of the minimum academic credential requirements an Instructor must meet as set forth in paragraph (1), (2), or (3) of Section 20 of the DCQA.

“Dual Credit Course Articulation Agreement” means the form attached as Exhibit B-3 of this Agreement, which provides information about a specific Type A course and is

completed by each Instructor teaching a course and signed by the Instructor, School Principal, and [IECC Chief Academic Officer \(CAO\)](#) every five years.

“School Dual Credit Liaison,” or “School Liaison” means an individual designated by the School’s Superintendent as having primary responsibility for the management and administration of this Agreement and the dual credit relationship with the College.

“Dual Credit Course”, or “Course”, means a College course taken by a high school student enrolled in the School for credit at both the college and high school level.

“Dual Enrollment” students are high school students who are simultaneously enrolled in high school and with IECC, but the courses are only transcribed for IECC. Dual credit courses are a single course that earns academic credits recognized and transcribed by both the high school and IECC. Dual Enrollment students pay full tuition and fees.

“Effective Date” means either the date of execution by both the College and the School, or, if either Party does not execute the Agreement by the timelines required in Section 16 of the DCQA, the date established by either ISBE (with respect to the School) or ICCB (with respect to the College) as the Effective Date.

“FERPA” means the Family Educational Rights and Privacy Act of 1974, and the regulations at 34 CFR Part 99.2.

“ICCB” means the Illinois Community College Board.

“In-District Rate” means the College’s in-district per credit hour tuition and standard fee rate as reported to and annually published by ICCB.

“Instructor” means a high school teacher proposed by the School to teach a Type A Course.

“Instructor Qualifications Documentation” is defined in Exhibit B, Section II.C.

“Qualified and Competent Faculty Form” means the form attached as Exhibit B-2 of this Agreement, or another form agreed upon by the Parties that substantially addresses the information requirements of Exhibit B-2.

“ISBE” means the Illinois State Board of Education.

“Liaisons” means the College Dual Credit Liaison and the School Dual Credit Liaison.

“Local Agreement” is defined on the signature page of this Agreement.

“Core Priority Course” means a course in the [IECC Three to Your Degree Program Model](#) outlined in [Exhibit B-4 in the Model Partnership Agreement document](#).

“Elective Course” means any Dual Credit Course that is not a [GECC \(General Education Core Curriculum\)](#) transfer course or [Priority Career Pathway Course](#).

“Parties” and “Party” are defined on the signature page of this Agreement.

“Priority Career Pathway Course” means a career-focused course that has been identified by the School, after consultation with the College, in its submission to ISBE as an early college credit course within a career-focused instructional sequence as part of a College and Career Pathway Endorsement system under the Postsecondary and Workforce Readiness Act (110 ILCS 148/1 et seq.) [or specifically required by the curriculum in an IECC Career and Technical Education \(CTE\) degree or certificate.](#)

“Supplemental Requirements” is defined in Exhibit C – Cost and Fee Structure, Section V. Charges to Students/Families

“Three to Your Degree” is defined as a program offered by Illinois Eastern Community Colleges which allows high school students to earn high school and college credit simultaneously to complete a General Education Core Curriculum transfer degree during a student’s junior and senior year in high school combined with attending one year at IECC. T2YD will assist students and high school counselors in identifying intentional, purpose driven course selections with guaranteed IECC dual credit offerings. See Exhibit B-4 Three to Your Degree.

“Type A Course” means a Dual Credit Course taught at a high school or other School-managed location by one or more School teachers.

“Type B Course” means a Dual Credit Course taught at a high school or other School-managed location by one or more College faculty members.

“Type C Course” means a Dual Credit Course that is taught by College faculty but delivered online, using synchronous learning technology, or other hybrid models of other types.

“Type D Course” is a Dual Credit Course taught at the College or a College satellite location (other than a School-managed location) by one or more College faculty members.

II. General Terms

- A. Liaisons; Disputes. Each Party will designate a Liaison. The Parties will use good faith efforts to collaboratively resolve any disputes regarding this Agreement through their Liaisons. Disputes regarding the College’s basis for disapproval of Instructors for Type A Courses will be resolved in accordance with Exhibit B – Course Availability; Teacher and Course Approval, Section III. Action on Course Requests B. Instructor Qualifications Review for Type A Courses. Disputes regarding the Parties’ inability to reach agreement on Course Planning Decision Areas and Course Documentation despite good faith efforts will be resolved in accordance with Exhibit B - Course Availability; Teacher and Course Approval, Section III. Action on Course Requests. In the event any other dispute under this Agreement cannot be timely resolved, either Liaison may refer the dispute to [IECC’s Chief Academic Officer](#) and the School District’s Superintendent for resolution. If the dispute can still not be resolved within thirty (30) days after such a referral, the Parties will notify ISBE and ICCB and the dispute will be resolved by authorized representatives of ISBE and ICCB. The

resolution of the dispute by authorized representatives of ISBE and ICCB will be binding on the Parties.

- B. Amendment. This Agreement may be amended at any time by the written agreement of both Parties.
- C. Term and Termination. This Agreement will remain in effect unless terminated by the mutual agreement of the Parties. ISBE and ICCB shall be notified of any termination.
- D. Applicable Law and Severability. This Agreement shall be governed by the laws of Illinois. If any provision of this Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all cases because it conflicts with any other provision or provisions hereof or any constitution, statute, regulation, or for any reason, such circumstance shall not have the effect of rendering any other provision or provisions contained herein invalid, inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this agreement or any part thereof. In the event this Agreement is determined to be invalid by a court of competent jurisdiction, it shall be terminated immediately.

Exhibit B – Course Availability; Teacher and Course Approval

I. School Course Offerings

A. Offering of Type A Courses.

1. Subject to the College’s approval of the Instructor and the Parties’ mutual agreement to the Course Documentation in accordance with this Exhibit B -Course Availability; Teacher and Course Approval, the College will approve Type A **Core** Priority Course requests.
2. To offer a different Type A Core Priority course under the Core Priority definition, schools should complete Exhibit B-5 Request for Alternative Priority Course including related documents for review of course content for quality. This includes, but is not limited to Articulation Agreement Form, course syllabus, course outline connecting Student Learning Outcomes to course topics and activities, and samples of course content assessments. Courses requested must meet the General Education Core Curriculum (GECC) and Illinois Articulation Initiative (IAI). A full list of the GECC and IAI courses can be found in the IECC Academic Course Catalog.
3. The College may disapprove **Elective** Type A Course requests if deemed necessary by the College to ensure appropriate levels of oversight and support for **Core** Priority Courses and other aspects of its dual credit partnership with the School.

B. Offering Type B, Type C, and Type D Courses.

1. In determining the offering of Type B, Type C, and Type D Courses, the Parties will prioritize **Core** Priority Courses for which the School does not have sufficient qualified teachers to meet student demand.

2. Offering Type B Courses (courses taught by an IECC faculty in the high school) must meet minimum student enrollment guidelines for a course to be offered at the high school location. High school dual credit liaisons may collaborate with the IECC Office of Dual Credit to determine alternatives when student enrollment may be less than the IECC student enrollment guidelines for course determination.
3. The College may disapprove a Type B Course request if the College determines, in its sole discretion, that the College is unable to provide a qualified faculty. The Parties will mutually specify the Type C and Type D Courses, if any, that will be subject to this Agreement.
4. Type C and Type D Courses are subject to cancellation or modification by the College in accordance with generally applicable College policies.

II. Course Request Process

- A. New Courses. To initiate a request to offer a new Type A Course, the School Liaison must complete and submit to the College Liaison a Course Request Form for each proposed Course along with unofficial transcript(s) and resume, if appropriate, of the proposed instructor. Schools may submit a Course Request to add a Type A IECC course to the IECC Three to Your Degree Program to the Office of Dual Credit. The Course Request determination by the Office of Dual Credit will include a review of course content for rigor, and alignment for quality using the Course Quality Rubric which includes, but is not limited to, course syllabus, course outline connecting Student Learning Outcomes, and samples of course content assessments.

For a Fall semester Course, the Course Request Form must be submitted to the College Liaison by no later than **May 5** of the same calendar year. For a Spring or Summer Semester Course, the Course Request Form must be submitted to the College Liaison by no later than **October 5** of the same academic year. Unless unforeseen circumstances occur or are agreed to by the College, adherence to the stated dates is necessary to build the requested courses.

III. Action on Course Requests

- A. Course Disapproval. The College may disapprove a request for Core-Priority, Non-Priority, Priority Career Pathway, or Elective Type A or Type B Course request for the reasons described in Section I of this Exhibit B: Course Availability; Teacher and Course Approval. The basis for the disapproval must be provided on the Course Request Form and returned to the School within fourteen (14) days of the College's receipt of the form. Unless otherwise agreed by the School, the College must proceed to the Instructor Qualifications Review process in Section II.C of this Exhibit (Course Availability; Teacher and Course Approval) for a Priority Type A Course and, if the Instructor is approved, the Course Planning and Documentation process in Section III (Course Planning and Documentation) of Exhibit B (Course Availability; Teacher and Course Approval). Upon the College's disapproval or the Parties' mutual agreement to discontinue the Course request and approval process, the School may pursue an alternative provider for that Course in accordance with Section V. Observation and Review of Course Delivery of this Exhibit (Course Availability; Teacher and Course Approval).
- B. Instructor Qualifications Review for Type A Courses. For a new Type A Course Request, the School Liaison will include with the Course Request Form the Qualified and Competent

Faculty Form identifying the proposed Instructor and demonstrating how the Instructor meets the DCQA Qualifications Requirements (“Instructor Qualifications Documentation”). The College Liaison will review the Instructor Qualifications Documentation **and consult with the Chief Academic Officer as necessary** and will respond to the School Liaison with preliminary approval or disapproval within fourteen (14) days.

1. If preliminarily approved:
 - a. The College Liaison will indicate preliminary approval on the Course Request Form pending receipt of the Instructor’s official transcripts;
 - b. If known by the College, the College will identify the College Course Contact; and
 - c. The School Liaison will provide the official transcripts of the Instructor and contact the College Liaison to commence Course Planning and Documentation in accordance with Section III of this Exhibit (Course Availability; Teacher and Course Approval).
2. If disapproved, the College Liaison will identify the basis for disapproval in writing on the Instructor Qualifications Review Form and submit the written rationale to the School Liaison. The rationale must specifically indicate the basis for why the proposed Instructor does not meet the DCQA Qualifications Requirements, or another legitimate basis for why the College is unable to approve the proposed Instructor for the Course. The College cannot require an Instructor to exceed the DCQA Qualifications Requirements. Thereafter, the School Liaison may request an in-person or teleconference meeting to discuss the disapproval among the applicable College Dean, the Liaisons, and the School Superintendent (or designee). The College will participate in such a meeting if requested. Further, upon disapproval, and with or without requesting a meeting to discuss, the School may pursue an alternative provider for that Course in accordance with Section V of this Exhibit (Course Availability; Teacher and Course Approval).
3. The School must submit a new Qualified and Competent Faculty Form **to the IECC Director of Dual Credit for subject area and course requesting to teach** for the review and approval process set forth in this Section any time the School proposes a new Instructor assignment for an approved Course.

