

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**IECC Board of Trustees Meeting**

**Tuesday, January 21, 2025**



**Location:**

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

**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, January 21, 2025  
6:15 p.m.**

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

- |   |                  |    |
|---|------------------|----|
| 1. Call to Order & Roll Call  | Chairman Carter  |    |
| 2. Welcome from the Chair   | Chairman Carter  |    |
| 3. Recognition of Visitors and Guests   | President Edgren |    |
| A. Visitors and Guests  |                  |    |
| B. IECCEA Representative  |                  |    |
| 4. Public Comments  |                  |    |
| 5. Reports  |                  |    |
| A. Trustees   |                  |    |
| B. Chancellor   |                  |    |
| C. Presidents & Divisions   |                  |    |
| 6. Approval of Consent Agenda   | Chancellor Gower |    |
| A. Disposition of Minutes   |                  | 5  |
| B. Policy 400.4 Holiday, Leave,<br>and Benefit / Non-Bargaining<br>Unit Employees |                  | 13 |

C.	Policy 500.14 Tuition Waivers		18
D.	SIU/IECC Motorcycle Agreement		21
E.	Affiliation Agreements		26
	<ul style="list-style-type: none"> <li>• Gibson Co. Ambulance</li> <li>• Posey Co. EMS</li> <li>• White Co. Ambulance</li> </ul>		
7.	Action on Items Removed from Consent Agenda	Chancellor Gower	
8.	Policy First Reading (and Possible Approval)- None.	Chancellor Gower	
9.	Policy Second Reading- None.	Chancellor Gower	
10.	Staff Recommendations for Approval		
A.	Non-Bargaining Unit Banded Salary Increase	Chancellor Gower	31
11.	Bid Committee Report- None.	Chancellor Gower	
12.	District Finance	Mr. Hawkins	
A.	Financial Report		33
B.	Approval of Financial Obligations		
13.	Executive Session	Chancellor Gower	
14.	Approval of Executive Session Minutes		

- A. Written Executive Session Minutes
- B. Audio Executive Session Minutes
- C. Semi-Annual Review of Executive Session Minutes

15. Approval of Personnel Report

Mrs. McDowell 42

16. Litigation

Chancellor Gower

17. Other Items

18. Adjournment

IECC Board of Trustees SPECIAL  
MEETING  
Tuesday, December 10, 2024 9:30 AM Central

Terry L. Bruce West Richland Center  
320 E. North Ave.  
Noble, Illinois 62868

1. Call to Order & Roll Call – Chairman Gary Carter called the meeting to order at 9:30 a.m. and called the roll.

Susan Batchelor:	Present
John Brooks:	Present
Roger Browning:	Present
Gary Carter:	Present
Brenda Culver:	Present
Jan Ridgely (via TEAMS, non-voting):	Present
Barbara Shimer:	Present
Jorri VanDyke	
Student Trustee:	Absent

Present: 7, Absent: 0

2. Recognition of Visitors and Guests

2.A. Visitors and Guests - None

2.B. IECEA Representative - None

3. Public Comment - None

4. Trustee Reports - None

5. Strategic and Long-Term Planning

The Board held a strategic retreat to discuss a range of important topics critical to the long-term financial stability and operational efficiency of the district. Topics included revenue and expenditure planning, strategies for aligning workforce needs with institutional goals, and future-focused approaches to optimizing IECC’s facilities and resources. These discussions provided valuable insights for guiding decisions to ensure fiscal responsibility and continued excellence in serving our students and communities. No formal action was taken.

6. Executive Session – None

7. Other Items - None

8. Adjournment

Motion to adjourn at 3:15 p.m. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

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

Yea: 7, Nay: 0, Absent: 0

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

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

1. Call to Order & Roll Call – Chairman Gary Carter called the meeting to order at 4:30 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 ( <i>arrived at 4:35 p.m.</i> ):	Present
Jan Ridgely:	Absent
Barbara Shimer:	Present
Jorri VanDyke ( <i>arrived at 5:21 p.m.</i> ):	Present

Present: 6, Absent: 1.

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  
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 – Dustin Wiggins, Linda Monge, Nixie Hnetkovsky, Cheryl Dill, Sheryl Smithenry, Lisa Rauch, Anne Hustad, Terrilynne Majors, Karen Winkels, and Amy Tarr.

3.B. IECCEA Representative – Nixie Hnetkovsky expressed appreciation for Dr. Gower’s comments following the recent Higher Learning Commission (HLC) visit.

