

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

April 21, 2009



Location:

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

**Dinner – 6:00 p.m. – Cafeteria
Meeting – 7:00 p.m. – Cafeteria**

The mission of Illinois Eastern Community College District 529 is to provide excellence in teaching, learning, public service, and economic development.

**Illinois Eastern Community Colleges
Board Agenda**

April 21, 2009

7:00 p.m.

Wabash Valley College

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... Chairman Fischer
3. Resolution of Results of April 7, 2009 Election Chairman Fischer
4. Recognition of Service to the Board..... Chairman Fischer
5. Adjournment of Board – Sine Die Chairman Fischer
6. Organization of New Board Bruce
 - A. Appointment of Temporary Secretary
 - B. Oath of Office and Seating of Trustees Elected April 7, 2009
Oath of Office and Seating of Student Trustee
 - C. Roll Call
 - D. Election of Chairman
 - E. Election of Vice-Chairman
 - F. Election of Secretary Pro Tempore
 - G. Election of Secretary
 - H. Appointment of Ethics Officer
 - I. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards
 - J. Resolution for Time and Place of Board Meetings
7. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
8. Public Comment
9. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom

10. Policy First Reading (and Possible Approval)..... Bruce
 - A. Tuition Waiver Policy 500.14
 - B. Vacation Leave Policy 400.2

11. Policy Second Reading Bruce
 - A. None

12. Staff Recommendations for Approval
 - A. FY2010 Activity Fee Allocations Browning
 - B. FY2010 Bid Schedule Browning
 - C. Nursing Student Handbook..... Bruce
 - D. Contract for Maintenance Renewal for Oracle Bruce
 - E. Building Valuation Increases Bruce
 - F. Marathon Refinery Settlement..... Bruce
 - G. YMCA Agreement..... Bruce
 - H. Deed of Property to LTC Foundation Bruce
 - I. Annexation to City of Robinson Bruce
 - J. Acceptance of National League of Nursing Accrediting Commission Report..... Bruce
 - K. Affiliation Agreement with Vincennes Walgreens Pharmacy – Pharmacy Tech Bruce
 - L. Affiliation Agreement with Vincennes CVS Pharmacy – Pharmacy Tech Bruce

13. Bid Committee Report Bruce
 - A. Replacement of Asphalt Shingle Roofs – FCC
 - B. Mower – LTC
 - C. New 2009 Three-Quarter Ton Pickup - WED

14. District Finance
 - A. Financial Report..... Browning
 - B. Approval of Financial Obligations..... Browning

15. Chief Executive Officer’s Report Bruce

16. Executive Session Bruce

17. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes..... Bruce

18. Approval of Personnel Report Bruce

19. Collective Bargaining Bruce

20. Litigation..... Bruce

21. Acquisition and Disposition of Property.....Bruce

22. Other Items

23. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, March 17, 2009.

AGENDA #1 – “Call to Order & Roll Call” – Chairman George Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, Harry Hillis, Jr., to call the roll.

Roll Call: The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

John D. Brooks, Brenda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Also present was Terra Ochs, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Jack Davis, President of Olney Central College.
Matt Fowler, President of Wabash Valley College.
Timothy Taylor, President of Frontier Community College.
Beverly Turkal, President of Lincoln Trail College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Christine Cantwell, Associate Dean of Academic & Student Support Services.
Alex Cline, Director of Information & Communications Technology.
Kathleen Pampe, Associate Dean, Career Education & Economic Development.
Pamela Schwartz, Associate Dean of Institutional Development.
Renee Smith, Executive Assistant to CEO.
George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, February 17, 2009 were presented for disposition.

Board Action to Approve Minutes: Trustee Larry Rost made a motion to approve minutes of the foregoing meeting as prepared. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

AGENDA #3 – “Recognition of Visitors and Guests” –

#3-A. Visitors and Guests: Visitors and guests present were recognized, including several Olney Central College staff members and Student Trustee-Elect Carter Wilkinson.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” None.

AGENDA #5 – “Reports” –

#5-A. Trustees: None.

#5-B. Report from Presidents: Written reports were noted from each of the colleges.

#5-C. Report from Cabinet: None.

AGENDA #6 – “Policy First Readings (and Possible Approval)” –

#6-A. Identity Theft Prevention Policy 100.23: The Federal Trade Commission has adopted new rules concerning identity theft. Because the District meets the definition of creditor under these rules and regulations, the District must comply with these new “Red Flag Rules”. The proposed policy will allow compliance with these new requirements.

Recommendation: The CEO recommended that second reading be waived and the following policy (100.23) be adopted to conform with FTC rules concerning identity theft.

Identity Theft Prevention Policy (100.23)

The Board of Trustees of Illinois Eastern Community College District #529 is committed to compliance with the Federal Trade Commission Red Flag Rules on Identity Theft Prevention. The Board will maintain a written Identity Theft Program that:

- * outlines the Identity Theft Prevention Program requirements;
- * detects the red flags that the program incorporates;
- * responds appropriately to detected red flags to prevent and mitigate identity theft; and
- * ensures the program is updated periodically to reflect change in risks;
- * establishes an identity theft prevention team to monitor and update the program;
- * conducts annual training for staff with responsibilities in the areas of student accounts, student records, and financial aid;
- * conducts staff training for any other employees for whom it is reasonably foreseeable may come into contact with student accounts or personally identifiable information.

Board Action: Trustee Brenda Culver made a motion to waive second reading and adopt the foregoing Identity Theft Prevention Policy 100.23 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe.

Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #7 – “Policy Second Readings” – None.

AGENDA #8 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#8-A. Special Recognition of Student Board Member: The trustees gave special recognition to Student Trustee Terra Ochs. Each year the students of a college within the IECC system select a member of the student body to serve as Student Trustee to the Board of Trustees. The colleges make the selection on a rotating basis. Since April 2008, Terra Ochs from Olney Central College has served as Student Trustee to the IECC Board. The CEO and Board Chairman noted that she has served with distinction and provided useful insights to the Board of Trustees during her tenure. Her advice and counsel is appreciated by the Board and the Administration. The Board and the administration wish Terra Ochs success in her future endeavors and hopes that she will continue to provide her insights to the Board. She was presented with a plaque in recognition of her service to the Board of Trustees and the IECC district.

#8-B. Identity Theft Protection Program: Chris Cantwell reviewed the IECC Identity Theft Protection Program. The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) have issued regulations known as the “Red Flags Rule”. The Red Flags Rule requires financial institutions and creditors to develop and implement written identity theft prevention programs. The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transaction (FACT) Act of 2003. Under the Rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The Rule became effective January 1, 2008, with a mandatory compliance date of November 2008; however, on October 22, 2008, the FTC granted a delay of enforcement of the new Rule until May 1, 2009. The Illinois Eastern Community College District’s colleges participate in the Federal Perkins Loan Program and the Federal Family Education Loan Program. The colleges offer institutional loans to students and administer tuition payment plans that allow qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a creditor and student accounts are covered accounts subject to the Red Flags Rule. IECC is required to develop and implement an identity theft prevention program. The Red Flags Rule allows Illinois Eastern Community Colleges to design and implement an identity theft prevention program that is appropriate to the district’s size, complexity and the nature of the operation. The program contains reasonable policies and procedures to comply with District Policy 100.23.

(Note: A complete copy of IECC’s Identity Theft Protection Program was presented and is by this reference made a part of the records of this community college district.)

Recommendation: The CEO recommended approval of the IECC Identity Theft Protection Program as presented.

Board Action: Trustee Walter Koertge made a motion to approve IECC’s Identity Theft Protection Program as presented and recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Dual Credit Student Handbook: Kathy Pampe reviewed the Dual Credit Student Handbook for 2009-2010, which she has developed while working with area high school districts to develop and improve the District’s dual credit program. Since 1997, IECC has partnered with area high schools to offer courses for dual credit. These dual credit courses have dramatically expanded student access to affordable higher education and have provided academic experiences to qualified high school

students during their junior and senior years in high school. Many parents have praised the District for reducing the cost of a college education for their son or daughter. In addition, the college has been able to provide to students in economically strapped districts the opportunity to take what would have been in the past known as an advanced placement course. By taking dual credit courses, area high school students find that admission to college has been enhanced. The Board of Trustees currently has agreements with the high school districts for Clay City, Louisville, Cisne, Flora, Newton, East Richland, West Richland, Lawrenceville, Red Hill, Robinson, Hutsonville, Palestine, Oblong, Grayville, Edwards County, Fairfield, and Mt. Carmel. The new Handbook defines dual credit, its benefits, ACT scores required, admissions procedures, expectations, grades, and transferability of credits earned. In addition, there are several forms provided so that students can see a sample course syllabus, a schedule, a transcript, and sample letters to students and parents.