C. **Final Instructor Approval.** After approval of the Qualified and Competent Faculty Form, additional documents and legal requirements must be completed within 15 days.

IV. Course Planning and Documentation

- A. **Purpose; Schedule.** The purpose of the Course Planning and Documentation process described in this Section IV (“Course Planning”) is to ensure that Dual Credit Courses address equivalent content and include the same learning outcomes as those courses taught at the College. The Liaisons will determine the schedule and logistics of Course Planning, provided that:
 1. The Course Planning schedule must ensure its completion, including completion of the Course Documentation described in Section IV.C of this Exhibit B, by a date that enables the School to prepare the Instructor (with respect to Type A Courses) and enroll students as of its planned start date;

2. The schedule and logistics must ensure that all prerequisites and placement requirements are determined in time to ensure certainty for high school scheduling and enrollments;
 3. The schedule and logistics must ensure adequate timing and engagement opportunities to collaboratively address the applicable Course Planning Decision Areas described in Section III.B (Instructor Qualifications Review for Type A Courses) of this Exhibit (Course Availability; Teacher and Course Approval); and
 4. With respect to Type A Courses, the schedule and logistics must ensure the College Course Contact and Instructor have multiple opportunities to discuss Course content, delivery, and learning outcomes, and that an adequate onboarding process is designed and delivered for the instructor.
- B. Course Planning Decision Areas. The Course Planning must result in documented agreement between the Liaisons on the administrative aspects and course content topical areas specified in this Section IV. B (“Course Planning Decision Areas”) and must be described in the form attached as Exhibit B-3 Dual Credit Course Articulation Agreement or another form agreed upon by the Parties. For Type A Courses, all the Course Planning Decision Areas must be addressed. For Type B and D Courses, the Liaisons will determine which of the Course Planning Decision Areas are applicable to the Course Planning process for that Course.
1. Course content and instruction, including:
 - a. Curriculum, which will include the College’s sharing of core content materials and syllabi used for the Course on campus;
 - b. Textbook and materials, which will include the College identifying any common textbook selected by faculty for all sections of the Course taught on campus;
 - c. Other facilities, technology, or equipment needed for the delivery of the Course, including the identification of any Supplemental Requirements;
 - d. Assessment of learning outcomes, which will include the College sharing any common assessment materials and rubrics for the Course along with any expectations related to the College’s assessment of student learning outcomes program; and
 - e. Accreditation requirements.
 2. Course administration, including
 - a. Utilization of the College’s course management system or another system acceptable to the Parties;
 - b. The College’s academic calendar and class scheduling requirements and the impact on delivery of the Course;
 - c. The College’s processes and timing for submission of class rosters and grades; and
 - d. The anticipated student count and number of sections.
 3. Student prerequisites for enrollment (if any), placement requirements (if any), and any additional student registration or application requirements. The College will ensure that all placement requirements are evidence-based, include multiple appropriate measures to determine whether a student is prepared, address equity of high school student access to placement tests, and enable the use of standardized assessments appropriate to the grade level of potential students
 4. Instructor support and expectations, including:

- a. If not already identified, designation of the College Course Contact;
 - b. The onboarding process and expectations to ensure new Instructors are sufficiently trained in the Course content and learning outcomes, with expectations not to exceed those of adjunct faculty.
 - c. Ongoing available and required training and professional development opportunities for the Instructor, including a description of trainings and workshops available for the specific discipline as established by the College, with expectations not to exceed those of adjunct faculty; and
 - d. A description of the review and observation process to be used by the College under Section IV (Course Planning and Documentation) of this Exhibit, with student evaluation procedures as applicable, which must include the College’s provision of the instrument(s) to be used.
5. Contingency plans that accommodate the delivery of the Course and minimize disruptions to students, including:
- a. A contingency plan if the approved Instructor is no longer able to teach the Course, which may involve using a different qualified high school teacher or offering the Course as a Type B or Type D Course; and
 - b. Plans for the Course delivery in the event a long-term substitute is required.
6. Other professional expectations for the Course.
- C. Course Documentation. The Liaisons will jointly document the understandings arising from the Course Planning (“Course Documentation”) by no later than thirty (30) days prior to the scheduled first day of the Course, unless a later date is approved by the School. If, however, despite good faith efforts, the Liaisons are unable to reach agreement on the Course Documentation, then either (a) the Parties may mutually agree not to offer the Course, or (b) either Liaison may refer the disputed matter or matters to the [IECC Vice Chancellor of Institutional Outreach \(VCIO\)](#) and the School’s Superintendent for resolution. If the disputed matter(s) can still not be resolved through good faith efforts within thirty (30) days, the School may pursue an alternative provider for that Course in accordance with Section V (Observation and Review of Course Delivery) of this Exhibit (Course Availability; Teacher and Course Approval).
- 1. [The Parties will ensure the delivery of the Course in accordance with the Course Documentation](#). If the College reasonably determines that the School is not adhering to the Course Documentation, the College Liaison will notify the School Liaison and provide the School with a reasonable opportunity to correct the matter. If following a reasonable opportunity to correct, the School is not adhering to the Course Documentation, the College may withdraw its approval of the Course for the next semester, and the School may pursue an alternative provider for that Course in accordance with Section V of this Exhibit (Course Availability; Teacher and Course Approval).
- D. Multiple School Districts. The College may establish a Course Planning process with multiple school districts offering the same Course.

V. Observation and Review of Course Delivery

- A. Purpose; Process. The College’s Dean of Instruction or designee will observe and review the delivery of each Type A Course in a manner that is consistent with the College’s review and evaluation policy and procedures for on-campus adjunct faculty and any related agreements set forth in the Course Documentation. The College will schedule and coordinate all aspects of the observation and review with the School Liaison in a collaborative manner. This **observation and review** shall not impact the Instructor’s performance evaluation under Article 24A of the School Code. The **observation and review** may impact the Instructor’s approved status and future eligibility as an adjunct faculty member for that Course in accordance with the College’s policies and procedures.
- B. Sharing Results. No later than thirty (30) days after the observation and review, the College will share the results with the School Liaison and be available to discuss the results with the School Liaison, the High School Principal, and the Instructor.

VI. Alternative Providers

- A. Upon disapproval by the College of a Course request pursuant to Section II. Course Review Process, disapproval of an Instructor pursuant to Section III. Action on Course Requests A. Course Disapproval, failure to reach agreement on Course Documentation pursuant to Section III, or the College’s withdrawal of Course approval pursuant to Section III. Action on Course Requests C. Final Instructor Approval, the School may pursue an alternative provider of that Course and will notify the College Liaison of its intent to do so. Thereafter, the College will not object to, or seek to limit, the School’s ability to contract with another community college or institution of higher learning (whether in-state or out-of-state) for delivery of that Course. Nothing in this Agreement restricts the ability of the School to pursue Dual Credit Course delivery with an in-state institution of higher learning at any time, for any reason.

Exhibit C – Cost and Fee Structure

I. Cost Structure – Type A Courses

- A. The School is responsible for making payment to the College for all Course costs on behalf of all students enrolled in Type A Courses in accordance with this Agreement.
- B. The cost structure for Type A Courses, on a per course basis, shall be as follows:
 - 1. For Core Priority or Priority Career Pathway Courses (courses that are part of the IECC “Three To Your Degree Program” or specifically required by the curriculum in an IECC Career and Technical Education (CTE) degree or certificate), a per-student per-course enrollment fee of \$25 will be charged to the school, subject to paragraph I.C below.
 - 2. For Elective Type A Courses (courses not identified as Core Priority or Priority Career Pathway), a per-student per-course enrollment fee of \$50 will be charged to the school, subject to paragraph I.C below.

- C. No other fees or costs will be charged by the College for Type A Courses, except as provided in Section V. Charges to Students/Families; Low-Income Discounts and Waivers of this Exhibit C – Cost and Fee Structure regarding Supplemental Requirements.
- D. The College will utilize revenue received by the School for Type A Courses for the coordination and administration of dual credit partnerships with school districts, costs associated with advising, publications, and transcription, as well as the delivery and administration of Dual Credit Courses (which may include all Types).

II. Cost Structure – Type B, Type C, and Type D Courses.

- A. The School is responsible for making payment to the College for all Course costs on behalf of all students enrolled in Type B, Type C, and Type D Courses in accordance with this Agreement.
- B. The cost structure for Type B, Type C, and Type D Courses, on a per credit hour basis, shall be as follows:
 - 1. For Core Priority or Core Priority Career Pathway Courses (courses that are part of the IECC “Three To Your Degree Program”, or specifically required by the curriculum in an IECC Career and Technical Education (CTE) degree or certificate), a per-student enrollment fee equal to 30% of IECC’s In-District Tuition rate (rounded down to the closest whole number) per credit hour per student subject to paragraph II.C below.
 - 2. For Elective Courses (any Dual Credit Course that is not a GECC transfer course or Priority Career Pathway Course), a per-student enrollment fee equal to 50% of IECC’s In-District Tuition rate (rounded down to the closest whole dollar) subject to paragraph II.C below.
- C. No other fees or costs will be charged by the College for Type B Courses, except as provided in Section V of this Exhibit regarding Supplemental Requirements.

III. Supplemental Fees.

- A. If the School is not able to provide or pay for the facilities, equipment, materials, or required activities necessary to offer a Course (“Supplemental Requirements”) and the College is willing to address the Supplemental Requirements on behalf of the School to offer the course at a high school, the School and College must agree to a supplemental fee to cover the Supplemental Requirements.

IV. Textbooks and Materials.

- A. For Type A Courses, the School will purchase textbooks and materials on behalf of students. For Type B, Type C, and Type D Courses, the School may elect to either purchase such items on behalf of students, or have the students purchase textbooks and materials in accordance with standard College policies.
- B. For Type A Courses, the College will specify whether a common textbook has been selected by faculty for all sections of the Course taught at the College.

1. If there is no common textbook, the Instructor will determine textbook and course materials in consultation with the College; textbook and materials must address equivalent content and the same learning outcomes as the outcomes expected of the same Courses taught at the College.
 2. If there is a common textbook and set of course materials, the common textbook and materials will be used unless the College, in consultation with the School, agrees to a different textbook and materials covering equivalent content and the same learning outcomes. The College will consider any alternatives proposed by the School but will retain final decision-making authority.
- C. For Type B Courses, the College faculty member will specify the required textbook and materials unless the faculty member, in consultation with the School, agrees to a different textbook and materials covering equivalent content and the same learning outcomes. The College and faculty member(s) will consider any alternatives proposed by the School, but the College will retain final decision-making authority.
- D. For any Type A or Type B Course where the College specifies the textbook, the College agrees to allow the use of the textbook for at least four (4) years, provided the use of a previously published edition of the textbook does not appreciably impact the content and delivery of the Course.

V. Charges to Students/Families; Low-income Discounts and Waivers

- A. The School may charge students for fees, textbooks, and materials in any instance where the School is paying the College for the Course or directly purchasing textbooks and materials, provided:
1. The School may not charge more than amounts payable to the College or directly incurred by the School for textbook and material purchases on a per student basis under this Agreement; and
 2. The School must apply fee waivers or discounts to low-income families. The School's policy for fee waivers or discounts shall be described in the form attached as Exhibit C-1 or another form agreed upon by the Parties to this Agreement and must be publicized to families.