4. Public Hearing - Notice of Intent to Levy Additional Tax under 110 ILCS 805/3-14.3  
Motion to recess the regular meeting and reconvene immediately following the Tax Levy Hearing. This motion, made by Brenda Culver and seconded by Barbara Shimer, Carried.  
Jan Ridgely: Absent, Jorri VanDyke (Student Trustee): Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea  
Yea: 6, Nay: 0, Absent: 1

### 5. Public Hearing 2024 Tax Levy

Move that Illinois Eastern Community College District 529, counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a Tax Levy Hearing on this 10th day of December 2024. The purpose of the Tax Levy Hearing is to receive public comments on the 2024 Tax Levy of the District. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

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

Yea: 6, Nay: 0, Absent: 1

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

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

Yea: 6, Nay: 0, Absent: 1

6. Public Comments – Terrilynne Majors and Karen Winkels expressed concerns with the possibility of the squirrel population on the Olney Central College’s campus as a result of the elimination of trees for the upcoming construction project.

### 7. Reports

7.A. Trustees - None

7.B. Chancellor – Dr. Gower reported that the Higher Learning Commission (HLC) Visit went very well and expressed gratitude to the leadership team, HLC team, and all IECC employees.

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

### 8. Approval of Consent Agenda

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

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

Yea: 6, Nay: 0, Absent: 1

8.A. Disposition of Minutes – Open meeting minutes as prepared for the regular meeting held on November 19, 2024 were presented for approval.

8.B. Affiliation Agreements – None

8.C. Disposition of Minutes - None

8.D. Policy 400.1 Selection and Employment – Revisions were made to align with the recent shift in responsibility for securing Motor Vehicle Reports (MVR) from the Business Office to Human Resources.

8.E. Policy 300.14 Purchasing – Revisions to merge the corresponding procedure into the policy to streamline and clarify the content.

8.F. GASB Designation of Tax Levy Year 2024 – Resolution clarifies that under Governmental Accounting Standards Board (GASB) guidelines, taxes levied by the District for calendar year 2024 will be collected late in calendar year 2025 and that income from the collection of such funds will be allocated 100% to Fiscal Year 2026 (July 1, 2025 – June 30, 2026). **Document Registry 24-12-01**

8.G. 2024 Biennial Review – Report that ensures that IECC is compliant with the Drug-Free Schools and Communities Act. **Document Registry 24-12-02**

8.H. Facility Use Agreement - Lawrence Co. Hospital – The agreement will allow Radiography students to use compliant radiology rooms, and energized radiography equipment in a laboratory setting. **Document Registry 24-12-03**

8.I. Affiliation Agreement - Good Samaritan Hospital **Document Registry 24-12-04**

9. Action on Items Removed from Consent Agenda - None

10. Policy First Reading (and Possible Approval)

10.A. Policy 400.33 Vehicle Usage for Employees

Motion to waive the second reading and approve the relocation of Driver's License Procedure 300.1.25 to IECC-Owned and Personal Vehicle Use Policy 400.33. This motion, made by Barbara Shimer and seconded by Brenda Culver, Carried.

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

Yea: 6, Nay: 0, Absent: 1

10.B. Policy 300.23 IECC-issued Credit Card

Motion to waive the second reading and approve IECC-Issued Credit Cards Policy 300.23 as a new policy that authorizes the Business Office to issue credit cards to select employees for travel-related business expenses and other approved purchases when appropriate. This motion, made by Brenda Culver and seconded by Roger Browning, Carried.

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

Yea: 6, Nay: 0, Absent: 1

11. Policy Second Reading - None

12. Staff Recommendations for Approval

12.A. Certification of Tax Levy 2024

Motion to approve the Certificate of Tax Levy as recommended. This motion, made by Roger Browning and seconded by Barbara Shimer, Carried. **Document Registry 24-12-05**

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

Barbara Shimer: Yea

Yea: 5, Nay: 0, Absent: 1, Abstain: 1

#### 12.B. Certificate of Compliance with the Truth in Taxation Law

Motion to approve the Certificate of Compliance with the Truth in Taxation Law as recommended. This motion, made by Roger Browning and seconded by Barbara Shimer, Carried.

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

Yea: 6, Nay: 0, Absent: 1

#### 12.C. FY2024 Audit

Motion to approve the FY2024 Audit prepared by Martin Hood LLC as presented. This motion, made by Roger Browning and seconded by Susan Batchelor, Carried. **Document Registry 24-12-06**

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

Yea: 6, Nay: 0, Absent: 1

#### 12.D. Annual Financial Report

Motion to approve the annual financial report as presented. This motion, made by Barbara Shimer and seconded by Brenda Culver, Carried. **Document Registry 24-12-07**

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

Yea: 6, Nay: 0, Absent: 1

#### 12.E. Bid Exception Under 805/3.27.1

Motion to approve the authorization to proceed with a digital marketing campaign in partnership with The Original Company - TOC Direct Digital. This motion, made by Susan Batchelor and seconded by Brenda Culver, Carried.