Recommendation: The CEO recommended approval of the Dual Credit Student Handbook for 2009-2010 as presented.

Board Action: Trustee Brenda Culver made a motion to approve IECC's Dual Credit Student Handbook for 2009-2010 as presented and recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Affiliation Agreement with Crawford Memorial Hospital, Robinson: IECC wishes to enter into an affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the Nurse Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Trustee Walter Koertge made a motion to approve the affiliation agreement for the Nurse Assistant Program with Crawford Memorial Hospital, Robinson, as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Affiliation Agreement with Newton Rest Haven: IECC wishes to enter into a new affiliation agreement with the Newton Rest Haven, located in Newton, Illinois. This affiliation agreement is for the Nurse Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Trustee Walter Koertge made a motion to approve the affiliation agreement for the Nurse Assistant Program with Newton Rest Haven, Newton, as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Fact Sheet and Technology Plan: Alex Cline reviewed the Information Technology Systems Fact Sheet and the IECC five-year Technology Plan. The plan reviews technology projects for fiscal year 2009 and outlines current and future technological needs. Goal of the plan is to improve technological services for faculty, staff and students within the projected budget over the next five years. The Technology Plan for FY2010 through FY2014 as developed by the Technology Committee establishes a blueprint that sets forth IECC's Information Technology vision, its strategic directions, and the action plans for supporting the academic experience of students and strengthening the educational mission of faculty and staff. The plan is grouped into the categories of administrative systems, networking infrastructure, telecommunications, software, and other technology resources. The Information Technology Systems Fact Sheet sets forth progress on: the Banner administrative software

system, the network and servers, the online systems, the telephone system, the IECC alert program, the Help Desk, and other applications. The Fact Sheet also sets forth a complete review of computer and printer totals district-wide. Banner is the integrated suite of applications used to support the business functions of the district. There are a total of 243,733 students in system with historical data back to 1974. The Banner system data is stored in a central Oracle database running on an HP 9000 server located at the District Office. The district's data network supports a multitude of applications including Banner, email, online services, Internet access, etc. Online applications include the internal and external web pages, portal system, online learning management system, eportfolio system and online credit card payment system. The IECC web site contains over 5,000 web pages and provides valuable information about the district and the colleges. The IECC district has 275 printers, 1,141 total desktop computers and 250 notebook computers, four open labs, 29 classroom labs, and 101 classrooms with computers and projectors. The Plan proposes to expend approximately \$540,000 in each year for the fiscal years 2010 to 2014.

Recommendation: The CEO recommended approval of the Information Technology Systems Fact Sheet and the IECC five-year Technology Plan as presented.

Board Action: Trustee Larry Rost made a motion to approve the Information Technology Systems Fact Sheet and the IECC five-year Technology Plan as presented and recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Robinson Marathon Refinery Assessment: CEO Terry Bruce informed the trustees that the Crawford County taxing bodies, including Illinois Eastern Community Colleges, have reached a tentative agreement with Marathon regarding the 2008-2013 tax assessment of the Robinson refinery. Although the assessment dispute began over the 2007 assessment, Marathon has agreed to allow the 2007 assessment of \$350 million to stand and the taxing bodies will not be requested to pay back any taxes collected on that assessment level. The agreement will put Marathon's EAV at approximately \$167,000,000 from 2008-2013. As part of the agreement, Marathon agrees to drop the cases filed before the State Property Tax Appeal Board (PTAB) and the Tax Objection case filed in Crawford County against the Unit 2 School District. The taxing bodies agree to drop the complaints filed with the Pollution Control Board and the Illinois Department of Revenue concerning assessment of pollution control equipment. It may take several weeks for the documents to be drawn up setting forth the details of the agreement. However, the attorneys have agreed to provide a summary document for the District's consideration. From the details currently known, the agreement appears to be a reasonable settlement of the issue of equalized assessed valuation of the Robinson refinery.

The CEO requested that the Board of Trustees go on record as supporting a tentative agreement that has been reached regarding the tax assessment of the Marathon Refinery in Crawford County.

Board Action: Trustee Brenda Culver made a motion that the Board of Trustees go on record as supporting a tentative agreement that has been reached regarding the tax assessment of the Marathon Refinery in Crawford County. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9- "Bid Committee Report" – None.

AGENDA #10 – "District Finance" – The following district financial matters were presented:

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$6,619,709.64, as of February 28, 2009.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for March 2009, totaling \$593,592.86, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for March 2009, in the amounts listed, and payments from the revolving fund for February 2009. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry Bruce presented an informational report on the following matters of interest to the Board of Trustees.

- A. Reduced Tuition for Unemployed: An informational discussion was held by the administration and board on this topic.
- B. ICCTA Regional Meeting at Kaskaskia College, Thursday, March 26, 2009: Informational.
- C. Lobby Day: Community College Lobby Day will be held Wednesday, April 29, 2009 in Springfield.
- D. IECC Graduation Attendance: Trustee attendance at graduation ceremonies was discussed.
- E. Enrollment: District-wide enrollment is up 5% from this time one year ago.

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the meeting of Tuesday, February 17, 2009.

AGENDA #14 – “Approval of Personnel Report” – The CEO presented the following amended Personnel Report and recommended approval:

400.1. Employment of Personnel

- A. Faculty
 - 1. Anne Hahn, LPN Instructor, effective August 13, 2009.
- B. Classified
 - 1. Christina Nation, Accounts Receivable & Records Clerk, FCC, effective March 19, 2009.

400.2. Change-in-Status

- A. Professional/Non-Faculty
 - 1. Kathy Swinson, Director, WorkKeys Testing Center, DO, to Program Director, Economic and Educational Development, DO, effective March 18, 2009.

400.3. Special Assignment

- A. District Office – Extra Curricular – Spring 2009
Scott Balding, Faculty Coordinator of Student Learning Assessment – WVC, \$500.

400.4. FMLA Leave Request

- A. Professional/Non-Faculty
 - 1. Jennifer Barthelemy, Coordinator of Financial Aid, LTC, Family Medical Leave, effective on or around April 14, 2009, with up to 12 weeks of leave. The requested leave is unpaid with allowance of substitution of paid leave time.

- B. Classified

- 1. Amanda Sharp, Academic Coordinator for Upward Bound, DO, Family Medical Leave, effective on or around July 13, 2009, with up to 12 weeks of leave. The requested leave is unpaid with allowance of substitution of paid leave time.

400.5. Leave of Absence Approved by CEO since February 17, 2009

- A. None.

400.6. Retirements

- A. Faculty

- 1. Susan Polgar, Psychology Instructor, effective June 1, 2009.
 - 2. Diane Reed, English Instructor, effective June 1, 2009.

Personnel Report Addendum

400.7. Employment of Personnel

- A. Professional/Non-Faculty

- 1. Adam Bowles, Coordinator of Financial Aid, FCC, effective April 1, 2009.

- B. Classified

- 1. Veronica Cox, Custodian/Groundskeeper, FCC, effective April 1, 2009.

400.8. Change in Status

- A. Professional/Non-Faculty

- 1. Jeffery Cutchin, Computer Network Instructor, to Coordinator of Instructional Services, FCC, effective May 26, 2009.

400.9. FMLA Leave Request

- A. Classified

- 1. Kimberly Wilson, Office Assistant, OCC, Family Medical Leave, effective on March 13, 2009, intermittent with up to 2 weeks of leave. The requested leave is unpaid with allowance of substitution of paid leave time.

#14-A. Board Action to Amend Personnel Report: Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Sections 400.7, 400.8, and 400.9 as recommended. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

#14-B. Board Action to Approve Personnel Report: Student Trustee Terra Ochs made a motion to approve the foregoing amended Personnel Report as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Acquisition and Disposition of Property” – None.

