

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**August 21, 2001**



**Location:**

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

**Dinner – 6 p.m. – Cafeteria  
Meeting – 7 p.m. – Science Building Room 61**

**Illinois Eastern Community Colleges  
Board Agenda**

**August 21, 2001**

**7:00 p.m.**

**Wabash Valley College**

1. Call to Order & Roll Call ..... Chairman Lane
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECCEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
    - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
7. Policy Second Reading for Approval ..... Bruce
  - A. Filling Board Vacancy
8. Staff Recommendations for Approval
  - A. Certification of Chargeback ..... Browning
  - B. FY2002 Capital Renewal Application ..... Browning
  - C. FY2002 Capital Renewal Board Resolution ..... Browning
  - D. FY2002 Budget ..... Browning
  - E. USI Articulation Addendum ..... Bruce
  - F. Request for Exception to Purchasing Policy ..... Bruce
9. Bid Committee Report ..... Browning  
Wabash Valley College
  1. Broadcast Equipment
  2. Broadcast Transmitter
10. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning
11. Chief Executive Officer's Report ..... Bruce

12.	Executive Session.....	Bruce
13.	Approval of Executive Session Minutes .....	Bruce
13A.	Semi-Annual Review of Executive Session Minutes .....	Bruce
14.	Approval of Personnel Report .....	Bruce
15.	Collective Bargaining.....	Bruce
16.	Litigation .....	Bruce
17.	Acquisition and Disposition of Property .....	Bruce
18.	Other Items	
19.	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 Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, July 17, 2001.

**AGENDA #1 – “Call to Order & Roll Call”** – The meeting was called to order at 7:00 p.m. by Mr. James W. Lane, Jr., Chairman, who chaired the meeting.

**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:

Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mr. Larry Rost, Miss Marilyn J. Wolfe. Also present was Mr. Blake Smith, student trustee. Trustees absent at roll call: Mrs. Brenda K. Culver. There being a quorum present, the Chairman 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:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Dr. Hans Andrews, President of Olney Central College.

Dr. John Arabatgis, President of Lincoln Trail College.

Dr. Harry Benson, President of Wabash Valley College.

Dr. Michael Dreith, President of Frontier Community College.

Mr. George Woods, Dean of Community Development & Workforce Education.

Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

Mrs. Marty Novak, Director of Personnel.

Mr. Harry Hillis, Jr., Board Secretary.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting, Tuesday, June 19, 2001, were presented for approval.

**Board Action:** Miss Wolfe made a motion to approve the foregoing open meeting minutes as prepared. Dr. Fischer 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 is adopted.

**AGENDA #3 – “Recognition”** –

**#3-A. Visitors & Guests:** Visitors & guests present were recognized.

**#3-A (1): Recognition to Nursing Program:** Dr. Andrews reviewed the district’s Nursing Program and presented a plaque to Ms. Thelma Gifford and Ms. Donna Henry, in appreciation for their efforts in leading the program through the process that resulted in accreditation for eight years.

**#3-B. IECCEA Representative:** Mr. Dan Tahtinen, representing Illinois Eastern Community Colleges Education Association, recognized Ms. Karen Jameson for her service as a member of the Board of Trustees. The Olney Central College faculty presented Ms. Jameson with a plaque in appreciation for her service as a trustee.

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** None.

**#5-B. Report from Presidents:** Informational reports from each of the four colleges were presented by Dr. Andrews, Dr. Arabatgis, Dr. Benson, Dr. Dreith.

**#5-C. Report from Cabinet:** Mr. Woods presented an informational report on Coal Mining Technology/Telecom.

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

**#6-A. Revision of Campus Safety Policy:** The CEO recommended that the Board waive second reading and immediately adopt a revised Board Policy 500.17, Campus Safety and Security. The revision adds the following paragraph to the existing policy:

The possession and/or use of firearms, ammunition, fireworks, dangerous materials or combustible materials, except by law enforcement officials or used for approved course work, is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. Violators will be reported to local law enforcement agencies and face immediate expulsion or dismissal.