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

Yea: 6, Nay: 0, Absent: 1

#### 12.F. Resolution of Appreciation

Motion to approve a Resolution of Appreciation to recognize the extraordinary contributions of faculty and staff who played a pivotal role in the preparation and successful completion of the Higher Learning Commission (HLC) Accreditation process. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

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

Yea: 6, Nay: 0, Absent: 1

#### 13. Bid Committee Report

Motion to accept the bid from Silverthorne Chevrolet GMC, Robinson, IL for the purchase of a new 12 passenger van for a total amount of \$47,350. This motion, made by Roger Browning and seconded by Barbara Shimer, Carried.

Jan Ridgely: Absent, Susan Batchelor: Yea, John Brooks: Yea, Roger Browning: Yea, Gary

Carter: Yea, Brenda Culver: Yea, Barbara Shimer: Yea, Jorri VanDyke (Student Trustee): Yea  
Yea: 6, Nay: 0, Absent: 1

#### 14. District Finance

##### 14.A. Financial Report

##### 14.B. Approval of Financial Obligations

Motion to approve payment of district obligations for December 2024 in the total amount of \$1,417,398.52. This motion, made by Roger Browning and seconded by Barbara Shimer, Carried.

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

#### 15. Executive Session - None

#### 16. Approval of Executive Session Minutes - None

##### 16.A. Written Executive Session Minutes - None

##### 16.B. Audio Executive Session Minutes - None

##### 16.C. Semi-Annual Review of Executive Session Minutes - Tabled

#### 17. Approval of Personnel Report

### 400.1 Employment of Personnel

#### A. Classified, Non-Exempt

1. Chris Dowds, Maintenance/Groundskeeper, OCC effective January 2, 2025
2. Breeanna Elder, Administrative Assistant to the Dean, OCC, Academic Affairs effective January 2, 2025

### 400.2 Position Title Changes

1. Coordinators of Marketing and Public Information to Coordinators of Marketing and Communications: Chris Forde, Deanna Ratts, Quianna McGee, Cameron Ireland, and Derek Dunn

### 400.3 Special Assignments (Attachment)

### 400.4 Educational Level Change

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Clare Roosevelt	BA+16	MA	\$1,000

**400.5 Dismissal of Personnel**

- 1. Robin Johnson, Business Office Assistant, FCC, Business Operations effective November 22, 2024

**400.6 Resignation Ratification**

- 1. Paul Bruinsma, Chief Academic Officer, DO effective December 6, 2024
- 2. Caleb Dunn, Maintenance/Groundskeeper, FCC effective December 2, 2024
- 3. Sueko Davis, Custodian, LTC effective December 18, 2024
- 4. Holly O'Brien, Mental Health Specialist, DO effective January 2, 2025

**400.7 Retirement Ratification**

- 1. Doug Shipman, Director of Business, OCC, Business Operations effective April 18, 2025.
- 2. Rodney Raney, Program Director, Adult Education, Academic Affairs effective March 1, 2025.

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

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

18. Litigation - None

**19. Adjournment**

Motion to adjourn at 5:43 p.m. This motion, made by Susan Batchelor and seconded by Barbara Shimer, Carried.

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

Approved:      Chairman: \_\_\_\_\_

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

MEMORANDUM

TO: Board of Trustees  
FROM: Ryan Gower  
DATE: January 21, 2025  
RE: Holiday, Leave, and Benefit Policy – Non-Bargaining Unit Employees (400.4)

This policy, along with a related procedure, 200.8 *Campus Closures and Interruptions*, was reviewed and updated to align with new legislation under the Public Community College Act (110 ILCS 805/3-29.26) regarding weather emergency closings and employee pay. IECC was already in full compliance with the new law, as Procedure 200.8 provided appropriate guidance. However, it was determined that relocating this information to Policy 400.4 would enhance clarity.

The proposed revisions to policy have been reviewed and approved by the Strategic Engagement Planning Council.

Mr. Chairman, I respectfully request that the Board 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: June 16, 2020
Revised: September 17, 2002	Revised: January 19, 2021
Revised: November 15, 2005	Revised: September 20, 2022
Revised: June 20, 2006	Revised: December 12, 2023 (Effective 1/1/2024)
Revised: December 12, 2006	Revised: March 19, 2024
Revised: February 21, 2017	Revised: August 20, 2024
Revised: March 17, 2020	Revised: January 21, 2025 (Pending Board Approval)
Revised: April 21, 2020	

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 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 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 District.

- D. 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 Bereavement Leave under the following terms and conditions.