VI. Invoicing and Payment Processes.

- A. For Courses where the School is making payment to the College of fees and, if applicable, textbooks and materials, the College will invoice the School each semester based on enrollment numbers as of the mid-point of the Course. The School will pay the invoice in accordance with standard School payment processes.

Exhibit D - Student Procedures, Student Supports, Data, and Partnership Review

I. Student Placement, Admissions, and Transcripts

- A. Identification and Placement of Students.

1. The School Liaison will ensure that all students enrolling in a Dual Credit Course meet the Course prerequisites of the College as defined in the Course Documentation.
 2. The School will provide copies of student transcripts in accordance with the admission procedures of the College. The College will provide appropriate placement and assessment testing as set forth in the Course Documentation.
- B. Student Admissions. The School Liaison will work directly with students to complete applicable registration and application materials. The College Liaison will assist in any needed admissions and registration assistance.
- C. College Credit and Transcripts. The College will award college credit for each successful completion of a Dual Credit Course and record student grades on College transcripts.

II. Student Academic Supports and Guidance

- A. The College will provide students and the School with information regarding:
1. The rights, responsibilities, and expectations of enrolled College students.
 2. Student conduct policies such as academic integrity, consequences of plagiarism, and academic dishonesty; and
 3. Processes such as credit transfer.
- B. The Liaisons will jointly identify and establish pre-college and college transition advising services, supports for student progress monitoring, and supports to engage students in postsecondary counseling including, but not limited to advising on:
1. Articulation of Dual Credit Courses into postsecondary education degree completion plans or Pathways;
 2. Financial aid and scholarship options;
 3. Class registration and scheduling;
 4. Degree and certificate programs offered through the College;
 5. Supports and services for individuals with disabilities to successfully transition into postsecondary;
 6. Other targeted supports for students who need additional support to successfully transition into postsecondary, as identified by Instructors; and
 7. College policies, procedures, academic programs of study, and other support services provided by the College.

The Liaisons shall describe a joint approach to pre-college and college transition advising services and supports as referenced in this Exhibit D and the Dual Credit Handbook to communicate Dual Credit information to students.

III. Data Sharing.

- A. To administer and assess the impact of this Agreement, the Parties will exchange student information, grades, and other appropriate data as permitted by FERPA and other applicable law. If a student is enrolled concurrently in the School and the College, the Parties may disclose the student's education records in accordance with FERPA and will mutually share data on the performance of students in a meaningful and timely basis. Each Party designates the other Party as its agent with a legitimate educational interest in students' educational records for purposes of FERPA. The Parties will institute policies and procedures designed to ensure that its employees and agents comply with FERPA and other applicable laws governing the privacy and protection of student education records and will protect student education records against accidental or deliberate re-disclosure to unauthorized persons.
- B. Annual Partnership Review. The College and School will annually review their dual credit partnership under this Agreement during a joint meeting. The joint meeting will be scheduled by the Liaisons to align with the availability of data from the prior school year and deadline for establishing new Courses in the upcoming year. The joint meeting must include appropriate senior leadership of the Parties and address all the following matters:
 - A. Assessment of disaggregated data pertaining to Dual Credit Course enrollments, completions, and subsequent postsecondary enrollment and performance to the extent feasible;
 - B. Review of successes and challenges pertaining to current Course offerings;
 - C. Concerns regarding placement requirements or prerequisites for student enrollment, as well as consideration of remediation opportunities for high school students to broaden access;
 - D. Recommendations from either Party to adjust the cost and fee structure for the upcoming school year to support the sustainability, quality, and expansion of the dual credit partnership;
 - E. Anticipated expansion of Courses in the upcoming school year;
 - F. Anticipated modifications to Course Documentation in the upcoming school year; and
 - G. Recommended modifications to this Agreement or other policies and procedures of the Parties to improve.
 - H. [This Model Partnership Agreement is valid for the 2024-2025 academic year. At the conclusion of the Annual Review an updated Model Partnership Agreement will be issued to the School.](#)

Exhibit Listing

Exhibit B-1. Course Request Form

Exhibit B-2. Qualified and Competent Faculty Form

Exhibit B-3. Dual Credit Course Articulation Agreement

Exhibit B-4. Three to Your Degree

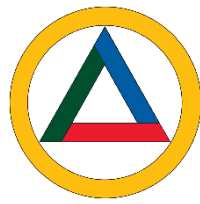


Exhibit B-1. Course Request Form

Thank you for working with Illinois Eastern Community Colleges to offer your students college credit! This form helps us accurately report student coursework and seat time to our oversight agencies, transcript student credit, and ensure a seamless transition for students from high school to college. This form is only for those courses offered on your high school campus (Type A) and are taught by approved dual credit faculty. Students interested in courses offered at or taught by an IECC college (Types B, C, or D) should contact an advisor for registration. Please complete the form with the requested school, course, and instructor information. We realize information may change. You do not need to resubmit the form if schedules change after submission of the form. You may email changes to your College Liaison. Start and end dates must be included to document student seat time, which is mandated by the Illinois Community College Board. If you offer multiple sections of the same class (e.g. morning and afternoon or fall and spring sections), list each section under Course Offerings and Instructors. **Please return this form to your College Liaison by the dates indicated in Section B.II.A. of the Dual Credit Partnership Agreement.**

High School Information

High School:

School Liaison:

Academic Year:

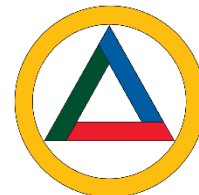
Semester Dates:

Fall Semester		Spring Semester	
<i>First day:</i>	<input style="width: 90%;" type="text"/>	<i>Last day:</i>	<input style="width: 90%;" type="text"/>

Course Offerings and Instructors

	HS Course Name	IECC Course	Semester (Fall, Spring, or Year-Long)	Period or Time	Days	Instructor
<i>Example</i>	<i>English 3</i>	<i>ENG 1111</i>	<i>Fall</i>	<i>1st Per. (8:00-8:45)</i>	<i>MTWRF</i>	<i>Mrs. Smith</i>
<i>Class 1</i>						
<i>Class 2</i>						
<i>Class 3</i>						
<i>Class 4</i>						
<i>Class 5</i>						
<i>Class 6</i>						
<i>Class 7</i>						
<i>Class 8</i>						
<i>Class 9</i>						
<i>Class 10</i>						

Exhibit B-2. Qualified and Competent Faculty Form



IECC Dual Credit Instructor Qualifications Review Documentation

This form must be completed by the School Liaison and submitted to the College Liaison for each proposed Type A course to be taught by a high school Instructor. Required documentation to approve a high school instructor to teach a dual credit course is in accordance with ICCB (Illinois Community College Board) and IBHE Administrative Code and HLC Policy CRRT.B.10.020 Assumed Practices (Section B.2)

Course Information:

IECC College Course Prefix, Number, and Course Name requested:

School course # and title:

High School(s) to offer this course:

Instructor Name (Last, First)	Employment Date (Mo/Day/Year)	Employment Status (FT/PT)	Area of Instruction (General Education)	Instructional Discipline #1 (Please List)	Instructional Discipline #2 (Please List)

Keep copies of application, copy of college transcripts with qualifying courses highlighted, and other supporting documents and place these items in the employee's personnel file.

Instructor Information:

Does the instructor have a Dual Credit Endorsement issued by ISBE? _____ Yes _____ No

If yes, list the Dual Credit Endorsement:

Attachments (Check/fill-in all that apply):

- Employment Application
 - Undergraduate Unofficial Transcripts
Degree(s): _____
Major/Field(s) _____
 - Graduate Official Transcripts
Master's Degree(s): _____
Major: _____
 - Highest Degree (if not above): _____
Major: _____
 - Professional License Type: _____
- Current? _____ Yes _____ No

Continued

18 Graduate Credit Hours within the Discipline (List Graduate Coursework)

Course Number	Course Title	# of GSH	Rationale for Determination

If the Instructor has less than 18 graduate hours within the Discipline, is the instructor eligible for a Professional Development Plan (PDP) under the DCQA (Dual Credit Quality Act)? (See below for eligibility requirements)

- Yes – ATTACH PROPOSED PROFESSIONAL DEVELOPMENT PLAN
- No
- Unsure/Needs further review (Must review within 30 days)

_____, School Liaison for _____, verify that this
(Print Name) (Name of School)
information is correct and reflects accurately the qualification of the proposed course Instructor.

Signature

Date

A high school instructor shall qualify for a professional development plan if the instructor:

- A) Has a master's degree in any discipline and has earned 9 graduate hours in a discipline in which he or she is currently teaching or expect to teach; **or**
- B) Has a bachelor's degree with a minimum of 18 graduate hours in a discipline that he or she is currently teach or expects to teach and is enrolled in a discipline-specific master's degree program; **and**
- C) Agrees to demonstrate his or her progress toward completion to the supervising institution, as outlined in the professional development plan.

An instructor in career and technical education courses must possess credentials and demonstrated teach competencies appropriate to the field of instruction.

College Review:

Meets Minimum Instructor Qualifications (check one):

- Yes (without PDP) – pending receipt of official transcripts
- Yes (with PDP) – pending receipt of official transcripts
- No*
- Unsure/Needs further review

Exhibit B-2. Qualified and Competent Faculty Form
Continued

Preliminary Approval to Designate as Adjunct Faculty (pending receipt of official transcripts):

- Yes
- Yes, subject to PDP
- No*

*** Attach review rationale and specifically identify concern(s). If determined not to meet minimum instructor qualifications, specifically indicate basis for why proposed Instructor does not meet any of the academic credential requirements in paragraphs (1), (2), or (3) of Section 20 of the DCQA. If not approved for designation as an adjunct faculty member, describe the legitimate basis for that determination.**

_____, College Liaison for _____, verify that this
(Print Name) (Name of College)

review and determination of minimum qualifications and approval to designate as adjunct faculty has been duly authorized and reflects the official action of the College.

Signature

Date

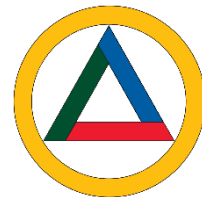


Exhibit B-3 Dual Credit Course Articulation Agreement

College _____	High School _____
Course No & Credits _____	Semester or Year Long? _____
College Course _____	Title HS Course Title _____
College Faculty _____	HS Faculty _____

High School Faculty Requirements

- IECC Policy 400.8, Minimum Faculty Educational Requirements met.
 - If not met, please attach DC Faculty professional development plan.
- A completed IECC employment application packet.
- Copies of all college transcripts on file.

College Course Articulation

(High School representatives should check each box for acknowledgement to ensure quality course delivery.)