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Student Trustee Terra Ochs made a motion to adjourn. Trustee Walter Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:40 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Resolution of Results of April 7, 2009 Election

RESOLUTION DECLARING ELECTION RESULTS

The Board of Trustees of Illinois Eastern Community Colleges District #529 hereby states that:

WHEREAS on April 7, 2009, an election was held for the purpose of electing three members to the Board of Trustees in the counties or portions of counties within Illinois Eastern Community College District #529, namely the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, and;

WHEREAS Alice Mullinax, Richland County Clerk and Recorder, is the Election Authority for Illinois Eastern Community College District #529, and has certified the official ballot for the office of trustee and candidates for that office and;

WHEREAS Alice Mullinax, will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Illinois Eastern Community College District #529 at the election held on April 7, and;

WHEREAS Alice Mullinax, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Alice Mullinax will certify that the following votes were tabulated:

G. Andrew Fischer	7,650	
Marilyn J. Wolfe	9,885	
Larry Rost	7,291	
Michael K. Correll	11,378	and;

WHEREAS Alice Mullinax will certify that G. Andrew Fischer, Marilyn J. Wolfe and Michael K. Correll were elected as trustees to serve a full term and;

WHEREAS the Board of Trustees of Community College District #529 takes notice that due to election laws, there can be no official certification of election results until 14 days following the election or April 21, 2009 and that, Alice Mullinax is unable to officially certify the results before April 21, 2009 and that the official certification of votes has not yet occurred, the Board finds that the unofficial results as provided indicate the actual individuals elected to the Board of Trustees and;

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the unofficial results of the April 7, 2009 election as provided by Alice Mullinax, Richland County Clerk and Recorder, and Election Authority, and further declares that G. Andrew Fischer, Marilyn J. Wolfe and Michael K. Correll were duly elected to serve full terms as trustees.

ADOPTED THIS 21st Day of April, 2009.

Chairman, Board of Trustees
Illinois Eastern Community Colleges

ATTEST:

Secretary, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #4

Recognition of Service to the Board

Agenda Item #5

Adjournment of Board – Sine Die

Agenda Item #6

Organization of the Board

- A. Appointment of Temporary Secretary**
- B. Oath of Office and Seating of Trustees Elected April 7, 2009**
Oath of Office and Seating of Student Trustee
- C. Roll Call**
- D. Election of Chairman**
- E. Election of Vice-Chairman**
- F. Election of Secretary Pro Tempore**
- G. Election of Secretary**
- H. Appointment of Ethics Officer**
- I. Resolution for Adoption of Rules, Regulations and Actions of Prior
Boards**
- J. Resolution for Time and Place of Board Meetings**

Agenda Item #6A

Appointment of Temporary Secretary

Agenda Item #6B

**Oath of Office and Seating of Trustees Elected April 7, 2009
Oath of Office and Seating of Student Trustee**

Agenda Item #6C

Roll Call

Agenda Item #6D

Election of Chairman

Agenda Item #6E

Election of Vice-Chairman

Agenda Item #6F

Election of Secretary Pro Tempore

Agenda Item #6G

Election of Secretary

Agenda Item #6H

Appointment of Ethics Officer

Agenda Item #6I

Resolution for Adoption of Rules, Regulations and Actions of Prior Boards

Agenda Item #6I

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes is not allowed during the taking of a roll call vote. *Roberts Rules of Order* will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any trustee may ask for a roll call vote on that issue.

ADOPTED THIS 21st Day of April, 2009.

Chairman, Board of Trustees
Illinois Eastern Community Colleges

ATTEST: _____
Secretary, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #6J

Resolution for Time and Place of Board Meetings

Agenda Item #6J

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2009:

Tuesday, May 19, 2009, 7 p.m., Frontier Community College
Tuesday, June 16, 2009, 7 p.m., Lincoln Trail College
Tuesday, July 21, 2009, 7 p.m., Olney Central College
Tuesday, August 18, 2009, 7 p.m., Wabash Valley College
Tuesday, September 15, 2009, 7 p.m., Frontier Community College
Tuesday, October 20, 2009, 7 p.m., Lincoln Trail College
Tuesday, November 17, 2009, 7 p.m. Olney Central College
Tuesday, December 8, 2009, 7 p.m. Wabash Valley College*

*Board meetings in December will be held on the second Tuesday of the month due to Winter Break.

ADOPTED THIS 21st Day of April, 2009.

Chairman, Board of Trustees
Illinois Eastern Community Colleges

ATTEST: _____
Secretary, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #7

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #8

Public Comment

Agenda Item #9

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #10

Policy First Reading (and Possible Approval)

- A. Tuition Waiver Policy 500.14**
- B. Vacation Leave Policy 400.2**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Unemployed Worker - Tuition Waiver Policy 500.14

Several community colleges in Illinois and across the nation have recognized the role of community colleges in workforce education by allowing reductions or elimination of tuition for workers who have lost their jobs due to economic conditions.

This proposed tuition waiver would be a pilot program for the upcoming academic 2009-2010 year. To qualify, the student would have to be a resident, meet all requirements for admission and enrollment, have worked full-time at least two of the last three years, be receiving unemployment benefits or exhausted unemployment benefits within the last twelve months, and enroll for at least six semester hours.

The waiver is for tuition only and is offered only if financial aid sources do not cover tuition costs.

I ask the Board's approval of this tuition waiver.

TLB/rs

Attachment

Tuition Waiver (500.14)

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007

Revised: April 2009

A. Senior Citizens: Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are **not** waived.

B. Full-Time Employees: 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 of the immediate family shall be defined as the spouse and dependents of full-time employees who are under 24 years of age, not married, and currently reside in-district with either one or both parents, one of which is a full time employee. 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.

In the event of a full-time employee's death during their active employment with IECC, their dependents will be given a waiver of in-district tuition to be used during their college career if they are under 24 years of age, not married and currently reside in district. A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

C. Part-time Non-Faculty Employees: – Part-time non-faculty employees working 10 hours or more per week may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester. This tuition waiver does not apply to work-study students.

D. Part-time Faculty: – Part-time faculty employed to teach at least 3 load hours for the semester in which the waiver is granted may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester.

E. Tuition Cap: Tuition will be waived for credit hours taken over 19 per semester.

F. After 6 p.m.; before 6 p.m. Waiver: Tuition of \$10.00 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins **after** 6 p.m. Tuition of \$10.00 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. if the student works a night shift on a full-time basis.

G. Discretionary Tuition Waivers: Other types of tuition waivers may be granted for academic and athletic scholarships, special educational programs, partial tuition waivers and workshops, at the recommendation of the President of the college with approval of the Chief Executive Officer or his designee.

H. Unemployed Tuition Waiver: This is a special tuition waiver program offered by Illinois Eastern Community Colleges as a pilot program only during the 2009-2010 academic year. Tuition will be waived for unemployed residents of District 529 during the 2009-2010 academic year on a space-available basis subject to the following conditions and appropriate documentation:

- be considered a resident of District 529;
- meet all college requirements for admission and enrollment;
- have been in the labor market (full-time employment) for at least two of the last three years;

- be receiving unemployment benefits, in receipt of a layoff notice, or have exhausted their unemployment benefits during the last 12 months;
- be enrolled in a minimum of six semester hours;
- complete an Unemployed Tuition Waiver Form; and,
- complete and submit a Free Application for Federal Student Aid (FAFSA) within two weeks of enrollment.

This waiver is for tuition only and does not cover textbooks, course supplies, or other applicable fees. This tuition waiver is offered only if federal and/or state financial aid or other tuition assistance resources do not cover tuition costs.

This tuition waiver is for a maximum of 36 semester hours of credit towards a certificate program which can be completed in 12 months. Enrollment must be completed within five calendar days after the first day of class.

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Vacation Leave Policy 400.12

Full-time clerical, technical and maintenance employees (hourly) receive ten vacation days after completing one year of employment. After seven years of employment with the District, these employees are entitled to an additional five vacation days for a total of fifteen vacation days per year.

Under current policy, these hourly employees are allowed to accumulate and carry over up to twenty vacation days. Under this proposed policy, these hourly employees would be able to accumulate and carry forward twenty five vacation days.