Maximum Five (5) Days of Leave at Full Pay. Granted upon the death 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

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. Granted upon the death of the full-time employee's relatives not identified above, including in-laws and stepfamily 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 District shall be allowed expenses according to the regulations of the District.
- G. Closures and Interruptions. As provided in the Public Community College Act (110 ILCS 805/3-29.26), full-time employees will be compensated their regular rate of pay for campus closings due to a city, county, or state declaration of a winter weather emergency. IECC extends this to include campus closures and interruptions as determined by IECC Administration. Non-exempt employees shall report this time as "regular" hours. Closures are relevant to location and extend to employees working remotely, based on their primary location.

Essential employees may be required to work during a closure: Exempt employees shall be given Personal Leave time equivalent to the time they were required to work. Non-exempt employees shall have the option to be paid double time or be given Personal Leave time equivalent to the time they were required to work during the closure/interruption.

## 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 appropriate Vice-Chancellor 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/Procedures

Campus Closures and Interruptions 200.8

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: January 21, 2025  
RE: Tuition Waivers Policy (500.14)

Policy 500.14 has been revised to ensure and clarify that all fees are waived for IECC courses required for employment and onboarding.

The proposed revisions to policy have been reviewed and approved by the Strategic Engagement Planning Council.

Mr. Chairman, I respectfully request that the Board waive the second reading and approve Policy 500.14 as presented.

RG/GE

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: August 20, 2024  
Revised: January 21, 2025 (Pending Board Approval)

Illinois Eastern Community College District 529 (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 shall be waived for residents of District 529 who are 60 years or older. Non-credit course fees are not waived.

B. IECC Employees

1. Full-time

Tuition shall be waived for all full-time employees (current or SURS qualified retirees) and their immediate family members.

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

2. Part-time Non-faculty

Tuition for a semester shall be waived for all part-time hourly employees and their immediate family members when: the part-time employee is working 10 hours or more per week in the same semester in which the waiver is sought.

3. Part-time Faculty

Tuition for a semester shall be waived for all part-time faculty and their immediate family members when: the part-time faculty is teaching 3 credit hours or more in the same semester in which the waiver is sought.

Clarifications regarding all IECC employees:

- 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 shall not be entitled to a tuition waiver, effective upon separation.
- In addition to the tuition waiver, all fees will be waived for courses **when:**
  - **that have the course has** been approved as pertinent to an employee's professional development; all such waivers are subject to approval by the employee's direct supervisor.
  - **the course is an IECC course required for employment and onboarding.**

- 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
- Spencer
- 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 Chancellor or 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: January 21, 2025

RE: Motorcycle Safety Agreement with SIU-Carbondale

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

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

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

RG/sc

Attachments

## FACILITY USE AGREEMENT

This Agreement is entered into and is effective this 1st day of March, 2025 (“Effective Date”), between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Illinois Eastern Community Colleges District #529 (“IECC”), on behalf of Frontier Community College located in Fairfield, Illinois (“FCC”); Lincoln Trail College located in Robinson, Illinois (“LTC”); Olney Central College located in Olney, Illinois (“OCC”); and Wabash Valley College located in Mt. Carmel, Illinois (“WVC”). FCC, LTC, OCC, and WVC may hereafter be referred to individually as a campus or collectively as the campuses of IECC.

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

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The recitals hereinabove are incorporated by reference into the terms of this Agreement as though fully stated herein.

2. IECC will make certain real property available to the University at each of the IECC campuses on dates and time commencing after the date of this Agreement, which said dates and times

shall be requested in writing by the University and approved in writing by IECC, for offering the Courses.

3. For the term of this Agreement, SIUC agrees to maintain the following insurance coverage:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. This Agreement commence as of the Effective Date and continue through the end of the approved course schedule for 2025, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may amend, extend or renew this agreement only by written mutual agreement signed by each party’s authorized representative.

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

BOARD OF TRUSTEES  
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529  
Olney Central College

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

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

[SIU Approved as to Legal Form](#)

## MEMORANDUM

TO: IECC Board of Trustees  
FROM: Ryan Gower, Chancellor  
DATE: January 21, 2025  
RE: Affiliation Agreements

An affiliation agreement is a formal contract between an educational institution and an external facility or business that provides students with experiential learning opportunities. These agreements outline the roles, responsibilities, and liabilities of all parties involved. Such placements are unpaid and are integral to the successful completion of the students' academic programs.

IECC seeks to renew a *standard* clinical affiliation agreement with the following organizations:

- **Gibson Co. Ambulance Service**
- **Posey Co. EMS**
- **White Co. Ambulance Service**

Mr. Chairman, I respectfully request the Board's approval of this affiliation agreement.