- Above named college course is current and assigned to an active degree or certificate program. It is a college course offered for high school credit

A copy of the high school course syllabus, which follows the college master syllabus and abides by all content requirements including:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Course prerequisites <input type="checkbox"/> Course description <input type="checkbox"/> Student learning outcomes <input type="checkbox"/> Topical outline <input type="checkbox"/> Method of instruction <input type="checkbox"/> Methods of student evaluation <input type="checkbox"/> Applicable college course fees: _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Textbook information the same as an on-campus college course <ul style="list-style-type: none"> <input type="checkbox"/> If the HS provides the textbook, it has been approved by full time faculty in the discipline. High school-provided textbook: |
|--|--|
- ISBN: _____

Discussed and agreed upon the following Dual Credit Quality Act requirements:

- All dual credit students must meet the same academic criteria as students enrolled in credit bearing college courses on campus and any prerequisite courses. Multiple measures for placement are used to determine students' readiness for college level courses and program which include an analysis of:
 1. Nationally standardized test scores such as ACT and ACT.
 2. Analysis of high school or college transcripts including course work completed and grade point average; and remedial and/or previous college course work completed.
 3. If 1 and 2 are not available or do not meet the course placement requirements, additional placement testing may be required.
- Course content must be equivalent to credit-bearing college-level courses offered at the community college.
- High school faculty will participate in the assessment of student learning outcomes. Learning outcomes must be the same as credit-bearing college-level courses and be appropriately measured.
- The high school instructor is expected to participate in any orientation developed by the institution for dual credit instructors in course curriculum, assessment methods, and administrative requirements.
- Only qualified dual credit students can enroll in a college level dual credit course offered at the high school. There are no "mixed" dual credit classes.

COLLEGE DUAL CREDIT LIASON SIGNATURE _____ DATE _____

COLLEGE DISCIPLINE FACILITATOR/LEAD INSTRUCTOR SIGNATURE _____ DATE _____

By signing this agreement, I agree to monitor the HS faculty to ensure the course follows the learning outcomes and format prescribed on the master course syllabus.

HS PRINCIPAL _____ DATE _____

March 2019

CRN #

Signed copy of form was sent to
 District Office _____
 Reviewed by CAO _____
 Reviewed by HR _____ 35

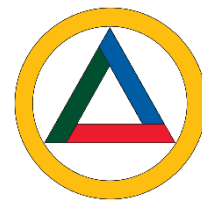


Exhibit B- 4. Three to Your Degree

Three to Your Degree Model

Purpose:

The IECC Three to Your Degree Model program provides intentional, purpose-driven course selection guidance to high school juniors and seniors taking dual credit courses. The model is intended to lead to the completion of the General Education Core Curriculum (GECC) Credential and a transfer degree (AA, AS, ASA) from an IECC college or the completion of a non-transfer Associate Degree, or Certificate program. Students who follow the model will:

1. Complete a transfer degree, non-transfer Associate Degree, or Certificate Program in one year of attendance at an Illinois Eastern Community College.
2. Be provided with an intentional, precise pathway within an IECC meta-major to graduate with a transfer degree, a non-transfer Associate Degree, or earn a Certificate.
3. Minimize the cost of attaining a transfer degree, non-transfer Associate degree, or Certificate.

Guidelines:

1. Three to Your Degree is designed to be a six-semester model which includes four semesters at the high school and two semesters at IECC.
2. All dual credit students will focus on Core Priority or Priority Career Pathway courses. These are designed to achieve a transfer degree, non-transfer Associate degree, or Certificate program which will direct students to earn meaningful dual credit.
3. This model applies to GECC transfer classes or specific classes within a designated meta-major pathway to earn a Certificate or non-transfer Associate degree. Courses are identified as Type A (i.e. courses taught by high school teachers at the high school), Type B (courses taught by college instructors at the high school), Type C (“distance learning” or synchronous classes taught by a college instructor or qualified high school teacher), and Type D (classes taught on-campus by a college instructor).
4. Students taking GECC courses or courses specifically designed as a pathway course toward completion of an identified Certificate program, or a non-transfer Associate degree will be charged the rate for Core Priority courses.
5. Students taking non-GECC courses, courses not specifically designed as a pathway course toward completion of an identified Certificate program or non-transfer Associate degree at the high school will be charged the rate for Elective non-priority courses.



Three to Your Degree Model

<i>Courses offered as dual credit that fulfill the GECC Credential and Transfer Degree Requirements to accomplish “Three to Your Degree”</i>				
Course	Course Name	Credit Hrs.	Recommended Grade Level	Term offered by IECC
Communications – 9 credit hours				
ENG 1111	Composition I	3	Senior	Fall
ENG 1121	Composition and Analysis	3	Senior	Spring
SPE 1101	Fundamentals of Effective Speaking	3	Junior or Senior	Fall & Spring
Mathematics- 3 credit hours				
MTH 1131	Intro to Statistics	3	Senior	Fall & Spring
Physical and Life Sciences- 6 credit hours				
GEL 1101	General Geology	3	Junior or Senior	Fall
LSC 1106	Introduction to Biology	4	Junior or Senior	Spring
Humanities and Fine Arts- 6 credit hours				
<i>Students select TWO of the following courses based on availability and interest.</i>				
PHI 2101	Introduction to Ethics	3	Senior	Fall & Spring
MUS 1103	Music in Multicultural America	3	Junior or Senior	Fall & Spring
HUM 2161	Forging the American Character	3	Junior or Senior	Fall & Spring
Social and Behavioral Sciences- 6 credit hours				
<i>Students select TWO of the following courses based on availability and interest.</i>				
PLS 2101	Government of the U.S.	3	Junior or Senior	Spring
PSY 1101	General Psychology	3	Junior or Senior	Fall
SOC 2101	Principles of Sociology	3	Junior or Senior	Spring
HIS 2102	U.S. History Since 1877	3	Junior or Senior	Fall

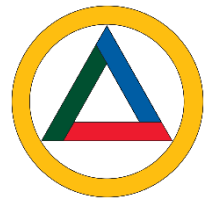


Exhibit B-5. Request for Alternative Priority Course

IECC defines Core Priority Courses as those offered as part of the Three to Your Degree program (T2YD), but acknowledges that due to robust offerings by our high school partners some schools may offer other classes that meet the General Education Core Curriculum (GECC) and Illinois Articulation Initiative (IAI). High school partners can request Type A courses outside of the Core Priority Courses identified in Exhibit B-4 be considered for inclusion in the reduced tuition costs of Type A Core Priority Courses. Requests for Alternative Priority Courses will follow the same timelines as Exhibit B-1 Course Request Forms for submission and approval.

High School _____

School Liaison _____

Academic Year _____

Course Requested _____

Course Type & Dates Fall Spring Year-long

Start:

End:

Justification for Offering:

Who Will Take This Class:

Please submit the following documents along with this form for review:

- Exhibit B-3 Articulation Form
- Syllabus, Including Textbook & Materials
- Submit Two Sample Assessments
- Detailed Course Outline Including Student Learning Outcomes
Matched to Topics & Activities

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: August 20, 2024

RE: IECC/ NIU Agreement National Safety Education Center Host Site

The National Safety Education Center (NSEC) at NIU is one of 26 OSHA Training Institute Education Centers in the nation. In turn NSEC partners with host institutes in their region to offer training to new and existing OSHA outreach trainers. IECC would be the host institute in southern Illinois. Establishing IECC as a host center will complement the workplace safety training that is provided through B&I and bring in an additional source of revenue.

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

RG/sk

Attachments



**NORTHERN ILLINOIS UNIVERSITY
LETTER OF AGREEMENT FOR HOST TRAINING OSHA COURSES
Between
NORTHERN ILLINOIS UNIVERSITY
AND
ILLINOIS EASTERN COMMUNITY COLLEGES**

The Board of Trustees of Northern Illinois University, on behalf of the Northern Illinois University National Safety Education Center hereinafter referred to as “NIU-NSEC” has confirmed, Illinois Eastern Community Colleges, hereinafter referred to as “HOST SITE” shall offer select OSHA Training Institute (OTI) Education Center courses approved by the National Safety Education Center.

HOST SITE’s safety program administration, instructor staff, conference facilities, and hands-on field laboratories were assessed at a high level of quality, in keeping with the program standards of the National Safety Education Center. This agreement outlines responsibilities of both parties, defines agreed upon financial terms, and presents certifications required by the laws of the State of Illinois.

THE COURSES:

This agreement covers the following OTI Education Center courses which can be offered at HOST SITE during the period October 1, 2024 – June 30, 2029:

OSHA #510: Occupational Safety and Health Standards for the Construction Industry
OSHA #500: Trainer Course in Occupational Safety and Health Standards for the Construction Industry
OSHA #502: Update for Construction Industry Outreach Trainers
OSHA #511: Occupational Safety and Health Standards for General Industry
OSHA #501: Trainer Course in Occupational Safety and Health Standards for General Industry
OSHA #503: Update for General Industry Outreach Trainers
Additional ½ to 4 day OTI Education Center courses

RESPONSIBILITIES OF NORTHERN ILLINOIS UNIVERSITY:

NIU-NSEC will provide the following services:

- 1) NIU-NSEC will work with HOST SITE to accomplish a listing of OTI Education Center courses in the catalog of courses produced by NIU-NSEC. Approve local marketing pieces that will be sent out locally from HOST SITE, as well as any internet pages that reference NIU-NSEC OTI Education Center courses.
- 2) Offer enrollment for staff training at OTI Education Center courses hosted by NIU-NSEC at a 50% discount for no more than 2 people per year per course title.
- 3) Set up a registration system in the NIU-NSEC system for enrollees in HOST SITE OTI Education Center courses promoted by the NIU-NSEC. The National Safety Education Center’s number, 800-656-5317 will be the only number for enrollment.
- 4) Provide a master of the same participant materials for HOST SITE as provided for all other National Safety Education Center programs or provide the HOST SITE with the name of the vendor where the manuals are digitized for printing.

- 5) Assist with information about student material to assure presentation quality and compliance with the OSHA Training Institute Education Center presentation matrix. These materials may be used only with OTI Education Center courses presented at HOST SITE.
- 6) Notify HOST SITE weekly about registration numbers.
- 7) Periodically visit the HOST SITE to assess that the program quality and educational process is in keeping with National Safety Education Center standards.
- 8) NIU-NSEC will prepare certificates of completion with CEU's and prepare trainer authorization cards for distribution to attendees who complete all class requirements for authorization. Overnight mail will be sent to HOST SITE for receipt prior to the final day of the class.
- 9) Check and forward from HOST SITE all post-program reports for the OSHA Training Institute Education Center as required by the U.S. Department of Labor. The hard copy documents should be received from HOST SITE within 7 workdays of the class closing date.
- 10) Work with HOST SITE to share presentation expertise, updates, satellite program opportunities, or other help concerning OTI Education Center courses.
- 11) Compile registrant income collected by the National Safety Education Center registrar after all participants have paid their fees. Report this amount to HOST SITE upon course completion.