The policy change recognizes that the fiscal year ends on June 30th and this policy change will allow parents with children in school more flexibility to use vacation days during the summer when their children are out of school rather than losing vacation days if not taken by June 30th.

I ask the Board's approval of this policy change.

TLB/rs

Attachment

Vacation Leave Policy - Administrative, Professional Non-Faculty, Technical, Clerical and Maintenance Staff (400.12)

Date Adopted: January 16, 1990

Revised: September 16, 2003

Revised: April 21, 2009 (pending Cabinet & Board approval)

Each full-time administrative and professional non-faculty employee shall, for each one year of employment, be granted a paid vacation consisting of 20 working days. Administrative and professional non-faculty employees may accumulate no more than 40 paid vacation days.

Each full-time clerical, technical, and maintenance employee shall, for each one year of employment, be granted a paid vacation consisting of 10 working days. Clerical, technical, and maintenance employees with less than 7 years of employment may accumulate no more than 20 paid vacation days. After seven years of employment, for each one year of employment, each full-time clerical, technical, and maintenance employee shall be granted a paid vacation consisting of 15 working days. Effective July 1, 2009, c~~C~~lerical, technical, and maintenance employees with 7 or more years of employment may accumulate no more than 25 ~~20~~ paid vacation days.

Upon retirement or voluntary resignation of employment with the District, an employee may choose one of the following alternatives:

- A. An employee may elect to receive pay at his/her current per diem rate for the number of accumulated vacation days following completion of his/her duties with the District.
- B. An employee may elect to take his/her accumulated vacation days just prior to completion of his/her duties with the District. In this situation, the last day of vacation would also be the last day of employment.

The above section does not apply to involuntary separation. Employees who leave district service due to an involuntary separation will be paid their remainder of accumulated vacation days in a lump sum payment, following completion of his/her duties with the District.

Employees paid from grant funds must use vacation days during the period of the grant.

Vacation for modified time employees shall be pro-rated according to time employed in relation to full-time employees.

Agenda Item #11

Policy Second Reading

None

Agenda Item #12

Staff Recommendations for Approval

Agenda Item #12A

FY2010 Activity Fee Allocations

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: April 21, 2009
RE: FY10 Activity Allocations

Annually, the Board adopts the allocation of student activity fees at three of the colleges. The following allocations are recommended for FY2010. There are no changes from last year's allocations.

The table indicates the allocation percent of student fees collected to each account in the auxiliary fund.

Mr. Chairman, I request approval of the activity fee allocations.

RB/cr

Attachment

Agenda Item #12B

FY2010 Bid Schedule

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: April 21, 2009
RE: FY2010 Bid Schedule

Each year the Board is asked to approve a district-wide bid schedule.

This bid schedule allows the District to plan, consolidate, and effectively manage the purchase of large dollar items. Rather than purchasing these items intermittently throughout the year, the District receives better pricing if the District groups items together and purchases them at designated times. Attached is the recommended Bid Schedule for FY2010.

I request approval of the FY2010 Bid Schedule.

RB/cr

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

DISTRICT WIDE

BID SCHEDULE

FY2010

	IECC CATALOGS (AS REQUIRED) COMPUTERS (as needed), SOFTWARE PROJECTORS OFFICE SUPPLIES OP. & MAINT. EQUIP & SUPPLIES			INSTRUCTIONAL EQUIPMENT (Technical & Transfer)	COPIERS	VEHICLES		COMPUTERS (as needed), PROJECTORS			COMPREHENSIVE INSURANCE PACKAGE (AS REQUIRED)	ATHLETIC INSURANCE (AS REQUIRED)
	July 2009	Aug 2009	Sept 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	April 2010	May 2010	June 2010
Requisitions/Specifications due in CFO's office no later than:**	JUNE 5	JULY 3	AUG 7	SEPT 4	OCT 2	NOV 2	NOV. 20	JAN 8	FEB 5	MAR 4	APRIL 2	MAY 3
Bids due from vendors: (Bid Opening)	JUNE 25	JULY 30	AUG 27	SEPT 24	OCT 29	NOV 20	DEC 14	JAN 28	FEB 25	MAR 25	APRIL 29	MAY 25
Bid recommendations due into CFO's office no later than:	JULY 2	AUG 6	SEPT 3	OCT 1	NOV 5	DEC 1	JAN 11	FEB 4	MAR 4	APRIL 1	MAY 6	JUNE 1
Board meeting dates:	JULY 21	AUG 18	SEPT 15	OCT 20	NOV 17	DEC 8	JAN 19	FEB 16	MAR 16	APRIL 20	MAY 18	JUNE 15
PO mailed, if approved:	JULY 22	AUG 19	SEPT 16	OCT 21	NOV 18	DEC 9	JAN 20	FEB 17	MAR 17	APRIL 21	MAY 19	JUNE 16
RB/cr 4/2/2009												

**Please note the deadline dates for specifications to be in the Chief Finance office for the indicated items. Of course, we encourage you to have these specifications prepared and forwarded to us before this deadline. We will process these specificati

Agenda Item #12C

Nursing Student Handbook

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Nursing Student Handbook

The District operates a Practical Nursing Certificate (PN) and an Associate Degree Nursing Program (ADN). Handbooks have been approved by the Board for these programs. The Board is being asked to combine these two programs into one handbook that will meet the requirements for both curricula.

In addition to combining the two handbooks, the new handbook adds the following changes: Adds the standards of practice, the curriculum, and the program costs sheet for the PN program; adds to the glossary the terms practical nurse, registered nurse, and unlicensed assistive personnel; revises and realigns the educational outcomes for both PN and ADN graduates; updates the curriculum guides to provide accurate pre-requisites, adds qualifications for practical nurses licensure; updates grounds for disciplinary action as set forth in the Illinois Nurse Practice Act; adds information on the grade scale; adds grading for PN professional behaviors; adds information about the current standardized and computerized exam – HESI; revises certain requirements of the physical exam; streamlines the physical exam form to decrease number of times the healthcare provider has to sign and update the immunizations; changes requirement that continuing student have to repeat the physical exam; cost sheets were updated and inserted for both the ADN program and the PN program; changes petition for readmission requirements to require the student to petition for both the initial withdrawal as well as for failure to achieve academic progress or for dismissal from the program; changes signature pages for all the forms to read as Nursing Program and not the PN and ADN program.

The Handbook has been sent to the Board electronically as Agenda Item #12C.

I ask the Board's approval of this combined and revised student handbook for the Nursing Program.

TLB/rs

Agenda Item #12D

Contract for Maintenance Renewal for Oracle

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Contract for Maintenance Renewal for Oracle

The District currently uses Oracle as our data base for our Banner system. Oracle is owned by SUNGARD Higher Education (SGHE) which will offer to the District a multi-year extension option for our existing contract.

Our current fee, without the renewal option, will be \$21,003.00. If the District would accept a six year extension, our annual fees would be reduced to \$20,204.00 and future increases would be capped at a 6% annual increase, giving fees of \$21,454.00, \$22,741.00, \$24,106.00, \$25,552.00, and \$27,085.00. This six year extension option provides a savings to the District of \$20,876.00.

I ask that the Board approve a six year contract extension with SGHE for its Oracle product.

TLB/rs

Agenda Item #12E

Building Valuation Insurance Coverage Increase

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Building Valuation Increases

The District, in recent years, had to begin depreciating all of its real estate holdings based upon new Government Accounting Standards Board (GASB) rules. This depreciation requirement led to the realization that the District needed to prepare an updated valuation of District holdings to guarantee that District building valuations were based upon current replacement costs for insurance purposes.

The District contacted our insurance carrier and the carrier hired American Appraisal, at no cost to the District, to appraise all of our buildings valued at \$1 million or more. This report will be available at the Board Meeting for review. The report indicated that the value of the buildings had increased by an average of 56% since the time of initial construction. American Appraisal did not make an appraisal of buildings having an initial construction value of less than \$1 million.

To get an appraised value for all of the buildings owned by the District, both those that had a value in excess of \$1 million at time of construction and those that had a value of less than \$1 million at the time of construction, the average increase of 56% was applied to all buildings the District owns to come up with an updated replacement cost.