**Board Action:** Mrs. Kessler made a motion to waive second reading and adopt the revision to Board Policy 500.17 as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #7 – “Policy Second Readings” –**

**#7-A. Policy for Filling Board Vacancy:** Without objection, the Chair directed that the action on the proposed policy for filling a board vacancy be delayed until a future meeting.

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

**#8-A. 2000-2001 Accountability/Program Review Report:** The CEO recommended approval of Illinois Eastern Community Colleges’ Accountability and Program Review Report for the 2000-2001 academic year. The report contains summaries of instructional program reviews, summaries of action program improvements, reviews of occupational programs, along with the district’s performance-based incentive system and district-based goal. The report will be submitted to the Illinois Community College Board.

**Board Action:** Dr. Fischer made a motion to adopt the 2000-2001 Accountability/Program Review Report for submission to the Illinois Community College Board as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. 2001 Institutional Priorities Results Report:** The CEO recommended approval of the 2001 Institutional Priorities Results Report, which describes how IECC’s institutional priorities are aligned with and support the six goals of higher education introduced in “The Illinois Commitment.” These goals include economic growth, teaching and learning, affordability, access and diversity, high expectations and quality, and productivity and accountability. “The Illinois Commitment” is an initiative from the State of Illinois, asking that community colleges throughout the state address the six goals listed. The report will be submitted to the Illinois Community College Board.

**Board Action:** Mrs. Kessler made a motion to approve the 2001 Institutional Priorities Results Report for submission to the Illinois Community College Board as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Safe Deposit Box:** The CEO recommended approval of the following Corporate Authorization Resolution. The district’s current Lock Box #624 is too small for computer backup system tapes. Box #624 needs to be replaced with Box #721. Annual cost will be \$60 instead of \$36.

By: Illinois Eastern Community Colleges  
Community College District No. 529  
233 East Chestnut Street

A. I, Harry Hillis, Jr., certify that I am Secretary Board of Trustees of the above named Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, a body politic and corporate organized under the laws of the State of Illinois, Federal I.D. Number 37-0906196, engaged in business under the name of Illinois Eastern Community Colleges, Community College District No. 529, and that the following is a correct copy of a resolution adopted by the said Board of Trustees duly and properly called on July 17, 2001. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

B. Be it resolved that, Two persons A & B listed below to be authorized to:

(1) Enter into written lease for the purpose of renting and maintaining Safe Deposit Box #721 in the following financial institution: Community Bank & Trust, located at 240 East Chestnut Street, Olney, Illinois.

Name and Title	Signature
(A) Terry Bruce, Chief Executive Officer	_____
(B) Roger Browning, Chief Finance Officer	_____
(C) Rebecca Shultz, Computer Operator	_____
(D) Alex Cline, Director of Information & Communications Technology	_____
(E) Lucinda Wingert, Database Technician	_____

One authorized person required to gain access to said Safe Deposit Box. Two authorized persons required to terminate the lease.

C. I further certify that the Board of Trustees has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

**Board Action:** Mr. Rost made a motion to adopt the foregoing Corporate Authorization Resolution as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. OCC Cosmetology Lease:** The CEO recommended approval of the following lease. OCC Cosmetology Lease – Amendment to lease for the Cosmetology Program property located at 202 East Main Street, Olney, IL, extends the lease through June 30, 2002, annual rent remains the same at \$5,757.

**Board Action:** Dr Fischer made a motion to approve the lease for the property housing the OCC Cosmetology Program as recommended. Mrs. Kessler seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Request for Tax Exempt Status:** The CEO recommended approval of a request from the State of Illinois for tax exempt status for 9.5 acres of land located in Wabash County, IL, for a State Highway Department facility (State Highway Garage, in Browns, IL).

**Board Action:** Ms. Jameson made a motion to approve the State of Illinois request for tax exempt status for 9.5 acres located in Wabash County as recommended. Mr. Smith seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report” –**

**#9-A. IECC – Desktop Computers:** The Bid Committee recommended acceptance of the proposal from Dell Marketing LP, Round Rock, TX, for 181 desktop computers with options for a total of \$227,692. Desktop computers are upgrades for instructional and library use, administration, faculty, student labs and training needs. This is a revision from the original recommendation.