RESPONSIBILITIES OF HOST SITE:

HOST SITE will provide the following services:

- 1) After approval from NIU-NSEC, market the OTI Education Center courses locally to their constituency of previous attendees, clients, and businesses in their service region. The marketing description(s) must follow the same content as the National Safety Education Center requirements:
 - a. A National Safety Education Center logo must be used on all materials promoting OTI Education Center courses.
 - b. Promotional materials, on any media, for in-Region courses conducted by HOST SITE must prominently feature the name of National Safety Education Center and must include verbiage clearly stating the term "host training organization." Host training organizations may not use terms such as "OSHA-approved, satellite training center, affiliate, consortium member/partner," and/or other misleading terms. All online advertising of OTI Education Center courses at host training organizations must include the following disclaimer: "Host Site Name is not an OTI Education Center but serves as a host training organization for National Safety Education Center."
 - c. All marketing materials for OTI Education Center courses must be submitted to NIU-NSEC for approval prior to mailing and online posting.
 - d. All OTI Education Center courses shall be listed as OSHA #XXXX Title.
 - e. HOST SITE may not in any way identify themselves as the OSHA Training Institute (OTI). This restriction includes but is not limited to course certificates, print and social media marketing, and conference presentations.
 - f. OSHA OTI Education Center courses must be clearly identified as OTI Education Center courses on the website and in other advertising media.
 - g. Non-OSHA courses must not have the same numbering system, "OSHA #XXXX," as OTI Education Center courses. Outreach Training Program classes are not OTI Education Center courses and should be clearly differentiated accordingly.
 - h. HOST SITE is not permitted to market non- OTI Education Center courses, in any media, in a way that may imply U.S. Department of Labor or OSHA affiliation, approval, or endorsement.
 - i. The standalone use of the OSHA logo is strictly prohibited. The OSHA logo is the property of the U.S. Department of Labor, and Department policy only allows its use on OSHA and Departmental materials. Use of the OSHA logo creates the appearance that OSHA approves, endorses, or sanctions OTI Education Center products. OSHA currently has no statutory basis to allow the use of its logo in this way, and such governmental endorsement is prohibited by Federal ethics rules (5 CFR 2635.702).
 - j. Any use of the phrase "U.S. Department of Labor," "Department of Labor," or "DOL," is strictly prohibited.
 - k. U.S. Department of Labor seals and logos are the protected property of the federal government and may not be used without prior permission.
 - l. HOST SITE may not be included in any variation of the National Safety Education Centers' logo.

- 2) Provide NIU enrollment response materials for confirmation packets: A map to HOST SITE training site, a listing of hotels, and other important planning information. This material shall be updated at least annually at the request of the National Safety Education Center staff.
- 3) Follow all instructional requirements of an OTI Education Center courses, including agenda, course materials, AV support materials, qualified presenters, and a visit from an OSHA representative when needed. Work with NIU-NSEC on the criteria for the OTI Education Center courses.
- 4) Communicate with NIU-NSEC on enrollments and plans to cancel or run OTI Education Center courses. The cancellation of a course must be completed two weeks prior to the start of the course, per Department of Labor regulations for OSHA Training Institute Education Center courses. The National Safety Education Center will contact its registrants about cancellations.
- 5) Complete all necessary class forms for the OSHA Training Institute and forward documents to the NIU-NSEC within seven calendar days of the completion of each course.
- 6) HOST SITE to plan, contract, and pay for the conference room, AV materials, food, instructors, and any additional course expenses. Instructors contracted to present who are from NIU-NSEC will be paid on negotiated terms separate to this Letter of Agreement.
- 7) Invoice NIU-NSEC for enrollment fees collected by NIU-NSEC for the National Safety Education Center courses minus the appropriate per person fees within 30 days of the course end date. NIU_NSEC will not pay any invoices in which the per person fee was not deducted.

FINANCIAL TERMS AND CONDITIONS:

The services completed by NIU-NSEC will be charged a per person fee. This payment will cover the NIU-NSEC travel and per diem needed to assess the quality of a National Safety Education Center program in HOST SITE; fax, phone, and mail; CEU certificate and registration charge; staff fees for other course materials provided to HOST SITE; bank processing charges; and overhead contribution to the National Safety Education Center. Expenses linked to the actual running of the program will be the responsibility of HOST SITE under terms that do not fall under this Letter of Agreement. (For example, HOST SITE would incur costs for presenters, notebooks, OSHA CFR standards books, or printed materials supplied by NIU-NSEC.) The administrative fees are summarized below for each course that HOST SITE offers as a selected site of the National Safety Education Center.

4 – 5 Day OSHA Courses: Deduct a flat rate of \$200 per student.

3 Day OSHA Courses: Deduct a flat rate of \$160 per student.

1/2 – 1 Day OSHA Courses: Deduct a flat rate of \$40 per student.

Canceled Courses: HOST SITE will not incur canceled course charges.

Per OTIEC program requirements, no contract courses can be delivered by HOST SITE.

Marketing Fees: HOST SITE will be billed for any additional, agreed upon hard marketing costs, including such items as targeted email blasts, Google AdWords, special marketing assistance. These fees will be agreed to separately and are not included herein.

PROMOTION

The OTI Education Center courses offered by HOST SITE will be promoted with a catalog of offerings from the National Safety Education Center, as well as through the National Safety Education Center's website and OSHA's searchable schedule, any conferences as attended by the National Safety Education Center and with local marketing and promotion from HOST SITE. Registrations can only be taken through the registration office for the National Safety Education Center. All possible avenues of marketing are recommended and encouraged.

EVALUATIONS AND REPORTING

HOST SITE must submit original copies of course materials within 7 days of course completion. Evaluations will be summarized and should average a minimum 4.00 / 5.00 of all criteria, as determined by the quarterly course evaluation summary submitted to the National Safety Education Center by the OSHA Training Institute. The National Safety Education Center must maintain a high level of programs, service and instructor quality. NIU-NSEC reserves the right to request a change of instructional staff if program evaluations are low.

TERMINATION

This Agreement can be terminated as to any party, for or without cause, upon thirty (30) days' written notice to the other.

CONTACTS FOR EACH PARTY:

The contact for NIU-NSEC is Pettee Borissova, Director, National Safety Education Center, 148 N. 3RD Street, DeKalb, IL 60115, pborissova@niu.edu, 815-753-6903.

The contact for HOST SITE is Sharmila Kakac, Dean of Business and Industry, Illinois Eastern Community Colleges, 233 E. Chestnut Street, Olney, IL, 62450, kakacs@iecc.edu, 618-847-9162

SIGNATURES:

HOST SITE

By: _____
Authorized Representative Date

Title

Taxpayer Identification Number.

NORTHERN ILLINOIS UNIVERSITY

By: _____
Rena Cotsones, Ph.D. Date
Chief Engagement Officer and Vice President
Outreach, Engagement and Regional Development

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, national origin, handicap, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation and sexual orientation.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: August 20, 2024
RE: Ethics Policy for Employees (100.27) / Code of Ethics for Employees (400.32)

This policy was placed under review as it was cited in our HLC Evidence for Assurance Argument. While the policy remains strong overall, a few minor revisions were made, such as removing reference to the Board of Trustees, given the existence of a separate ethics policy. With that change, it is strictly an employee-focused policy, more appropriately categorized as a 400 series HR policy; therefore, the policy and procedure number has been changed from 100.27 to 400.32.

The proposed movement and revisions have been approved by the Strategic Engagement Planning Council. I would ask the Board to make a motion to eliminate existing Policy 100.27, and waive the second reading to replace it with the newly developed Policy 400.32 as presented.

RG/am

Attachment

Ethics Policy for Employees (100.27)

Date Adopted: June 18, 2013

Per Board Action on TBD, relocated to a Human Resources Policy (reference 400.32)

~~It is the policy of the Illinois Eastern Community Colleges, District #529 to apply the highest ethical standards to all members of the District including the Board of Trustees, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives.~~

~~All District employees serve the public interest and hold a special public trust to strive to achieve the highest ethical standards, demonstrating honesty and integrity in all aspects of their work, with the goal of avoiding even the appearance of impropriety.~~

~~Illinois Eastern Community College employees are obligated to use their official powers and duties, and the resources of the District, only to advance the public interest. This obligation requires that all employees protect the integrity of the District by being independent and impartial in the exercise of their duties; not use their positions for personal gain or private benefit; treat members of the college communities and of the community at large with respect, concern, courtesy, and responsiveness; protect confidential information to which employees have access in the course of their duties; and create a work environment that is free from all forms of harassment and discrimination.~~

Code of Ethics Policy for Employees (100.27 400.32)

Date Adopted: June 18, 2013

Revised: TBD (Formerly Policy Nbr.100.27)

~~It is the policy of the~~ To prevent any conflicts between personal interests and the interests of the institution, Illinois Eastern Community Colleges, District #529 (IECC) ~~to apply~~ upholds the highest ethical standards ~~to for all employees. members of the District including the Board of Trustees, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives.~~

All District IECC employees serve the public interest and, thus, hold a special public trust. In order to earn this trust, employees will ~~to strive to achieve the highest ethical standards,~~ demonstrate honesty and integrity in all aspects of their work, with the goal of avoiding even the appearance of impropriety.

Illinois Eastern Community College IECC employees are obligated to ~~use~~ exercise their official powers and duties ~~to effectively, efficiently, and responsibly manage and~~ the resources of the District. ~~only to advance the public interest.~~ This obligation requires that all employees protect the integrity of IECC ~~the District~~ by:

- ~~Being~~ Remaining independent and impartial in the exercise of their duties;
- ~~not~~ Avoid using their positions for personal gain or private benefit;
- Treating members of the college communities ~~sy~~ and ~~of the community at large~~ the public with respect, concern, courtesy, and responsiveness;
- Adhering to all rules, regulations, and policies;
- ~~protect~~ Safeguarding confidential information ~~to which employees have~~ accessed in the course of their duties; and
- ~~create~~ Fostering a work environment ~~that is~~ free from all forms of harassment and discrimination.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: August 20, 2024
RE: Prevailing Wage Law (100.7)

This policy was reviewed in accordance with IECC's policy and procedure monitoring practices. While the Prevailing Wage Law remains in effect, the specific requirements outlined in the previous version of this policy are no longer necessary. The policy has been updated to reflect our continued compliance with the law.

The proposed revisions have been approved by the Strategic Engagement Planning Council. I would ask the Board to waive the second reading and approve Policy 100.7 as presented.

RG/llb

Attachment

Prevailing Wage Law (100.7)

Date Adopted: December 19, 1989

Revised: September 15, 2015

Revised: TBD (Pending Board Approval)

~~In accordance with the Prevailing Wage Law, ILCS Section 39s-9, the Board of Trustees shall annually investigate and ascertain the prevailing rate of wages as defined in the law and publicly post or keep available for public inspection said determination. After passing an ordinance or resolution establishing said prevailing wage rates, the Secretary shall promptly file a certified copy with the Secretary of State and the Illinois Department of Labor. Within 30 days after filing with the Secretary of State, notice of its determination must be published in a newspaper of general circulation within the District.~~

The Illinois Eastern Community Colleges (IECC) Board of Trustees is committed to complying with all aspects of the Illinois Prevailing Wage Act (820 ILCS 130/). This commitment ensures that all contractors employed on public works projects undertaken by the District are compensated at wage rates not less than those prevailing for similar work in the locality where the work is performed.

Policy Provisions:

1. **Adherence to Prevailing Wage Rates.** IECC will adhere to the prevailing wage rates as determined by the Illinois Department of Labor for all applicable public works projects.
2. **Contractual Compliance.** All contracts for public works projects will include provisions that mandate compliance with the Prevailing Wage Act.
3. **Notification and Posting.** IECC will ensure that prevailing wage rates are communicated to all relevant parties and posted at job sites as required by law.
4. **Record Keeping.** IECC will maintain necessary records to demonstrate compliance with the Prevailing Wage Act.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: August 20, 2024
RE: Holiday, Leave, and Benefit Policy – Non-Bargaining Unit Employees (400.4)

This policy has been revised to reflect the following changes to Bereavement Leave (formerly Funeral Leave):

- Increased the maximum number of days of leave at full pay a full-time employee is granted from three (3) days to five (5) days and expanded the qualifying relationships;
- Added a list of qualifying relationships for which a full-time employee is granted a maximum of three (3) days of leave at full pay;
- Clarified the qualifying relationships for which a full-time employee is granted a maximum of one (1) day of leave at full pay.