Currently, the value of all IECC buildings is stated to be \$47,777,412.00 on our insurance coverage. An updated appraisal, with an insured value at 90% replacement cost for all IECC buildings would increase the valuation for all buildings to \$74,275,783. In the event of a loss, these new values more accurately reflect replacement cost and should prevent the District from being underinsured.

The current annual insurance premium is \$78,273.00. To insure at the increased level, the District premium will be \$99,160.00, an increase of \$20,887.

I ask the Board's approval of these new property values for District insurance coverage.

TLB/rs

Agenda Item #12F

Marathon Settlement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Marathon Refinery Settlement

At the March Board meeting, a tentative memorandum of agreement was distributed setting forth a possible agreement with Marathon and the taxing bodies in Crawford County over the Equalized Assessed Valuation (EAV) of the Robinson Refinery. The agreement would have covered the 2008-2013 tax assessment years.

The agreement had three major components:

- 1) It would have settled all litigation between Marathon and the taxing bodies by dismissing all litigation.
- 2) No taxing body would have to make a repayment of any amount collected based on the 2007 EAV, for taxes due and collected in 2008.
- 3) Marathon would pay a set amount of property taxes over the entire six year period.

Since the last Board meeting, numerous meetings have been held in Crawford County between Marathon officials and various taxing bodies including Illinois Eastern. At the current time, not all taxing bodies have agreed to the tentative settlement and the issue of EAV remains unresolved.

If resolution is reached before the Board meeting, a copy of the tentative agreement will be immediately conveyed to Board members for review. Because of the time restrictions involved, the Board would be required to consider and adopt or reject the agreement at the April 21st meeting.

TLB/rs

Agenda Item #12G

YMCA Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Agreement between YMCA and IECC

Since the early 1980's, Wabash Valley College and the Wabash Valley YMCA (YMCA) have jointly operated the pool located on the campus of WVC. The written agreement under which the two parties operated had been amended many times over the years since its inception. The two parties agree that it is now time to establish a new agreement

The parties, by this agreement, agree that the college will operate and maintain the pool and that YMCA members would have access to the pool and the fitness center. For this benefit to its members, the YMCA shall pay the college \$1,000.00 a year.

The agreement will become effective April 22, 2009 and terminate June 30, 2010 and be renewed thereafter annually.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

AGREEMENT

Now come Illinois Eastern Community College District #529 and Wabash Valley College (hereinafter College) and Wabash Valley YMCA (hereinafter YMCA) and do hereby agree as follows:

WHEREAS, College and YMCA have had in the past an ongoing relationship regarding the swimming pool located on the College campus and the mutual use thereof, and

WHEREAS, the College and YMCA have terminated the prior Agreement and wish to continue a working relationship; and

WHEREAS, the College also has a fitness center on its campus which both parties desire to have mutual use of; and

WHEREFORE, College and YMCA have agreed to set forth their understanding for the use and responsibilities of the aforementioned pool and fitness center as follows:

1. The College shall operate, manage, control and maintain the pool facilities in compliance with all Department of Health and other regulatory agencies.

2. The YMCA has a membership plan available, which has in the past, provided for access to the pool. The YMCA desires to be able to offer said use of the pool to its membership, and College is in agreement to allow said continued access and use.

3. The YMCA and the College also hereby agree to allow the YMCA membership the access and use of the College fitness center

4. That in consideration for the YMCA and its members being able to use the College pool and College fitness center, the YMCA shall pay College One Thousand Dollars (\$1,000.00) per month, commencing on May 1, 2009 and continuing on the first day of the month for every month during the life of this agreement.

5. The College charges its membership a fee for access to the pool and the fitness center. Likewise, the YMCA charges its membership a fee for access to the pool and the fitness center. It is the agreement of the parties that they will work to make these fees identical, and that neither party will change the agreed upon fee without consultation and agreement with the other party. The parties agree that the fees will be identical within 90 days of the effective date of this agreement.

6. This Agreement is effective from April 22, 2009, with a termination date at midnight on June 30, 2010. This contract will be reviewed by the parties on 60 days notice by either party prior to the termination date for review and any amendment. This agreement shall be renewed annually but if it is not renewed by the termination date, the agreement will continue for successive one month periods, until notice of termination is given.

7. The YMCA members will have use of the College fitness center; however, no children under the age of twelve (12) years old will be allowed to work out in the fitness center. In order to help enforce this, the YMCA members are to present a membership card to access the fitness center and the pool.

8. College agrees that it will honor and acknowledge the YMCA Away Program which allows visiting YMCA members who are current members at his or her local YMCA to utilize the pool and fitness center.

9. The operating hours of the pool shall be by agreement, and at the commencement of this agreement they are significantly the same as what the YMCA was conducting prior to March 1, 2009.

10. There will also be access given to the pool by non-members at a per usage charge set by the college.

11. Both College and YMCA will maintain adequate liability insurance coverage and will name the other party as a named insured.

DATED this 21st day of April, 2009.

Illinois Eastern Community College District #529 and WABASH VALLEY COLLEGE

BY: _____
Chairman of the Board of Trustees

WABASH VALLEY YMCA

BY: _____

Agenda Item #12H

Deed to LTC Foundation

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Deed of Property to LTC Foundation

The District has been working with Marathon Oil Company and the Foundation to establish a wetlands area on the South Campus of Lincoln Trail College. When the initial conveyance was sought, a question arose concerning the ownership of the land involved. These questions have been resolved.

A deed has been prepared that would convey the following described real estate,

1040.00 feet evenly off the South end of the East $\frac{3}{4}$ of the SE $\frac{1}{4}$ of Section 25, T7N, R12W, 2nd P.M., Crawford County, Illinois, EXCEPT that portion of land lying on the East side of said subdivision and being the existing right-of-way of Illinois Route 1, containing 46.90 acres, more or less.

Subject to the conditions, covenants, easements and restrictions of record.

I ask the Board's approval of this deed of property to the LTC Foundation.

TLB/rs

Agenda Item #12I

Annexation to City of Robinson

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Annexation to City of Robinson

For several months, President Turkal has been working with officials of the City of Robinson to allow the annexation of Lincoln Trail College to the City of Robinson. The major incentive for annexation for the District is the City's agreement to maintain the District's existing lift station. When the College was built, a lift station was installed and has been under the operation and maintenance of the College District since that time.

The City of Robinson wants to take over the operation and maintenance of that lift station and to do so requires the annexation of the college to the City.

This annexation will cause no additional costs to the District, but will allow the City of Robinson to operate their disposal system in a more efficient manner. To annex to the City, the College must be contiguous to the City and the College is not contiguous. However, both Lincoln Trail College Foundation and the Lincoln Trail College Booster Club have filed petitions for annexation to the City. It is the District's understanding that the City wishes to accept these two petitions which would then make the College property contiguous to the City and would allow our petition to be accepted by the City of Robinson.

I ask the Board to accept the petition for annexation which follows this memorandum.

TLB/rs

Attachment

PETITION FOR ANNEXATION

TO: Mayor and City Council
City of Robinson
City Hall
300 South Lincoln Street
P. O. Box 188
Robinson, IL 62454

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529, for its PETITION FOR ANNEXATION, pursuant to *Illinois Compiled Statutes*, 65 ILCS 5/7-1-1 et seq., states as follows:

1. The Petitioner is the owner of the real estate described on Exhibit "A," which is attached hereto and incorporated herein by reference.
2. The real estate above described is not within the corporate limits of the City of Robinson, Illinois, nor any other municipality.
3. That the above described real estate is contiguous to other real estate which is contiguous to the City of Robinson, Illinois, and for which proceedings are now pending before the City Council of the City of Robinson, Illinois, for annexation. Once said real estate, for which proceedings are pending for annexation, is annexed to the City of Robinson, Illinois, then the subject property will be contiguous.
4. That no electors presently reside upon the above described real estate.
5. Attached to this Petition is a plat of the area proposed to be annexed to the City of Robinson.

WHEREFORE, ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529 requests that the City of Robinson, Illinois, annex the real estate described herein to the City of Robinson, Illinois.