RG/sc

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

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

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ILLINOIS EASTERN COMMUNITY  
COLLEGES DISTRICT #529

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

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

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

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

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

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

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

## MEMORANDUM

**To:** IECC Board of Trustees

**From:** Ryan Gower, Chancellor

**Date:** January 21, 2025

**Subject:** Proposal for a New Banded Salary Plan (FY 26-28)

### Background

Three years ago, the Board adopted a banded salary plan for non-bargaining unit employees designed to address rising minimum wage laws and improve compensation equity. The plan prioritized larger percentage increases for lower-wage employees, departing from traditional IECC practices that awarded uniform percentage increases across all salary levels. As the current plan concludes, I propose continuing with a refined banded approach to maintain momentum in improving our wage structure.

### Proposed Plan for FY26–FY28

The new proposal retains the banded approach, with adjustments reflecting current inflationary trends and economic conditions.

- **Band 1** (~13 employees): Salaries over \$100,000 receive a **1.5% annual increase**.
  - *Rationale:* Modest increases ensure sustainability while maintaining competitiveness.
- **Band 2** (~121 employees): Salaries \$60,000–\$99,999 receive a **3.0% annual increase**.
  - *Rationale:* Supports key middle-management and support roles while balancing fiscal responsibility.
- **Band 3** (~73 employees): Salaries under \$60,000 receive a **4.0% annual increase**.
  - *Rationale:* Strengthens entry-level wages to attract and retains existing talent.

### Financial Impact

The projected costs, inclusive of all wage bands, are:

- **FY26:** \$327,797
- **FY27:** \$333,373
- **FY28:** \$338,810
- **Three-Year Total:** \$999,980

Funding Breakdown:

- Education Fund: ~70%
- Operations & Maintenance: ~10%
- Grants: ~10%
- Auxiliary: ~10%

This plan reflects our ongoing commitment to competitive, fair compensation. It ensures we attract and retain skilled employees, while working to sustain fiscal health.

I ask that the Board accept this non-bargaining unit banded salary range effective FY26 which begins July 1, 2025 with the scheduled pay increases occurring in September, 2025 as is our historic practice.

RG

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

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

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$ 9,006,385.01</b>
<b>Operations &amp; Maintenance</b>	<b>1,038,438.26</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>2,532,627.99</b>
<b>Bond &amp; Interest</b>	<b>252,561.18</b>
<b>Auxiliary</b>	<b>79,544.13</b>
<b>Restricted Purposes</b>	<b>220,117.59</b>
<b>Working Cash</b>	<b>728,876.18</b>
<b>Trust &amp; Agency</b>	<b>585,361.88</b>
<b>Audit</b>	<b>(2,346.57)</b>
<b>Liability, Protection &amp; Settlement</b>	<b>523,695.06</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 14,965,260.71</u></b>

Respectfully submitted,

Ryan Hawkins, Treasurer

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

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>ASSETS</b>						
Cash	\$ 9,032,685	\$ 1,038,438	\$ 2,532,628	\$ 252,561	\$ 100,044	\$ 220,118
Investments	8,801,846	2,775,653	6,851,703	-	3,419,336	-
Accounts Receivable	2,065,978	312,576	-	-	325,072	-
Other Receivables	915,791	8,639	42,586	-	4,023	70,205
Restricted Cash	-	-	4,614,304	-	-	-
Inventory	-	-	-	-	625,408	-
Other Assets	172,523	-	-	-	-	476,041
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 20,988,823</u>	<u>\$ 4,135,306</u>	<u>\$ 14,041,221</u>	<u>\$ 252,561</u>	<u>\$ 4,473,883</u>	<u>\$ 766,364</u>
<b>LIABILITIES</b>						
Accounts Payable	\$ 35,701	\$ 11,621	\$ -	\$ -	\$ 19,508	\$ 4,518
Accrued Payroll Liabilities	3,431	-	-	-	-	-
Other Accrued Liabilities	117,760	-	25,664	-	46,219	(117,650)
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>156,892</u>	<u>11,621</u>	<u>25,664</u>	<u>-</u>	<u>65,727</u>	<u>(113,132)</u>
<b>FUND BALANCES</b>						
Non-Spendable	-	-	-	-	625,408	-
Restricted						
Board Designated	11,517,108	1,435,544	-	-	-	-
Other Purposes	-	1,965,224	10,839,582	252,561	-	-
Encumbered	9,066,295	722,917	3,175,975	-	1,534,643	1,045,148
Unassigned	248,528	-	-	-	2,248,105	(165,652)
Total Fund Balances	<u>20,831,931</u>	<u>4,123,685</u>	<u>14,015,557</u>	<u>252,561</u>	<u>4,408,156</u>	<u>879,496</u>
Total Liabilities and Fund Balances	<u>\$ 20,988,823</u>	<u>\$ 4,135,306</u>	<u>\$ 14,041,221</u>	<u>\$ 252,561</u>	<u>\$ 4,473,883</u>	<u>\$ 766,364</u>