The proposed revisions have been approved by the Strategic Engagement Plan Council. I would ask the Board to waive the second reading and approve Policy 400.4 as presented.

RG/am

Attachment

Holiday, Leave, and Benefit Policy - Non-Bargaining Unit Employees (400.4)

Date Adopted: May 20, 1997	Revised: April 21, 2020
Revised: September 17, 2002	Revised: June 16, 2020
Revised: November 15, 2005	Revised: January 19, 2021
Revised: June 20, 2006	Revised: September 20, 2022
Revised: December 12, 2006	Revised: December 12, 2023 (Effective 1/1/2024)
Revised: February 21, 2017	Revised: March 19, 2024
Revised: March 17, 2020	Revised: TBD (Pending Board Approval)

The purpose of this policy is to describe the Board-approved holidays, leave days, and benefits for IECC employees not covered by the Collective Bargaining Agreement.

I. Paid Leave

Leave. One (1) leave day is the equivalent of eight (8) hours; paid leave days can be used in half-hour increments. Unless otherwise noted, leave days described below are not paid out upon termination. Leave policy provisions for modified-time employees shall be prorated according to time employed in relation to full-time employees.

- A. Sick Leave. Each full-time employee shall, on the first day of employment of the employee’s initial year, be granted a pro-rated share of working days up to a total of seventeen (17) Sick Leave days with pay.

After the initial year of employment, and at the beginning of every fiscal year thereafter, each full-time employee will receive Sick Leave according to the following schedule:

<u>Years of Continuous Full-time Service</u>	<u>Sick Leave Days Per Year</u>
2-9	10
10-15	13
16-20	16
21-25+	19

Any unused Sick Leave will be allowed to accumulate. An accounting of accumulated Sick Leave will be made semi-annually.

The Chancellor, or a designee, may require the employee on Sick Leave to provide a statement from the employee’s physician. In addition, the Chancellor may require that the employee be examined by a physician determined by the Chancellor. In the latter case, the cost of the examination will be borne by the Board of Trustees.

- B. Personal Leave: Full-time Employees. A full-time employee shall be granted, without loss of pay or benefits, five (5) Personal Leave days per fiscal year for any reason of their choosing as outlined in (820 ILCS 192/) Paid Leave for All Workers Act. Where foreseeable, notice of such leave should be made to the employee’s immediate supervisor five (5) days prior to the time personal leave is desired. Personal leave hours must be used by the end of the fiscal year and will not be carried over. Unused hours are not paid out at the time of termination. If the full-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less.

Personal Leave: Part-time Employees. A part-time eligible employee shall be granted paid time off for any reason of their choosing as outlined in (820 ILCS 192/) Paid Leave for All Workers Act. Part-time employees will earn one (1) hour of personal leave for every 40 hours worked. Personal

leave will begin accumulating on the first day of employment and is available for use after the employees first payroll is processed. Application for such leave should be made to the employee's immediate supervisor five (5) days prior to the time said leave is desired. Unused hours are not paid out at the time of termination. If the part-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less. The personal leave balance may never exceed 40 hours.

Employees are considered ineligible for this leave if they are considered one of the following:

1. A student enrolled in and regularly attending classes and who is employed on a temporary basis at less than full time.
2. A temporary employee who is employed for less than 2 consecutive calendar quarters during a calendar year and who does not have a reasonable expectation that they will be rehired.

Personal Leave: Part-Time Instructors (Adjuncts). A part-time eligible instructor (Adjunct) will receive an amount based on working 28 hours per week, front loaded at the beginning of each semester. Personal leave will begin accumulating on the first day of employment and is available for use after the employees first payroll is processed. Application for such leave should be made to the employee's immediate supervisor five (5) days prior to the time said leave is desired. Unused hours are not paid out at the time of termination. If the part-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less. The personal leave balance may never exceed 40 hours.

- C. Required Court Appearance Leave: Full-time Employees. Full-time employees shall be granted leave with pay to appear in court as a witness or a member of a jury. Compensation received for such court appearances shall accrue to the College District.

Required Court Appearance Leave: Part-time hourly employees: Part-time employees who 1) work 20 hours or more per week and 2) have been employed by IECC for 6 months or more will be eligible for Required Court Appearance Leave. Part-time employees who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Executive Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

Required Court Appearance Leave: Part-time faculty: Part-time faculty who 1) teach at least 3 hours for the semester and 2) have been employed by IECC for more than one semester will be eligible for Required Court Appearance Leave. Part-time faculty who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Executive Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

- D. Funeral Bereavement Leave. Eligible employees can elect to take any applicable and available paid leave time for bereavement purposes of family or others. Additionally, full-time employees shall be granted Funeral Bereavement Leave ~~for the purpose of attending the funeral, without loss of pay,~~ under the following terms and conditions.

Maximum Five Three (3 5) Days of Leave at Full Pay. ~~Granted upon For~~ the death ~~within the immediate family, which means~~ of the full-time employee's:

- spouse/civil union/domestic partner
- child, including in-law and step
- parent, including in-law and step
- grandchild, including in-law and step
- sibling, including in-law and step
- ~~parent-in-law, or member of the immediate household of the employee.~~

Maximum Three (3) Days Leave at Full Pay. Granted upon the death of the full-time employee's:

- grandparent
- aunt/uncle
- niece/nephew

Maximum One (1) Day Leave at Full Pay. ~~For a~~ Granted upon the death of ~~a near relative~~ the full-time employee's relatives not identified above, including in-laws and step-family members.

- E. Leave for Blood and Organ Donation. As provided in 820 ILCS 149 (cited as the Employee Blood and Organ Donation Leave Act), employees who have been employed full-time for a period of six (6) months or more are eligible for:
1. One (1) hour of paid leave every 56 days for the purpose of donating blood, in the manner defined within the Act.;
 2. Ten (10) days of paid leave every 12 months for the purpose of donating an organ, as defined within the Act.
- Supervisor approval is required prior to the leave.
- F. Absences Due to Attendance at Educational Meetings and Conferences. Approved attendance at educational meetings and conferences may be granted without loss of salary. Attendance must be approved in advance by the employee's immediate supervisor in accordance with established guidelines. Employees authorized to represent the college or district shall be allowed expenses according to the regulations of the District.

II. Unpaid Leave of Absence

The Chancellor may grant up to 2 weeks leave of absence without pay to a full-time employee. The Board may grant up to one year's leave of absence without pay to a full-time employee, and up to an additional year upon request and Board approval. Such leaves may be granted for advanced study, exchange teaching or assignment, travel, governmental service, or other personal reasons. Applications for leaves shall be filed with the President and then the Chancellor not later than 90 days prior to the beginning of the date that the leave would commence.

Vacation, sick, personal days, and other benefits shall not accrue during an employee's Unpaid Leave of Absence. An employee may, however, elect to continue to participate in the District group insurance plan at the employee's sole expense, provided the employee makes acceptable arrangements to pay the premium during the term of his/her unpaid leave.

III. Holidays and Winter Break

- A. Official Holidays. Paid holidays for all full-time employees include: Martin Luther King, Jr. Day, Presidents' Day, Spring Holiday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving and the following Friday, Christmas Day, New Year's Day.
- B. Winter Break. The administration establishes Winter Break for full-time employees in accordance with the academic calendar. Exempt employees who are required to work over Winter Break shall be given Personal Leave time equivalent to the time they were required to work over Winter Break. Non-exempt employees who are required to work over Winter Break shall have the option to be paid double time or be given Personal Leave time equivalent to the time they were required to work over Winter Break.

IV. Benefits

Insurance Benefits. Major medical and dental insurance shall be made available for full-time employees. Full-time employees electing to carry dependent coverage may have the premiums for this coverage deducted through payroll deductions.

Related Policies

Vacation Leave Policy 400.12

Family and Medical Leave Policy 400.20
Family Bereavement Leave Policy 400.27

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: August 20, 2024
RE: Tuition Waiver Policy (500.14)

This policy was updated to better document IECC's allowable tuition waivers. Revisions do not reflect any new waivers, but rather centralizes the information and better defines Discretionary Waivers.

The proposed revisions have been approved by SEPC. I would ask the Board to waive the second reading and approve Policy 500.14 as presented.

RG/rh

Attachment

Tuition Waivers Policy (500.14)

Date Adopted: November 17, 1998
Revised: July 19, 2005
Revised: May 15, 2007
Revised: April 21, 2009
Revised November 17, 2009
Revised November 16, 2010
Revised: April 17, 2012
Revised: November 19, 2013

Revised: March 17, 2015
Revised: February 16, 2016
Revised: April 19, 2016
Revised: March 20, 2018
Revised: June 15, 2021
Revised: TBD (Pending Board Approval)

Illinois Eastern Community Colleges (IECC) shall award two categories of waivers, institutional and discretionary.

I. Institutional Waivers

These waivers are driven by policy, Illinois Statute, and ICCB Rules.

A. Senior Citizens

Tuition ~~is shall be~~ waived for residents of the District 529 who are 60 years or older. Non-credit course fees are not waived.

B. IECC Employees

1. Full-time

~~It shall be the policy of the Board of Trustees that~~ Tuition shall be waived for all full-time employees (current or SURS qualified retirees) ~~of the District and members of~~ their immediate family members. ~~Members of the immediate family shall be defined as the spouse and children of full-time employees. To be eligible for the tuition waiver children must be under 24 years of age. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver. Any full-time employee taking a course that is considered professional development for the area in which they work at IECC shall have all fees waived in addition to the tuition waiver.~~

In the event of a full-time employee's death during his/her active employment with IECC, his/her children will be ~~given eligible~~ for a waiver ~~of in-district tuition to be used during his/her college career~~ up to age 24. A spouse of a deceased full-time employee ~~must use there is~~ eligible for the tuition waiver within 6 years of the date of the death of the full-time employee.

C. 2. Part-time Non-faculty_Hourly Employees

~~It shall be the policy of the Board of Trustees that~~ Tuition for a semester shall be waived for all part-time hourly employees ~~of the District and members of~~ their immediate family members ~~when: who are the part-time employee is~~ working 10 hours or more per week in the same semester in which the waiver is sought. ~~Part-time employees classified as student workers while employed do not qualify for this waiver. Members of the immediate family shall be defined as spouse and children of the part-time employee. To be eligible for the tuition waiver children must be under 24 years of age. Any part-time non-faculty employee taking a course that is considered professional development for the area in which they work at IECC shall have all fees waived in addition to the tuition waiver. This tuition waiver does not apply to student workers (work-study or non-work-study), unless they are a dependent of an employee.~~

D. 3. Part-time Faculty

~~It shall be the policy of the Board of Trustees that~~ Tuition for a semester shall be waived for all part-time faculty ~~of the District and members of~~ their immediate family members ~~when: who are the part-time faculty is~~ teaching 3 credit hours or more in the same semester in which the waiver is sought. ~~Members of the immediate family shall be defined as the spouse and children of the part-~~

~~time employee. To be eligible for the tuition waiver children must be under 24 years of age. Any part-time faculty taking a course that is considered professional development for the area in which they work at IECC shall have all fees waived in addition to the tuition waiver.~~

Clarifications regarding all IECC employees:

- ~~Members of their~~ An employee's *immediate family members* is defined as spouse and children under 24 years of age. IECC reserves the right to deny a tuition waiver for immediate family members.
- Employees discharged for cause ~~from district employment,~~ shall not be entitled to a tuition waiver, ~~effective upon separation.~~
- In addition to the tuition waiver, all fees will be waived for courses that have been approved as pertinent to an employee's professional development; ~~all such waivers are subject to approval by the employee's direct supervisor.~~
- Employees classified as student workers while employed do not qualify for this waiver.