ADOPTED THIS 21st Day of April, 2009

Chairman, Board of Trustees
Illinois Eastern Community College District #529

ATTEST:

Secretary, Board of Trustees
Illinois Eastern Community College District #529

Agenda Item #12J

Acceptance of National League of Nursing Accrediting Commission Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 21, 2009

RE: Acceptance of National League of Nursing Accrediting Commission Report

The District has received formal notification of the action taken by the National League of Nursing Accrediting Commission (NLNAC) at its February 2009 meeting. The NLNAC commissioners granted IECC's Associate Degree Nursing Program continuing accreditation until the Fall of 2016.

The report states that NLNAC's deliberations centered on the District's Self-Study Report, the college catalog, the site visitor's report, and the recommendation for accreditation proposed by the Program Evaluators and the Evaluation Review Panel.

The NLNAC found no deficiencies, but identified areas needing development to meet existing standards. The District was asked in the Faculty Standard to facilitate the timely completion of graduate study for faculty who did not hold a minimum Master's Degree with a major in nursing and the District was to implement a strategy to recruit academically and experientially qualified faculty.

The District was asked in the Curriculum and Instruction Standard to refine the curriculum to enhance clarity of the flow from the nursing philosophy and organizing framework through the course objectives and to ensure reflection of the twelve educational outcomes in the course objectives.

The District was asked in the Integrity Standard to review and revise documents to ensure they are accurate, consistent and clear, including information about all program requirements. The District was asked in the Educational Effectiveness Standard to improve data collection related to graduate and employer satisfaction.

The NLNAC recognized that the District's Nursing Program was measured against the highest national standards in nursing education and it passed successfully.

President Jack Davis and Associate Dean of Nursing and Allied Health Nancy Buttry were instrumental in ensuring that the District's Nursing Program was operated in a highly efficient and effective manner, and they did an excellent job of preparation and explanation during the official visit by the NLNAC.

I ask the Board's acceptance of the Report by the NLNAC continuing accreditation for the District's Nursing Program to the Fall of 2016.

TLB/rs

Agenda Item #12K

**Affiliation Agreement with Vincennes Walgreens Pharmacy
Pharmacy Technician Program**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 21, 2009

RE: Affiliation Agreement with Vincennes Walgreens Pharmacy
Pharmacy Technician Program

IECC wishes to enter into a new affiliation agreement with Walgreens Pharmacy, located in Vincennes, Indiana.

This affiliation agreement is for the Pharmacy Technician Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529
LINCOLN TRAIL COLLEGE
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Walgreens Pharmacy – Vincennes, Indiana.(hereinafter referred to as AGENCY).

[Identify Above: Agency, City, and State]

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students and faculty of LTC 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 pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

Pharmacy technician 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.

Students who have physical or emotional disabilities which may negate success in pharmacy technician practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in pharmacy technician practice may participate in the contemplated program if approved by the AGENCY.

Prior to the use of any AGENCY facilities, under the contemplated program, LTC 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. 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. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2009.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/13/06

Agenda Item #12L

**Affiliation Agreement with Vincennes CVS Pharmacy
Pharmacy Technician Program**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 21, 2009
RE: Affiliation Agreement with Vincennes CVS Pharmacy
Pharmacy Technician Program

IECC wishes to enter into a new affiliation agreement with CVS Pharmacy, located in Vincennes, Indiana.

This affiliation agreement is for the Pharmacy Technician Program at Lincoln Trail College.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529
LINCOLN TRAIL COLLEGE
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and CVS – Vincennes, Indiana.(hereinafter referred to as AGENCY).
[Identify Above: Agency, City, and State]

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students and faculty of LTC 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 pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

Pharmacy technician 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.

Students who have physical or emotional disabilities which may negate success in pharmacy technician practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in pharmacy technician practice may participate in the contemplated program if approved by the AGENCY.

Prior to the use of any AGENCY facilities, under the contemplated program, LTC 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 Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. 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. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2009.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/13/06

Agenda Item #13

Bid Committee Report

- A. Replacement of Asphalt Shingle Roofs – FCC**
- B. Mower – LTC**
- C. New 2009 Three-Quarter Ton Pickup - WED**

BID COMMITTEE REPORT

April 21, 2009

Frontier Community College

1. Replacement of Asphalt Shingle Roofs

Lincoln Trail College

1. Mower

Workforce Education

1. New 2009 Three-Quarter Ton Pickup

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Replacement of Asphalt Shingle Roofs
DATE: April 21, 2009

Bid Committee recommends to reject the only bid received.

	<u>Total Base Bid</u>	<u>Alt. Bid #1</u>	<u>Alt. Bid #2</u>
Kieffer Bros. Construction Co., Inc.	\$46,327.00	\$7,456.00	\$8,400.00

Respectfully submitted,

Terry Bruce
Galen Dunn
Harry Hillis, Jr.
Tim Taylor

The “Advertisement for Bids” was placed in the Daily Republican Register and Wayne County Press for one (1) day.

Bid Specifications for Roofing Project

1. Legally dispose of all Debris offsite and responsible for Jobsite Cleanup.
2. Must have a performance and payment bond.
3. Must be a state licensed roofer.
4. Must provide lien waivers.
5. Payment made after project is completed.
6. Gutters on buildings will be reused.
7. All work to be figured based upon the prevailing wage rate for Wayne County.

General Information: The approximate sizes of the buildings are listed for convenience only. All bidders should measure dimensions themselves for the work they are bidding.

1. Classroom West Building - 5500 square feet
2. University of Illinois Cooperative Extension Building - 2800 square feet
3. Support Services/Tech Building - 2300 square feet

BASE BID:

We request a bid to replace the entire roof on the Classroom West Building, the west side of the roof on the University of Illinois Cooperative Extension Building, and to replace the south side of the roof on the Support Services/Tech Building.

The above 3 roof replacements should be submitted as one bid.

ALTERNATE BIDS:

1. We request an alternate bid to replace the east side of the roof on the University of Illinois Cooperative Extension Building
2. We request an alternate bid to replace the remaining roof on the Support services/Tech Building.

QUALITY ASSURANCE

- A. Fire Performance Characteristics: Provide products that are identical to those tested for the specified fire performance characteristics by UL or other testing and inspecting organizations acceptable to authorities having jurisdiction. Identify products with appropriate markings of applicable testing and inspecting organization.
 1. Fire Resistance Ratings: As indicated by reference to design designations in UL "Fire Resistance Directory."

DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to Project site in manufacturer's unopened bundles or containers with labels intact.

- B. Handle and store materials at Project site to prevent water damage, staining, or other physical damage. Store roll goods on end. Comply with manufacturer's recommendations for job site storage, handling, and protection.

PROJECT CONDITIONS

- A. Weather Conditions: Proceed with Work only when existing and forecasted weather conditions will permit Work to be installed in compliance with manufacturer's recommendations and when substrate is completely dry.

WARRANTY

- A. Special Project Warranty: Submit a written warranty, executed by manufacturer, agreeing to repair or replace asphalt shingles that fail in materials or workmanship within the specified warranty period. Failures include, but are not limited to, deformation or deterioration of shingles beyond normal weathering. This warranty shall be in addition to, and not a limitation of, other rights the Owner may have against the Contractor under the Contract Documents.

1. Warranty period is 30 years after date of Substantial Completion.

MANUFACTURERS

- A. Manufacturer: Subject to compliance with requirements, provide asphalt shingles by one of the following: (Three Dimensional Fiberglass, Laminated – Random Cut Strip Shingles)

<u>Manufacturer</u>	<u>Style</u>
1. Atlas Roofing Corp.	Stratford
2. CertainTeed Corporation.	Landmark 25
3. GAF	Timberline 25
4. Owens Corning	Oakridge 25
5. Tamko Asphalt Products, Inc.	Heritage 25

OR

- A. Manufacturer: Subject to compliance with requirements, provide asphalt shingles by one of the following: (Square-Tab Type)

<u>Manufacturer</u>	<u>Style</u>
2. Atlas Roofing Corp.	Glassmaster 25
3. CertainTeed Corporation.	XT-25
3. GAF	Royal Sovereign
4. Owens Corning	Supreme
5. Tamko Asphalt Products, Inc.	Elite Glass-Seal

ASPHALT SHINGLES

- A. Three Dimensional Fiberglass, Laminated Strip Shingles: Mineral-surfaced, self-sealing, laminated, multi-ply overlay construction, fiberglass-based, strip shingles, complying with both ASTM D 3018, Type I, and ASTM D 3462. Provide shingles with a Class A fire-test-response classification that pass the wind-resistance-test requirements of ASTM D 3161.
1. Provide color selections from manufacturer's full range of standard colors.