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

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>ASSETS</b>					
Cash	\$ 728,876	\$ 585,362	\$ (2,347)	\$ 523,695	\$ 15,012,060
Investments	5,483,298	-	-	-	27,331,836
Accounts Receivable	-	-	-	-	2,703,626
Other Receivables	111,609	48,604	-	-	1,201,457
Restricted Cash	-	-	-	-	4,614,304
Inventory	-	-	-	-	625,408
Other Assets	-	-	-	-	648,564
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 6,323,783</u>	<u>\$ 633,966</u>	<u>\$ (2,347)</u>	<u>\$ 523,695</u>	<u>\$ 52,137,255</u>
<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ 1,606	\$ -	\$ -	\$ 72,954
Accrued Payroll Liabilities	-	-	-	-	3,431
Other Accrued Liabilities	-	-	-	-	71,993
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>1,606</u>	<u>-</u>	<u>-</u>	<u>148,378</u>
<b>FUND BALANCES</b>					
Non-Spendable	6,315,000	-	-	-	6,940,408
Restricted					
Board Designated	-	-	-	-	12,952,652
Other Purposes	8,783	629,552	-	517,792	14,213,494
Encumbered	-	2,808	-	5,903	15,553,689
Unassigned	-	-	(2,347)	-	2,328,634
Total Fund Balances	<u>6,323,783</u>	<u>632,360</u>	<u>(2,347)</u>	<u>523,695</u>	<u>51,988,877</u>
Total Liabilities and Fund Balances	<u>\$ 6,323,783</u>	<u>\$ 633,966</u>	<u>\$ (2,347)</u>	<u>\$ 523,695</u>	<u>\$ 52,137,255</u>

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

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
<b>REVENUES</b>						
Property Taxes	\$ 3,892,707	\$ 1,446,953	\$ 172,130	\$ 1,458,727	\$ -	\$ -
Replacement Taxes	-	274,482	-	-	-	-
ICCB Grants	6,917,922	-	-	-	-	474,435
Federal Grants	-	-	-	-	-	4,447,582
Tuition & Fees	10,482,802	824,668	-	-	150,927	-
Charges for Services	26,751	47,210	-	-	1,533,147	-
Interest	159,475	21,641	160,093	12,390	45,733	6,433
Other Revenues	48,741	30	34,002	-	125,179	169,651
Total Revenues	<u>21,528,398</u>	<u>2,614,984</u>	<u>366,225</u>	<u>1,471,117</u>	<u>1,854,986</u>	<u>5,098,101</u>
<b>EXPENDITURES</b>						
Payroll	7,076,807	592,028	-	-	1,043,014	855,509
Benefits	1,238,556	136,613	-	-	118,523	183,900
Contractual Services	986,437	268,454	127,053	-	203,669	331,257
Supplies	931,682	142,953	5,178	-	1,010,009	116,940
Travel	91,629	55	-	-	184,197	38,017
Fixed	38,795	36	-	1,575,724	157,777	306
Utilities	21,730	625,833	-	-	-	-
Capital Outlay	131,395	202,908	1,621,948	-	35,714	424,218
Other	82,443	530	-	-	52,132	782,547
Scholarships, Student Grants, & Waivers	4,004,633	-	-	-	179,438	2,575,338
Total Expenditures	<u>14,604,107</u>	<u>1,969,410</u>	<u>1,754,179</u>	<u>1,575,724</u>	<u>2,984,473</u>	<u>5,308,032</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>6,924,291</u>	<u>645,574</u>	<u>(1,387,954)</u>	<u>(104,607)</u>	<u>(1,129,487)</u>	<u>(209,931)</u>
<b>TRANSFERS</b>						
Net Transfers	(1,000,796)	10,000	-	-	990,796	-
Total Transfers	<u>(1,000,796)</u>	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>990,796</u>	<u>-</u>
Net Change in Fund Balance	<u>5,923,495</u>	<u>655,574</u>	<u>(1,387,954)</u>	<u>(104,607)</u>	<u>(138,691)</u>	<u>(209,931)</u>
Fund Balance - Beginning	14,908,436	3,468,111	15,403,511	357,168	4,546,847	1,089,427
Fund Balance - Ending	<u>\$ 20,831,931</u>	<u>\$ 4,123,685</u>	<u>\$ 14,015,557</u>	<u>\$ 252,561</u>	<u>\$ 4,408,156</u>	<u>\$ 879,496</u>