**Board Action:** Without objection, the Chair directed that the forgoing amendment to the Bid Committee Report be accepted on its face. Mr. Smith made a motion to accept the recommendation of the Bid Committee as amended and authorize purchase of 181 desktop computers from Dell Marketing LP as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. IECC – Laptop Computers:** The Bid Committee recommended acceptance of the bid from Gateway Companies, Inc., North Sioux City, SD, for 59 laptop computers with options for a total of \$127,936. Laptop computers are needed for upgrades, instructional and library use, administration, faculty, student labs, interactive video classrooms and training needs.

**Board Action:** Dr. Fischer made a motion to accept the foregoing Bid Committee recommendation and authorize purchase of 59 laptop computers from Gateway Companies. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. IECC – Video/Data Projectors:** The Bid Committee recommended acceptance of the bid of Central Indiana Marketing, Evansville, IN, for 16 video/data projectors with options for a total of \$57,030, plus addition of one bulb at a price of \$480, for a revised total bid of \$57,510. This is a revision from the original recommendation.

**Board Action:** Without objection, the Chair directed that the forgoing amendment to the Bid Committee Report be accepted on its face. Dr. Fischer made a motion to accept the recommendation of the Bid Committee as amended and authorize purchase of 16 video/data projectors from Central Indiana Marketing. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10– “District Finance” –** The following district financial matters were presented:

**#10-A. Financial Reports:** The monthly financial reports were presented, including the revised treasurer's report, showing a balance in all funds of \$736,513.17, as of June 30, 2001.

**Board Action:** Miss Wolfe made a motion to accept the revision to the June 30, 2001 Treasurer's Report as presented. Mr. Smith 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 is adopted.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of July, 2001, totaling 876,930.09, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of the district financial obligations for the month of July, 2001, in the amounts listed, and payments from the revolving fund for the month of June, 2001. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** - Mr. Bruce presented informational reports relative to the following topics:

1. Tentative Budget.
2. Department of Corrections Staff Development.
3. Title III Grant (\$1,800,000 – Five Years).
4. Illinois First Grant to LTC (\$150,000).
5. Tech Prep Grant (\$7,500).
6. Franklin University – New Degree.
7. Allard Thank You.
8. Adult Education & Family Literacy Funding (up 22% over last year).
9. Nursing Enrollment Up (227 this Fall).
10. Insurance Enrollment.
11. LTC Change Order (\$8,000 – Pool Lighting).
12. Beijing Olympics Host.
13. Tax Cut Impact.
14. OCC Gym Floor.
15. Comparison of Tax Burdens.
16. Chinese Television English Assistance.
17. Work Keys Program.
18. Vespa Recognition.
19. Chinese School Principals Visit.

**AGENDA #12 – “Executive Session”** – The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

**#12-A. Closed Meeting:** Miss Wolfe made a motion to hold a closed meeting to consider the matters outlined by the CEO. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Ms. Jameson. Trustees absent: Mrs. Culver. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried. A closed meeting was held, beginning at 8:27 p.m.

**#12-B. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. Miss Wolfe 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 is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:45 p.m.

(Note: Separate minutes have been prepared for the foregoing closed meeting.)

**AGENDA #13 – “Approval of Executive Session Minutes”** – Mrs. Kessler made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, June 19, 2001, but that closed meeting minutes of that date remain closed and not be opened to public inspection at this time. Mr. Smith 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 is adopted.

**#13-A. Semi-Annual Review of Closed Meeting Minutes:** The Board of Trustees having conducted a semi-annual review of closed meeting minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following recommendations:

**Minutes of closed meetings of the following dates will remain closed and not be made a part of the public record because of a need for continued confidentiality at this time:**



1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, January 16, 2001.
9. Tuesday, February 20, 2001.
10. Tuesday, March 20, 2001.
11. Tuesday, April 17, 2001.