OR

- A. Square-Tab, Fiberglass Strip Shingles: Mineral-surfaced, self-sealing, 3-tab, fiberglass-based, strip shingles, complying with both ASTM D 3018, Type I, and ASTM D 3462. Provide shingles with a Class A fire-test-response classification that pass the wind-resistance-test requirements of ASTM D 3161.
1. Provide color selections Architect from manufacturer's full range of standard colors.

ACCESSORIES

- A. Felt Underlayment: No. 30; unperforated organic felt complying with ASTM D 226, Type II; 36 inches wide.
- B. Ice and Water Dam Sheet:
1. Flexible, self-adhering modified bitumen sheet.
 - a. Certain Teed Corp., "Winter/Gard".
 - b. W.R. Grace Co., "Ice and Water Shield".
 - c. Owens/Corning Corp., "Weatherlock".
 - d. Protecto Wrap Co., "Jiffy Seal Ice & Water Guard".
 - e. Tamko Asphalt Products Co., "Moisture Guard".
 - f. J & P Petroleum Products Co., "Aquasel".
- C. Asphalt Plastic Cement: Nonasbestos fibrated asphalt cement complying with ASTM D 4586, designed for trowel application.
- D. Nails: Aluminum or hot-dip galvanized steel, 11- or 12-gage, sharp-pointed, conventional roofing nails with barbed shanks, minimum 3/8-inch-diameter head, and of sufficient length to penetrate 3/4 inch into solid decking or to penetrate through plywood sheathing. Material of nails in contact with flashing shall match materials selected for flashing to prevent galvanic action.
- E. Metal Flashing, Drip Edge: Minimum 0.024-inch aluminum brake-formed to provide 3-inch roof deck flange and 1 1/2" fascia flange with 3/8" drip edge at lower edge. Furnish in ten foot lengths. Color to be selected by Architect.

F. Roof Venting:

3. Shingle Over Ridge Vent: High density, polypropylene, color to be selected, minimum free area 18 square inches per lineal foot. Profile matching end caps and connectors.
 - a. Cora-Vent Inc.: V-600.
 - b. The SoLar Group: Model NPRV-4
 - c. Air Vent, Inc., Shingle Vent II

PREPARATION

- F. Clean substrates of projections and substances detrimental to application. Cover knotholes or other minor voids in substrate with sheet metal flashing secured with noncorrosive roofing nails.
- G. Coordinate installation with flashings and other adjoining work to ensure proper sequencing. Do not install roofing materials until all vent stacks and other penetrations through roof sheathing have been installed and are securely fastened against movement.

INSTALLATION

- A. Comply with manufacturer's installation instructions and recommendations, but not less than recommended by "The NRCA Steep Roofing Manual."
- B. Unroll the ice and water dam modified bitumen sheet and cut into two nearly equal length pieces. Allow these cut pieces to relax for at least 10 minutes, and then align the sheet with the drip edge. Reroll approximately 3 feet so that the release paper may be peeled. Install the sticky side to the deck, and continue to peel the release paper while applying the balance of the piece to the deck. Overlap vertical joints at least 4 inches. Nail, if required by the manufacturer, 24 inches o.c., 1 inch in from each edge. Install 1 course, 36 inches. Install at eaves, valleys, rakes, hip and other locations recommended by the manufacturers.
- C. Felt Underlayment: Apply one layer of felt underlayment horizontally over entire surface to receive asphalt shingles, lapping succeeding courses a minimum of 2 inches, end laps a minimum of 4 inches, and hips and valleys a minimum of 6 inches. Fasten felt with sufficient number of roofing nails or noncorrosive staples to hold underlayment in place until asphalt shingle application.
 1. Provide additional layer of felt underlayment at eave.
- D. Install the drip edge metal and fascia at the eaves and rakes after installation of the felt.
- E. Install the drip edge metal on the rakes, overlapping joints 1 inch with the water flow.
- F. Use shingles with the tabs cut off for starter strips. DO NOT invert these strips to avoid mispositioning the self-sealant asphalt strips.

- G. Install shingles with a 1/2 inch overhang at both the eaves and the rakes. Start the first course by cutting 6 inches from the left side and placing the 30 inch portion at the far left side of the roof area. Start the second course by cutting 12 inches from the left side of a shingle, and installing the remaining 24-inch portion at the far-left side of the roof area. Start succeeding courses with shingles cut 6 inches progressively narrower from the left side. STACK BONDING IS NOT PERMITTED.
- H. Use 4 nails per shingle, placed 5/8 inch above the top of each cutout, and 1 inch in from each side. Exposed nails are NOT acceptable. Replace all shingles with exposed nails. Drive nails flush, but do not crush the shingle. STAPLES ARE NOT PERMITTED.
- I. Install metal flashing as indicated and in accordance with details and recommendations of the "Asphalt Roofing" section of "The NRCA Steep Roofing Manual".

ADJUST AND CLEAN

- A. Thoroughly inspect all completed work. Replace all shingles or other work that is damaged, and correct all other defects.

TOTAL BASE BID _____ \$ _____

For (3) Roof Replacements

ALTERNATE BID #1 _____ \$ _____

To replace the east side of the roof on the University of Illinois Cooperative Extension Building

ALTERNATE BID #2 _____ \$ _____

To replace the remaining roof on the Support Services/Tech Building.

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Mower

DATE: April 21, 2009

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

Bid Committee recommends acceptance of the low bid received that meets all specifications from **Newton Tractor Sales** in Newton, IL for a total bid of **\$9,950.00**.

Finish Mower Lincoln Trail College Bid Tabulation			
Vendor	Make	Model	Bid Includes Trade-in
Newton Tractor Sales Newton, IL	Land Pride	AFM4216	\$ 9,950.00
Erb Turf Utility Belleville, IL	Land Pride	AFM4216	13,080.00
McLean Implement Albion, IL	John Deere	Frontier FM20	13,200.00
Sloan Implement Effingham, IL	John Deere	Frontier FM20	13,620.00
Sloan Implement Effingham, IL	John Deere	Frontier FM10	14,640.00
Sloan Implement Effingham, IL	John Deere	Frontier FM21	15,685.00

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Dan Leggitt
Bev Turkal

Source of Funds: Operations & Maintenance

Department: Maintenance

Rationale for Purchase: This mower is necessary to mow college grounds. The repairs to the old mower would be more than it's worth. The old mower is more than 12 years old.

The "Advertisement for Bids" was placed in the Daily Republican Register for one (1) day.

MOWER SPECIFICATIONS:

Finish Mower--Land Pride Model # AFM4216 or equivalent
16ft 8in 3 section finish mower or similar/equivalent.
PTO with slip clutch
Cat. 4 drive line or equivalent
Anti-scalp rollers or similar equipment
Sealant filled tires

Cost should include trade in of Land Pride AFM 4016, 3 section finish mower. May be viewed at Lincoln Trail College Robinson Illinois. Contact Dan Leggitt at 618 544 8657 X1354.

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is opened by Illinois Eastern Community Colleges.

TOTAL BID **\$

**Total bid should include trade in of Land Pride AFM 4016, 3 section finish mower.

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – New 2009 Three-Quarter Ton Pickup
DATE: April 21, 2009

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

Bid Committee recommends acceptance of the low bid received that meets all specifications from Ford Square of Mt. Vernon, IL for a total bid of \$17,728.35.

A Bid Tabulation sheet is attached.

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
George Woods

Source of Funds: Education Fund

Department: Workforce Education and Development

Rationale for Purchase: The truck is being purchased to pull the trailer that was purchased by the Community Based Job Training grant to haul the training panels to the mine sites.

The “Advertisement for Bids” was placed in the Daily Republican Register for one (1) day.