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

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
<b>REVENUES</b>					
Property Taxes	\$ -	\$ -	\$ 54,175	\$ 1,155,581	\$ 8,180,273
Replacement Taxes	-	-	-	-	274,482
ICCB Grants	-	-	-	-	7,392,357
Federal Grants	-	-	-	-	4,447,582
Tuition & Fees	-	-	-	-	11,458,397
Charges for Services	-	9,378	-	-	1,616,486
Interest	16,673	9,536	63	4,348	436,385
Other Revenues	-	380,549	-	1,428	759,580
Total Revenues	<u>16,673</u>	<u>399,463</u>	<u>54,238</u>	<u>1,161,357</u>	<u>34,565,542</u>
<b>EXPENDITURES</b>					
Payroll	-	-	-	-	9,567,358
Benefits	-	-	-	99,184	1,776,776
Contractual Services	-	4,815	57,200	343,931	2,322,816
Supplies	-	8,187	-	6,436	2,221,385
Travel	-	119	-	-	314,017
Fixed	-	-	-	534,297	2,306,935
Utilities	-	-	-	-	647,563
Capital Outlay	-	-	-	-	2,416,183
Other	-	(23,191)	-	3,380	897,841
Scholarships, Student Grants, & Waivers	-	328,738	-	-	7,088,147
Total Expenditures	<u>-</u>	<u>318,668</u>	<u>57,200</u>	<u>987,228</u>	<u>29,559,021</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>16,673</u>	<u>80,795</u>	<u>(2,962)</u>	<u>174,129</u>	<u>5,006,521</u>
<b>TRANSFERS</b>					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>16,673</u>	<u>80,795</u>	<u>(2,962)</u>	<u>174,129</u>	<u>5,006,521</u>
Fund Balance - Beginning	6,307,110	551,565	615	349,566	46,982,356
Fund Balance - Ending	<u>\$ 6,323,783</u>	<u>\$ 632,360</u>	<u>\$ (2,347)</u>	<u>\$ 523,695</u>	<u>\$ 51,988,877</u>

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

Unaudited

	<b>ALL FUNDS</b>	
	<b>Fiscal</b>	<b>Fiscal</b>
	<b>Year</b>	<b>Year</b>
	<b>2025</b>	<b>2024</b>
<b>ASSETS:</b>		
CASH	\$ 14,965,261	\$ 15,901,893
IMPREST FUND	21,300	21,300
CHECK CLEARING	25,500	14,500
CDB PROJECT TRUST	4,614,304	3,947,286
PREPAID EXPENSES	172,523	131,355
INVESTMENTS	27,331,834	31,410,265
RECEIVABLES	3,708,139	3,407,810
ACCRUED REVENUE	196,943	106,260
INTERFUND RECEIVABLES	-	-
INVENTORY	625,408	638,738
OTHER ASSETS	476,041	444,410
FIXED ASSETS (Net of Depr)	33,160,165	24,651,091
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>\$ 85,297,418</b>	<b>\$ 80,674,908</b>
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE	\$ 3,431	\$ 4,529
ACCOUNTS PAYABLE	73,005	104,260
DEFERRED REVENUE	71,942	52,772
L-T DEBT GROUP (FUND 9)	7,343,497	2,425,237
OPEB (Prior Year Restated for GASB 75 Implementation)	6,280,647	5,856,409
OTHER LIABILITIES	-	-
<b>TOTAL LIABILITIES:</b>	<b>13,772,522</b>	<b>8,443,207</b>
<b>FUND BALANCES:</b>		
FUND BALANCE	36,435,186	39,745,168
INVESTMENT IN PLANT (Net of Depr)	33,160,165	24,651,091
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(13,624,144)	(8,281,646)
RESERVE FOR ENCUMBRANCES	15,553,689	16,117,088
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>71,524,896</b>	<b>72,231,701</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 85,297,418</b>	<b>\$ 80,674,908</b>