**Minutes of closed meetings of the following dates will be opened and made a part of the public record:**

1. Tuesday, May 20, 1997.
2. Tuesday, November 18, 1997.
3. Tuesday, September 26, 2000.
4. Wednesday, September 27, 2000.
5. Tuesday, October 3, 2000.
6. Tuesday, October 17, 2000.
7. Tuesday, November 21, 2000.
8. Tuesday, December 12, 2000.
9. Thursday, March 1, 2001.
10. Thursday, March 8, 2001.
11. Thursday, March 15, 2001.

**Board Action:** Dr. Fischer made a motion to approve the foregoing recommendations as outlined, for minutes of closed meetings held on the dates listed. Mr. Rost 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 is adopted.

**AGENDA #14 – “Approval of Personnel Report”** – The CEO presented the following Personnel Report and recommended it be approved.

**400.1. Employment of Personnel**

A. Faculty

1. Laurel Cutright: Initial full-time employment as Math Instructor. Amount: Based upon \$34,150 per academic year. Effective: August 13, 2001.
2. Steven Higgins: Initial full-time employment as English Instructor. Amount: Based upon \$29,222 per academic year. Effective: August 13, 2001.

B. Professional/Non-Faculty

1. Steven Patberg: Initial full-time employment as Coordinator of Career Advisement at Wabash Valley College. Amount: Based upon \$23,153 per fiscal year. Effective: July 18, 2001.

C. Classified

1. Carol Watts: Initial full-time employment as Records Assistance for the Lawrence/Robinson Correctional Centers at Lincoln Trail College. Amount: Based upon \$19,000 per fiscal year. Effective: July 18, 2001. Employment is contingent upon Department of Corrections funding.

**400.2. Change in Status**

A. Classified

1. Tara Farleigh, Interim Administrative Assistant to the President, to Administrative Assistant to the President at Frontier Community College, effective July 19, 2001. Wages are based upon \$19,000 per fiscal year.

**400.3. Resignation**

A. Professional/Non-Faculty

1. Mike McLaury, Sports Center Manager/Head Baseball Coach at Lincoln Trail College, effective July 24, 2001.

**400.4. Retirement**

A. Faculty

1. Jeraldine Frey, Workforce Education Instructor, effective September 1, 2001.

**Board Action to Approve Personnel Report:** Mrs. Kessler made a motion to approve the Personnel Report as recommended. Mr. Smith seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18 – “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Mr. Rost made a motion to adjourn. Dr. Fischer 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 that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:50 p.m.

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

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

**Agenda Item #1**

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

- A. Visitors and Guests**
- G. IECCEA Representative**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

- A. Trustees**
- B. Presidents**
- C. Cabinet**
  - Coal Mining Technology/Telecom**

**Agenda Item #6**

**Policy First Reading (and Possible Approval)**

**None**



**Agenda Item #7**

**Policy Second Reading**

**Filling Board Vacancy**

## **Policy for Filling Board Vacancy**

Members of Board of Trustees should timely notify the Chairman of any intention to resign from the Board. Within 10 days of such notification, the Chairman shall notify the other trustees and the CEO. If requested, the Chairman shall convene a special meeting of the Board to begin the process of filling the vacancy. Once the vacancy occurs, the remaining members shall fill the vacancy within 60 days, and the person so appointed shall serve until a successor is elected at the next regular election for Board members. If the vacancy occurs with less than four months remaining before the next scheduled Trustee election, and the term of office of the Board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding Trustee election.

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Certification of Chargeback**

MEMORANDUM

TO: Terry Bruce  
FROM: Roger Browning  
DATE: August 13, 2001  
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback form for FY02 is attached. The out-of-district cost per semester hour is \$175.56. The chargeback reimbursement per semester credit hour figure is \$85.78. The cost per semester credit hour for out-of-state and international students is \$217.54. That figure was \$207.45 in FY01.

I recommend that the ICCB Certification of Chargeback be approved by the Board of Trustees as presented.

Thank you.