New 2009 Three-Quarter Ton Pickup-Workforce Ed
Bid Tabulation

Vendor	Make	Model	Bid	Warranty, misc. info
Ford Square of Mt. Vernon Mt. Vernon, IL	Ford	F250	\$17,728.35	White, Bid includes license & title \$75.00 3 yr/36,000 miles 5 yr/60,000 miles power train 5 yr/unlimited mileage corrosion perforation 5 yr/60,000 miles roadside assistance
Joe Hotze Ford Salem, IL	Ford	F-series	17,843.83	3 yr/36,000 mile bumper to bumper 5 yr/60,000 mile power train engine, transmission, rear end
Vogler Motor Company Carbondale, IL	Ford	F-250 XL	17,869.00	3 yr/36,000 miles 5 yr/60,000 miles power train 5 yr/unlimited mileage corrosion perforation 5 yr/60,000 miles roadside assistance
Uebelhor & Sons, Inc. Jasper, IN	Chev	Silverado	20,880.00	3 yr/36,000 miles 5 yr/100,000 miles drive train 6 yr/100,000 miles corrosion 5 yr/100,000 miles roadside assistance
Louis Ochs Chevrolet Buick, Inc. Newton, IL	Chev		21,046.00	
Sternberg Chrysler Center, Inc. Jasper, IN	Dodge		21,110.85	3 yr/36,000 bumper to bumper
Max Dye Inc. Salem, IL	GM	Sierra	21,517.63	ordered
Max Dye Inc. Salem, IL	GM	Sierra	21,756.83	located
Eagleson Automotive Ctr. Olney, IL	GM		22,441.62	3 yr/36xxx mile bumper to bumper, 5 yr. 100,xxx mile power train
Ickes Robinson, IL	GM	Silverado	22,667.00	
Terry Wiseman's Robinson, IL	Ford	F250	23,465.00	3 yr/36xxx mile bumper to bumper, 5 yr. 60,000,xxx mile power train
Max Dye Inc. Salem, IL	Dodge	Dodge Ram	24,585.00	located
Terry Wiseman's Robinson, IL	Dodge	Dodge Ram	25,760.00	

Bid Specifications
New 2009 Three-Quarter Ton Pickup

¾ Ton pickup
4X2
Power Steering
Power Brakes
8 foot bed
Engine - Ford 5.4L V8 EFI - GM 6.0L V8—Dodge—5.7L V8
133 to 140” Wheelbase
Vinyl Bench Seat or 2/3 1/3 split bench
Preferred Equip PKG
 XL trim or equivalent
 Trailer Tow Package
 Air Conditioner
 AM/FM Stereo Radio/clock
Automatic Transmission - Ford 5 Speed - GM 6 Speed —Dodge 5 Speed
Wheels 16” or 17”Rim & Tire, including a spare, LT 245 BSW or equivalent
3.73 Reg Axle or equivalent
Integrated Brake Controller/Trailer Towing PKG/Jack
GVWR - Ford 8800 - GM 9200 – Dodge – 8600
Provide factory warranty coverage information

Bidders may submit a nearly equivalent truck with detailed explanation of where bid requirements are exceeded or changed.

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is opened by Illinois Eastern Community Colleges.

TOTAL BID _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #14

District Finance

Financial Report

Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
March 31, 2009**

FUND		BALANCE
Educational	\$	3,117,606.46
Operations & Maintenance	\$	448,282.30
Operations & Maintenance (Restricted)	\$	556,603.15
Bond & Interest	\$	303,011.08
Auxiliary	\$	1,222,218.14
Restricted Purposes	\$	55,217.64
Working Cash	\$	123,431.24
Trust & Agency	\$	411,185.73
Audit	\$	(248.81)
Liability, Protection & Settlement	\$	346,296.77
TOTAL ALL FUNDS	\$	6,583,603.70

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
March 31, 2009

	ALL FUNDS
	Fiscal Year 2009
ASSETS:	
CASH	6,583,604
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	10,290,000
RECEIVABLES	1,425,913
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	512,740
OTHER ASSETS	456,014
TOTAL ASSETS AND OTHER DEBITS:	19,301,771
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	219,359
ACCOUNTS PAYABLE	89,391
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	736,278
OTHER LIABILITIES	969,218
TOTAL LIABILITIES:	2,014,246
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,567,241
PR YR BDGTD CHANGE TO FUND BALANCE	611,875
 FUND BALANCES:	
FUND BALANCE	9,959,003
RESERVE FOR ENCUMBRANCES	4,149,406
TOTAL EQUITY AND OTHER CREDITS	17,287,525
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	19,301,771

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of March 31, 2009

ALL FUNDS

FY 2009
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	4,686,790
STATE GOVT SOURCES	7,769,893
STUDENT TUITION & FEES	11,704,448
SALES & SERVICE FEES	2,574,135
FACILITIES REVENUE	4,880
INVESTMENT REVENUE	306,698
OTHER REVENUES	106,636
TOTAL REVENUES:	27,153,480

EXPENDITURES:

INSTRUCTION	8,971,955
ACADEMIC SUPPORT	394,359
STUDENT SERVICES	943,219
PUBLIC SERV/CONT ED	48,759
OPER & MAINT PLANT	2,702,987
INSTITUTIONAL SUPPORT	6,795,774
SCH/STUDENT GRNT/WAIVERS	6,305,835
AUXILIARY SERVICES	3,318,504
TOTAL EXPENDITURES:	29,481,392

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-2,327,912
-------------------------------------	------------

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
March 31, 2009

	Amount	% of Total
Salaries	11,666,262	50.37%
Employee Benefits	1,307,531	5.65%
Contractual Services	514,426	2.22%
Materials	1,153,564	4.98%
Travel & Staff Development	171,259	0.74%
Fixed Charges	287,416	1.24%
Utilities	987,895	4.27%
Capital Outlay	674,188	2.91%
Other	6,399,824	27.63%
	<u>23,162,365</u>	<u>100.00%</u>

Agenda Item #15

Chief Executive Officer's Report

Agenda Item #16

Executive Session

Agenda Item #17

Approval of Executive's Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**

Agenda Item #18

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 16, 2009

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for item 400.1., 400.2., 400.3., and 400.7. will be mailed under separate cover

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Temporary Employment**
- 400.4. Special Assignment**
- 400.5. FY08-09 Educational Level Change**
- 400.6. Leave of Absence Approved by CEO since March 17, 2009**
- 400.7. Retirements**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Administrative

1. Rodney Ranes, Dean of Instruction, OCC, effective May 21, 2009

B. Professional/Non-Faculty

1. George Hess, Program Director, Emergency Preparedness & Industrial Quality Management, FCC, effective April 27, 2009

400.2. Change-in-Status

A. Classified

1. Kimberly Venters, Clerk/Receptionist, FCC, to Administrative Assistant, FCC, effective April 22, 2009

400.3. Temporary Employment

A. Classified

1. Stephanie Durham, temporary, full-time contractual Office Assistant, WVC, effective April 22, 2009

400.4. Special Assignment

Recommended for

A. Other Spring 2009

1. Diane Russell Coordinator, Coal Mining Grant \$1,000

400.5. FY08-09 Educational Level Change

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Anne Hustad	M	M+24	\$2,000

400.6. Leave of Absence Approved by CEO since March 17, 2009

A. None

400.7. Retirements

A. Administrative

1. Nancy Buttry, Associate Dean, Nursing & Allied Health, OCC, effective January 1, 2010

B. Faculty

1. David Cunningham, Psychology Instructor, effective August 5, 2009
2. Judith Puckett, English Instructor, effective June 1, 2009

Agenda Item #19

Collective Bargaining

Agenda Item #20

Litigation

Agenda Item #21

Acquisition and Disposition of Property

Agenda Item #22

Other Items

Agenda Item #23

Adjournment

**Projects Schedule
Phase 9**

	Estimated Budget										
Districtwide Plumbing & Electrical Survey	\$38,500										
Install / Expand Energy Mgt System - FCC	\$173,700										
Districtwide ADA Compliance Work	\$467,800										
HVAC Replacements & Upgrades, LTC, OCC	\$1,149,500										
Roof Replacement - LTC, OCC	\$471,800										
Combustible Wall Panel Replacement, LTC	\$150,300										
Toilet Replacement & Upgrade, LTC	\$90,800										
Districtwide Asbestos Abatement	\$515,900										
Site Lighting Upgrade, OCC	\$198,500										
Door & Window Replacement, LTC & OCC	\$219,900										
Carpet Replacement, WVC	\$32,700										
Storm Water Remediation, WVC	\$121,000										
GRAND TOTAL	\$3,630,400		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

3/31/2009