C. Specified Counties

These waivers have been established for counties located in close proximity to District 529, allowing for a reduction as compared to the Out-of-District/Out-of-State tuition rates that would be assessed based on geography.

1. Special Out-of-District Students

Students residing in these Illinois counties, but outside of District 529, are eligible for the Special-Out-of-District tuition waiver.

- Clark
- Clay
- Cumberland
- Hamilton
- Jasper
- Wayne
- White

2. Indiana Students in Designated Counties

Students residing in these Indiana counties are eligible for the **Indiana Students in Designated Counties** tuition waiver.

- Clay
- Davies
- Dubois
- Gibson
- Greene
- Knox
- Martin
- Owen
- Parke
- Pike
- Posey
- Putnam
- Spenser
- Sullivan
- Vanderburgh
- Vermillion
- Vigo
- Warrick

II. Discretionary Waivers

IECC makes discretionary tuition waivers available for the following reasons:

- A. Recruitment efforts driven by metrics established by SEPC and Enrollment Management
- B. Establish new initiatives, such as new academic programs
- C. Student hardships where financial aid is not available and/or exhausted
- D. Mistakes by the institution
- E. Service to the Community

Discretionary tuition waivers may be granted at the recommendation of the ~~President of the college~~ with approval of the Chancellor or ~~his~~ their designee. This waiver applies only to tuition. Any fees to be waived must have the approval of the Vice Chancellor of Academic Affairs and the Chief Financial Officer and be supported by fundraising or other fund balances.

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: August 20, 2024

RE: Appointment of Board Audit Committee

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

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

RG/akb

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: August 20, 2024

RE: CDB Project 810-042-010 Applied Technology Center

On October 20, 2020, the Board of Trustees entered into a Trust Agreement with the State of Illinois to construct the Applied Technology Center at Olney Central College. The state has issued the project for bid, which was opened on June 11, 2024. The bids were higher than funds available for construction, which will require additional funds to be placed in trust for the project to proceed. The total project cost will be \$3,380,130, comprised of the Base Bid (\$2,757,000), Two Alternates (\$402,000), and a 7% Contingency (\$221,130). The state funding share of this is \$2,307,300 (68%) and the total IECC share will be \$1,072,830 (32%).

The District would like to proceed with two Alternates included in the bid, which will construct two additional nursing classrooms. At the time of this memo, the best estimate for this shortfall is \$693,248 as the review of bid documents has not yet been completed by the Capital Development Board.

To date, the District has been seeking funds from private sources and has secured commitments totaling \$300,000 and anticipates additional contributions that will assist in funding the construction.

I ask for the Board's authorization to proceed with the execution of an amendment to the Trust Agreement dated October 20, 2020, to place, not more than, \$700,000 in Trust to proceed with the project.

RG/akb

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: August 20, 2024
RE: 2024 Program Review Report

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

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

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

Previously, a link to the IECC 2024 Program Review Report was sent to the Board. The report was approved by the SEPC on August 6, 2024, and is due to the Illinois Community College Board by September 1, 2024.

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

RG/mc

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

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

FUND	BALANCE
Educational	\$ 6,545,934.93
Operations & Maintenance	647,314.18
Operations & Maintenance (Restricted)	3,312,690.29
Bond & Interest	357,167.80
Auxiliary	552,680.08
Restricted Purposes	(322,406.74)
Working Cash	5,973.99
Trust & Agency	628,523.68
Audit	615.02
Liability, Protection & Settlement	74,029.22
TOTAL ALL FUNDS	<u>\$ 11,802,522.45</u>

Respectfully submitted,

Ryan Hawkins, Treasurer

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

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS						
Cash	\$ 6,572,235	\$ 647,314	\$ 3,312,690	\$ 357,168	\$ 573,180	\$ (322,407)
Investments	8,540,941	2,764,773	8,799,562	-	3,419,336	-
Accounts Receivable	2,291,226	320,726	-	-	328,052	-
Other Receivables	1,149,425	60,616	173,930	-	30,564	21,738
Restricted Cash	-	-	3,915,659	-	-	-
Inventory	-	-	-	-	625,408	-
Other Assets	316,290	-	-	-	-	467,338
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 18,870,117</u>	<u>\$ 3,793,429</u>	<u>\$ 16,201,841</u>	<u>\$ 357,168</u>	<u>\$ 4,976,540</u>	<u>\$ 166,669</u>
LIABILITIES						
Accounts Payable	\$ 15,054	\$ 67,050	\$ 492,058	\$ -	\$ 120,431	\$ 5,976
Accrued Payroll Liabilities	(3,347)	-	-	-	-	-
Other Accrued Liabilities	401,046	-	25,664	-	22,575	(72,115)
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>412,753</u>	<u>67,050</u>	<u>517,722</u>	<u>-</u>	<u>143,006</u>	<u>(66,139)</u>
FUND BALANCES						
Non-Spendable	-	-	-	-	625,408	-
Restricted						
Board Designated	10,673,916	1,302,852	-	-	-	-
Other Purposes	-	1,137,892	10,612,999	357,168	-	-
Encumbered	14,469,856	1,285,635	5,071,120	-	2,336,512	1,439,233
Unassigned	(6,686,408)	-	-	-	1,871,614	(1,206,425)
Total Fund Balances	<u>18,457,364</u>	<u>3,726,379</u>	<u>15,684,119</u>	<u>357,168</u>	<u>4,833,534</u>	<u>232,808</u>
Total Liabilities and Fund Balances	<u>\$ 18,870,117</u>	<u>\$ 3,793,429</u>	<u>\$ 16,201,841</u>	<u>\$ 357,168</u>	<u>\$ 4,976,540</u>	<u>\$ 166,669</u>

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

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 5,974	\$ 628,524	\$ 615	\$ 74,029	\$ 11,849,322
Investments	6,123,029	-	-	-	29,647,641
Accounts Receivable	-	-	-	-	2,940,004
Other Receivables	178,107	13,008	-	-	1,627,388
Restricted Cash	-	-	-	-	3,915,659
Inventory	-	-	-	-	625,408
Other Assets	-	-	-	-	783,628
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 6,307,110</u>	<u>\$ 641,532</u>	<u>\$ 615</u>	<u>\$ 74,029</u>	<u>\$ 51,389,050</u>
LIABILITIES					
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ 700,569
Accrued Payroll Liabilities	-	-	-	-	(3,347)
Other Accrued Liabilities	-	(1,075)	-	-	376,095
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>(1,075)</u>	<u>-</u>	<u>-</u>	<u>1,073,317</u>
FUND BALANCES					
Non-Spendable	6,315,000	-	-	-	6,940,408
Restricted					
Board Designated	-	-	-	-	11,976,768
Other Purposes	(7,890)	641,557	615	67,766	12,810,107
Encumbered	-	1,050	-	6,263	24,609,669
Unassigned	-	-	-	-	(6,021,219)
Total Fund Balances	<u>6,307,110</u>	<u>642,607</u>	<u>615</u>	<u>74,029</u>	<u>50,315,733</u>
Total Liabilities and Fund Balances	<u>\$ 6,307,110</u>	<u>\$ 641,532</u>	<u>\$ 615</u>	<u>\$ 74,029</u>	<u>\$ 51,389,050</u>

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

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES						
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Taxes	-	-	-	-	-	-
ICCB Grants	1,297,104	-	-	-	-	-
Federal Grants	-	-	-	-	-	227,149
Tuition & Fees	5,461,100	423,850	-	-	18,604	-
Charges for Services	5,866	7,450	-	-	245,803	-
Interest	45,457	13,737	-	-	87	-
Other Revenues	1,994	-	-	-	2,522	8,209
Total Revenues	<u>6,811,521</u>	<u>445,037</u>	<u>-</u>	<u>-</u>	<u>267,016</u>	<u>235,358</u>
EXPENDITURES						
Payroll	544,973	48,856	-	-	74,245	62,810
Benefits	114,042	12,452	-	-	9,904	17,923
Contractual Services	63,761	74,690	30,614	-	26,923	48,313
Supplies	146,075	19,169	-	-	173,984	7,295
Travel	3,926	-	-	-	4,606	52
Fixed	4,158	-	-	-	126,142	-
Utilities	5,617	58,927	-	-	-	-
Capital Outlay	-	39,875	-	-	-	-
Other	4,975	466	-	-	3,220	16,311
Scholarships, Student Grants, & Waivers	1,629,638	-	-	-	29,333	22,481
Total Expenditures	<u>2,517,165</u>	<u>254,435</u>	<u>30,614</u>	<u>-</u>	<u>448,357</u>	<u>175,185</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>4,294,356</u>	<u>190,602</u>	<u>(30,614)</u>	<u>-</u>	<u>(181,341)</u>	<u>60,173</u>
TRANSFERS						
Net Transfers	(452,898)	10,000	-	-	442,898	-
Total Transfers	<u>(452,898)</u>	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>442,898</u>	<u>-</u>
Net Change in Fund Balance	<u>3,841,458</u>	<u>200,602</u>	<u>(30,614)</u>	<u>-</u>	<u>261,557</u>	<u>60,173</u>
Fund Balance - Beginning	14,615,906	3,525,777	15,714,733	357,168	4,571,977	172,635
Fund Balance - Ending	<u>\$ 18,457,364</u>	<u>\$ 3,726,379</u>	<u>\$ 15,684,119</u>	<u>\$ 357,168</u>	<u>\$ 4,833,534</u>	<u>\$ 232,808</u>

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

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
REVENUES					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Taxes	-	-	-	-	-
ICCB Grants	-	-	-	-	1,297,104
Federal Grants	-	-	-	-	227,149
Tuition & Fees	-	-	-	-	5,903,554
Charges for Services	-	500	-	-	259,619
Interest	-	1	-	-	59,282
Other Revenues	-	102,552	-	-	115,277
Total Revenues	<u>-</u>	<u>103,053</u>	<u>-</u>	<u>-</u>	<u>7,861,985</u>
EXPENDITURES					
Payroll	-	-	-	-	730,884
Benefits	-	-	-	19,473	173,794
Contractual Services	-	380	-	-	244,681
Supplies	-	-	-	-	346,523
Travel	-	(7,746)	-	-	838
Fixed	-	-	-	530,268	660,568
Utilities	-	-	-	-	64,544
Capital Outlay	-	-	-	-	(140,961)
Other	-	(1,032)	-	-	23,940
Scholarships, Student Grants, & Waivers	-	20,462	-	-	1,701,914
Total Expenditures	<u>-</u>	<u>12,064</u>	<u>-</u>	<u>549,741</u>	<u>3,806,725</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>90,989</u>	<u>-</u>	<u>(549,741)</u>	<u>4,055,260</u>
TRANSFERS					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>-</u>	<u>90,989</u>	<u>-</u>	<u>(549,741)</u>	<u>4,055,260</u>
Fund Balance - Beginning	6,307,110	551,618	615	623,770	46,441,309
Fund Balance - Ending	<u>\$ 6,307,110</u>	<u>\$ 642,607</u>	<u>\$ 615</u>	<u>\$ 74,029</u>	<u>\$ 50,496,569</u>