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

College	Category	FISCAL YEAR 2023			FISCAL YEAR 2024			FISCAL YEAR 2025			
		Budget	Spent Thru December	% of Budget	Budget	Spent Thru December	% of Budget	Tentative Budget	Spent Thru December	% of Budget	% of Year
Frontier	Bills		\$ 353,755			\$ 336,001			\$ 366,562		
	Payroll		1,020,667			1,029,675			1,112,912		
	Waivers		518,710			513,299			342,242		
	Totals	\$ 3,873,183	1,893,132	40%	\$ 3,936,161	1,878,975	48%	\$ 4,523,243	1,821,716	40%	50%
Lincoln Trail	Bills		\$ 472,046			\$ 609,589			\$ 551,535		
	Payroll		1,077,653			1,077,178			1,152,869		
	Waivers		728,326			831,109			617,311		
	Totals	\$ 4,727,391	2,278,025	40%	\$ 4,480,373	2,517,876	56%	\$ 4,760,106	2,321,715	49%	50%
Olney Central	Bills		\$ 827,619			\$ 1,081,840			\$ 1,013,522		
	Payroll		2,165,825			2,082,588			2,012,622		
	Waivers		588,730			623,114			480,286		
	Totals	\$ 7,402,072	3,582,174	40%	\$ 7,643,937	3,787,542	50%	\$ 7,622,079	3,506,430	46%	50%
Wabash Valley	Bills		\$ 601,388			\$ 818,041			\$ 695,044		
	Payroll		1,502,323			1,412,607			1,343,854		
	Waivers		986,253			1,028,137			688,983		
	Totals	\$ 6,271,689	3,089,964	41%	\$ 5,915,330	3,258,785	55%	\$ 5,816,006	2,727,881	47%	50%
Workforce Educ.	Bills		\$ 84,893			\$ 85,973			\$ 110,072		
	Payroll		293,623			332,472			329,632		
	Waivers		603,342			848,199			958,294		
	Totals	\$ 2,761,446	981,858	32%	\$ 2,619,370	1,266,644	48%	\$ 2,740,542	1,397,998	51%	50%
District Wide	Bills		\$ 2,123,444			\$ 1,930,217			\$ 2,163,312		
	Payroll		1,615,324			2,000,276			1,716,946		
	Waivers		32,009			267,318			917,517		
	Totals	\$ 10,045,343	3,770,777	38%	\$ 9,886,500	4,197,811	42%	\$ 9,389,968	4,797,775	51%	50%
<b>GRAND TOTALS</b>		<b>\$ 35,081,124</b>	<b>\$ 15,595,930</b>	<b>44%</b>	<b>\$ 34,481,671</b>	<b>\$ 16,907,633</b>	<b>49%</b>	<b>\$ 34,851,944</b>	<b>\$ 16,573,515</b>	<b>48%</b>	<b>50%</b>

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

**Unaudited**

	FY 2025		FY 2024		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Property Taxes	\$ 5,339,660	22.12%	\$ 4,196,971	18.18%	\$ 1,142,689
Replacement Taxes	274,482	1.14%	445,390	1.93%	(170,908)	-38.373%
ICCB Grants	6,917,922	28.65%	7,052,917	30.55%	(134,995)	-1.914%
Tuition & Fees	11,307,470	46.83%	11,070,339	47.96%	237,131	2.142%
Charges for Services	75,586	0.31%	69,732	0.30%	5,854	8.395%
Interest	181,109	0.75%	184,303	0.80%	(3,194)	-1.733%
Other Revenues	47,149	0.20%	63,329	0.27%	(16,180)	-25.549%
	<u>\$ 24,143,378</u>	<u>100.00%</u>	<u>\$ 23,082,981</u>	<u>100.00%</u>	<u>\$ 1,060,397</u>	<u>4.594%</u>

	FY 2025		FY 2024		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Salaries	\$ 7,668,835	46.27%	\$ 7,934,796	46.93%	\$ (265,961)
Employee Benefits	1,375,169	8.30%	1,392,096	8.23%	(16,927)	-1.216%
Contractual Services	1,254,891	7.57%	1,295,954	7.66%	(41,063)	-3.169%
Materials	1,074,635	6.48%	1,019,057	6.03%	55,578	5.454%
Travel & Staff Development	91,684	0.55%	117,296	0.69%	(25,612)	-21.835%
Fixed Charges	38,831	0.23%	41,455	0.25%	(2,624)	-6.330%
Utilities	647,563	3.91%	639,923	3.78%	7,640	1.194%
Capital Outlay	334,303	2.02%	216,646	1.28%	117,657	54.308%
Other	4,087,606	24.66%	4,250,410	25.14%	(162,804)	-3.830%
	<u>\$ 16,573,517</u>	<u>100.00%</u>	<u>\$ 16,907,633</u>	<u>100.00%</u>	<u>\$ (334,116)</u>	<u>-1.976%</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									
LTC - Athletic Facility	2023 Debt Certificates	\$2,400,300									
OCC - 370 kW Solar Array	2023 Debt Certificates	\$1,472,990									
OCC - Salvage Vehicle Storage	Deferred Maintenance	\$40,000									
WVC - Athletic Facility	Insurance Proceeds	\$2,549,720									
LTC - Natatorium Pool Liner Replacement	DCEO Grant	\$212,604									
<b>GRAND TOTAL</b>		\$26,696,813	Board Approval	Preliminary Design	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

12/31/2024

# MEMORANDUM

**TO:** Board of Trustees

**FROM:** Ryan Gower

**DATE:** January 21, 2025

**RE:** Personnel Report

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

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Special Assignments (Attachment)**

## **PERSONNEL REPORT**

### **400.1 Employment of Personnel**

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

1. Ken Pryor, Technology Systems Specialist, DO effective January 27, 2025

#### **B. Classified, Non-Exempt**

1. Marty Smith, Maintenance/Groundskeeper, FCC effective January 27, 2025

### **400.2 Special Assignments (Attachment)**