RB/cr

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

CERTIFICATION OF CHARGEBACK REIMBURSEMENT  
FOR FISCAL YEAR 2002

ALL FISCAL YEAR 2001 NONCAPITAL AUDITED OPERATING EXPENDITURES  
FROM THE FOLLOWING FUNDS:

1. Education Fund:	\$ 17,818,277	
2. Operations and Maintenance Fund:	2,131,406	
3. Public Building Commission Operation and Maintenance Fund:	-	
4. Bond and Interest Fund:	1,445,534	
5. Public Building Commission Rental Fund:	-	
6. Restricted Purposes Fund:	6,453,743	
7. Audit Fund:	22,918	
8. Liability, Protection, and Settlement Fund:	230,769	
9. Auxiliary Enterprises Fund (Subsidy Only):	798,657	
10. <b>TOTAL NONCAPITAL EXPENDITURES</b>		\$ 28,901,304
11. Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment) paid from sources other than state and federal funds	1,702,724	
12. <b>TOTAL COSTS INCLUDED</b>		30,604,028
13. Total certified semester credit hours for FY 2001	140,681.0	
14. <b>PER CAPITA COST</b>		217.54
15. All FY 2001 state and federal operating grants for noncapital expenditures, except for ICCB grants	5,906,170	
16. FY 2001 state and federal grants per semester credit hour (line 15 divided by line 13)		41.98
17. District's average ICCB grant rate (excluding equalization grants) for FY 2002		49.78
18. District's student tuition and fee rate per semester credit hour for FY 2002		<u>40.00</u>
19. Chargeback reimbursement per semester credit hour		<u>\$ 85.78</u>

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Fiscal Officer

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer

**Agenda Item #8B**

**FY2002 Capital Renewal Application**

**CAPITAL PROJECT APPLICATION FORM**  
*(One Application Form per Project)*

District/College and District # Illinois Eastern Community Colleges Dist. #529

Contact Person Nancy Allard

Project Title FY2002 Capital Renewal Projects

Project Budget \$215,600 check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date: August 21, 2001.

**Application Type (check the appropriate application type and follow instructions):**

Locally Funded New Construction--complete/submit Sections I, II and III.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA and the Architect Recommendation form.

**Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

**Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes  No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB.  
Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?  
Yes  No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

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**Section III**

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)



ATTACHMENT TO APPLICATION FOR  
CAPITAL RENEWAL GRANT FUNDS

Illinois Eastern Community Colleges District No. 529  
August 14, 2001

1. A narration which justifies the use of capital renewal funds for the project:

Lincoln Trail College: This is the second phase of a two-phase replacement of the theater lights dimming system. The remaining original part system in the Zwerman Arts Center is approximately 25 years old. The system is extremely unreliable and safety is a concern. The contactors and micro switches are continually breaking, and replacement parts must be custom fabricated because original parts are no longer available.

Olney Central College: The existing acoustical panels in the gymnasium have been in place for nearly twenty years and are starting to tear, fall apart, and lose their ability to mitigate sound. They are in need of full replacement. Acoustic control is important for all of the academic and non-academic events taking place in this facility. The building is used twelve months of the year for commencement, orientations, Upward Bound, pre-school programs, continuing education fitness programs and courses, physical education classes, and basketball, volley, and pre-baseball conditioning. This will be the first phase phase of a multi-phase project.

A second part of this project will be to reseal the student parking lot, south campus parking lot, and student center parking lot. These lots are well beyond the life expectancy of the previously sealant application, and this project is necessary to prevent further deterioration of the surfaces. This will be phase one of this work.

Wabash Valley College: The precast concrete fascia panels on the Main Hall are original to the building (thirty five years +/-), and are deteriorating to the point that portions of the lower edge of the panels are cracked and falling off. This is a hazard to those walking up to and entering the building below these panels. Additionally, the cracks are allowing water to enter, possibly affecting the panel anchorage.

Frontier Community College: The Student Lounge in Classroom West Building also serves as an entry to the building from the east end. There are no automatic door openers in either of the doors to the lounge (exterior and interior) to allow easy access for the disabled.

As a second part of this project, site lighting will be installed on the west side of campus. Currently, lighting is received only from the parking lot lights, and areas are not adequately lit. This continuation of the site lighting work done previously will make for safer and more secure travel for students and staff.

2. A project scope:

Lincoln Trail College: Replace the remaining portion of the worn-out theater lights dimming system with components compatible with the phase one work.