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

Unaudited

	ALL FUNDS	
	Fiscal	Fiscal
	Year	Year
	2025	2024
ASSETS:		
CASH	\$ 11,802,522	\$ 13,136,316
IMPREST FUND	21,300	21,300
CHECK CLEARING	25,500	14,500
CDB PROJECT TRUST	3,915,659	3,864,479
PREPAID EXPENSES	316,290	238,918
INVESTMENTS	29,647,641	19,656,168
RECEIVABLES	3,999,221	4,017,586
ACCRUED REVENUE	568,168	180,449
INTERFUND RECEIVABLES	-	-
INVENTORY	625,408	701,173
OTHER ASSETS	467,338	440,364
FIXED ASSETS (Net of Depr)	27,484,144	21,476,765
TOTAL ASSETS AND OTHER DEBITS:	\$ 78,873,191	\$ 63,748,018
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	\$ -	\$ -
ACCOUNTS PAYABLE	468,426	148,544
DEFERRED REVENUE	48,197	63,724
L-T DEBT GROUP (FUND 9)	8,662,950	4,228,644
OPEB (Prior Year Restated for GASB 75 Implementation)	5,856,409	13,963,316
OTHER LIABILITIES	375,857	392,859
TOTAL LIABILITIES:	15,411,839	18,805,363
FUND BALANCES:		
FUND BALANCE	25,886,898	19,098,194
INVESTMENT IN PLANT (Net of Depr)	27,484,144	21,476,765
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(14,519,359)	(18,191,960)
RESERVE FOR ENCUMBRANCES	24,609,669	22,559,656
TOTAL EQUITY AND OTHER CREDITS	63,461,352	44,942,655
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 78,873,191	\$ 63,748,018

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

College	Category	FISCAL YEAR 2023			FISCAL YEAR 2024			FISCAL YEAR 2025			% of Year
		Budget	Spent Thru July	% of Budget	Budget	Spent Thru July	% of Budget	Tentative Budget	Spent Thru July	% of Budget	
Frontier	Bills		\$ 32,635			\$ 17,508			\$ 22,417		
	Payroll		76,999			79,299			76,719		
	Waivers		68,684			204,642			118,990		
	Totals	\$ 3,873,183	178,318	5%	\$ 3,936,161	301,449	8%	\$ 4,523,243	218,126	5%	8%
Lincoln Trail	Bills		\$ 26,184			\$ 23,258			\$ 39,941		
	Payroll		79,052			77,580			86,798		
	Waivers		19,757			335,663			206,968		
	Totals	\$ 4,727,391	124,993	3%	\$ 4,480,373	436,501	10%	\$ 4,760,106	333,707	7%	8%
Olney Central	Bills		\$ 53,188			\$ 61,170			\$ 93,365		
	Payroll		172,148			150,916			150,894		
	Waivers		35,455			275,452			171,951		
	Totals	\$ 7,402,072	260,791	3%	\$ 7,643,937	487,538	6%	\$ 7,622,079	416,210	5%	8%
Wabash Valley	Bills		\$ 52,385			\$ 92,997			\$ 61,150		
	Payroll		114,850			98,884			97,748		
	Waivers		84,092			455,076			326,370		
	Totals	\$ 6,271,689	251,327	4%	\$ 5,915,330	646,957	11%	\$ 5,816,006	485,268	8%	8%
Workforce Educ.	Bills		\$ 6,233			\$ 6,244			\$ 6,317		
	Payroll		26,371			25,242			26,896		
	Waivers		41,483			184,283			289,891		
	Totals	\$ 2,761,446	74,087	3%	\$ 2,619,370	215,769	8%	\$ 2,740,542	323,104	12%	8%
District Wide	Bills		\$ 235,286			\$ 254,829			\$ 324,940		
	Payroll		123,047			157,179			154,774		
	Waivers		11,874			112,019			515,471		
	Totals	\$ 10,045,343	370,207	4%	\$ 9,886,500	524,027	6%	\$ 9,389,968	995,185	11%	8%
GRAND TOTALS		\$ 35,081,124	\$ 1,259,723	4%	\$ 34,481,671	\$ 2,612,241	8%	\$ 34,851,944	\$ 2,771,600	8%	8%

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

Unaudited

	FY 2025		FY 2024		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Property Taxes	\$ -	0.00%	\$ 68	15.44%	\$ (68)
Replacement Taxes	-	0.00%	1	4.87%	(1)	-100.000%
ICCB Grants	1,297,104	17.87%	1,316,878	37.78%	(19,774)	-1.502%
Tuition & Fees	5,884,950	81.10%	5,711,747	40.03%	173,203	3.032%
Charges for Services	14,167	0.20%	6,039	0.24%	8,128	134.592%
Interest	59,187	0.82%	3,180	0.92%	56,007	1761.226%
Other Revenues	1,145	0.02%	7,140	0.72%	(5,995)	-83.964%
	<u>\$ 7,256,553</u>	<u>100.00%</u>	<u>\$ 7,045,053</u>	<u>100.00%</u>	<u>\$ 211,500</u>	<u>3.002%</u>

	FY 2025		FY 2024		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Salaries	\$ 593,829	21.43%	\$ 589,100	51.89%	\$ 4,729
Employee Benefits	126,494	4.56%	123,840	8.37%	2,654	2.143%
Contractual Services	138,451	5.00%	84,414	7.15%	54,037	64.014%
Materials	165,244	5.96%	190,977	6.27%	(25,733)	-13.474%
Travel & Staff Development	3,926	0.14%	(1,638)	0.71%	5,564	-339.683%
Fixed Charges	4,158	0.15%	3,185	0.10%	973	30.549%
Utilities	64,544	2.33%	28,053	4.19%	36,491	130.079%
Capital Outlay	39,875	1.44%	33,303	2.91%	6,572	19.734%
Other	1,635,079	58.99%	1,561,007	18.41%	74,072	4.745%
	<u>\$ 2,771,600</u>	<u>100.00%</u>	<u>\$ 2,612,241</u>	<u>100.00%</u>	<u>\$ 159,359</u>	<u>6.100%</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	██████████								
LTC - Natatorium Pool Liner Replacement	DCEO Grant	\$212,604	██████████								
GRAND TOTAL		\$27,236,904	Board Approval	Preliminary Design	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

7/31/2024

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: August 20, 2024
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the August Personnel Report. This report has been amended from the original version that was published on August 16, 2024. Additional information for items 400.1, 400.2, 400.3, 400.4, 400.5, 400.6, 400.7, 400.8, & 400.9 have been sent under separate confidential cover.

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- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Memorandum of Agreement with IECCEA**
- 400.4. 2024-25 Administration and Staff Salaries**
- 400.5. Special Assignment(s)**
- 400.6. Employee Position Title Changes**
- 400.7. Approval of Proposed Non-College Employment**
- 400.8. Educational Level Change**
- 400.9. Resignation Ratification**

PERSONNEL REPORT

400.1 Employment of Personnel

A. Faculty, Exempt

1. Abigail Holdrieth, English/Speech Instructor, LTC effective August 26, 2024

B. Professional, Non-Faculty, Exempt

1. Bart Nation, TRIO Upward Bound Academic Counselor effective September 2, 2024

C. Classified, Non-Exempt

1. Colin Walls, Custodian, LTC effective August 26, 2024
2. Caleb Kamplain, TRIO Student Support Services Counselor, LTC effective August 26, 2024

400.2 Change in Status

A. Faculty, Exempt

1. Julie Dehart, Health Science Specialist, FCC to Medical Lab Technical Instructor, FCC effective October 1, 2024

B. Professional, Non-Faculty, Non-Exempt

1. Danyelle Ayres, from Part-time Adult Education Adjunct Instructor to Coordinator of ICAPS & Instruction effective August 26, 2024
2. Taryn Bunting, Trina Dunkel, and Justn Young from Financial Aid Coordinator to Financial Aid Specialist effective September 2, 2024

C. Classified, Non-Exempt

1. Stephanie Corley, Brittany Longbons, and Sara Newkirk from Student Services Specialist to Financial Aid Representative effective September 2, 2024
2. Annie Matthews from Administrative Assistant to the Dean, OCC to TRIO Student Support Services Counselor, OCC effective August 26, 2024

~~400.3 Memorandum of Agreement with IECCEA (Certain Retroactive Economic Items for AY-2024)~~

400.4 2024-25 Administration and Staff Salaries

400.5 Special Assignment(s) (Attachment)

400.6 Employee Position Title Changes

- A. Position title change for all TRIO Upward Bound Counselors to TRIO Upward Bound Academic Counselors:

1. Rachel Carter
2. Grae Drake
3. Rusty Foerster
4. Kristie Markman
5. Jade Colclasure

B. Position title change for all TRIO Upward Bound Coordinators to TRIO Upward Bound Academic Coordinators:

1. Candice Young
2. Julie Auteberry
3. Christy Morley

400.7 Approval of Proposed Non-College Employment

<u>Name</u>	<u>Employer</u>	<u>Hours/Days per Academic Year</u>
Angelia Williams	Good Samaritan Hospital Vincennes, IN LaSalle Behavioral Health Unit	216 hours
Dustin Wiggins	Centerpoint Energy Evansville, IN	500 hours
Rob Mason	SIUC School of Physics & Applied Physics Carbondale, IL	9 days
Megan Bunnage	St. Vincent Hospital for Women and Children	52 days
Vanessa Lowe	Deaconess Evansville, IN	32 hours

400.7.1 Approval of Proposed Non-College Employment (amended and to be voted on in a separate vote)

<u>Name</u>	<u>Employer</u>	<u>Hours/Days per Academic Month</u>
Joseph Brown	JB Express Transportation LLC Cisne, IL KTDA Trucking Mt. Erie, IL	25 days/125 hours

400.8 Educational Level Change

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Phil Thorsen	MA+48	PhD	\$2,000
Carrie Brown	MA MA+12	MA+12 MA+24	\$1,000 \$1,000
Steve Hnetkovsky	MA+12	MA+24	\$1,000
Becky Coleman	MA	MA+12	\$1,000

400.9 Resignation Ratification

1. Kyrah Buchanan, Program Advisor, Allied Health, LTC effective July 19, 2024
2. John McCarty, Music Instructor, LTC effective August 2, 2024
3. Andrea Loll, Director of Enrollment Management, LTC effective August 30, 2024
4. Ken Pryor, Information Systems Technician effective August 6, 2024.
5. Brent Maguire, Program Director, Emergency Preparedness and Director of Safety and Emergency Preparedness effective August 16, 2024.