Olney Central College: Provide new acoustical treatment in the gymnasium. Fill cracks, repair surface damage, and reseal parking lots on campus.

Wabash Valley College: Repair/replace the damaged panels on all sides of the Main Hall.

Frontier Community College: Install automatic door openers on the existing doors of the Student Lounge. Install site lighting on the west side of campus.

ATTACHMENT TO APPLICATION FOR  
CAPITAL RENEWAL GRANT FUNDS

Illinois Eastern Community Colleges District No. 529  
August 14, 2001

Page Two

3. Estimated Project Budget:

LTC: Theater lighting	\$50,300
OCC: Install acoustic panels and seal parking lots	57,300
WVC: Repair/replace fascia panels	52,200
FCC: Install automatic door openers	<u>8,600</u>
Subtotal	\$168,400
Contingency	16,800
Construction Administration Fee	2,800
A/E Compensation	18,600
On-Site Observation & Reimbursables	<u>9,000</u>
<b>Total Estimated Project Cost</b>	<b>\$215,600</b>

**Attachment #1  
Project Budget**

**Check One:**

New Construction

Remodeling

**Project  
Name**

**Miscellaneous Improvements - LTC, OCC, WVC, FCC**

Land	
Site Development	\$18,900
Construction (including Fixed Equipment)	99,200
Mechanical	
Electrical	50,300
General Conditions (CDB Construction Administration Fee)	2,800
Contingency (10%)	16,800
A/E Professional Fees and Reimbursables	<u>27,600</u>
Total	\$215,600

**Protection, Health and Safety Project Name**

Budget Amounts

Project Costs  
Contingency  
A/E Professional Fees  
  
Total

**Attachment #2  
Funding Source**

**District/College Name** Illinois Eastern Community Colleges  
**Project Name** FY2002 Capital Renewal Projects

**Check the source(s) of funds:**

Available fund balance \_\_\_\_\_ Fund name(s): \_\_\_\_\_  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Bond Proceeds \_\_\_\_\_ Type of bond issuance(s): \_\_\_\_\_  
(including protection, health,  
and safety bonds)

Protection, Health and \_\_\_\_\_ Tax rate/fiscal year: \_\_\_\_\_  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Contract for Deed \_\_\_\_\_ Term of Contract for Deed in months: \_\_\_\_\_  
(ILCS 805/3-36)

Lending Arrangement with a \_\_\_\_\_ Term of Lending Arrangements in months: \_\_\_\_\_  
Financial Institution  
(ILCS 805/3-37)

Lease Agreement \_\_\_\_\_ Term of Lease in months: \_\_\_\_\_  
(ILCS 805/3-38)

Capital Renewal Funding \_\_\_\_\_  Proposed Fiscal Year Source(s): FY2002

ADA \_\_\_\_\_  
Access for All Funding \_\_\_\_\_ Proposed Fiscal Year Source(s)

**ARCHITECT RECOMMENDATION FORM**

(To Be Submitted For Capital Renewal or ADA proposed projects)

1. Provide your preference for architectural and/or engineering services:
- Capital Development Board in-house services (skip to 2)
  - Capital Development Board to select A/E firm (skip to 2)
  - Using an A/E firm with whom we have a satisfactory relationship. *Attach a separate letter which states the projects completed over the last five years by the A/E firm and the college's satisfaction with that work. List the A/E firm below (only one needed).*
  - College recommended A/E firm (must supply the name, address, phone number, and contact person of your top three choices).

1st Choice: Image Architects Inc.  
1118 West Main Street  
P.O. Box 850  
Carbondale, IL 62901

2<sup>nd</sup> Choice: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3rd Choice:

Provide the following if the A/E firm was college recommended:

The firm recommended is not \_\_\_\_\_ (*is or is not*) CDB certified as a minority business enterprise/female business enterprise company.

The firm recommended was chosen using a quality-based selection process.  
 Yes  No

If A/E firm will use a consultant, please provide the following information:

Name of consultant/firm  
Type of work to be performed (mechanical, electrical, etc.)  
Percentage of work estimated to be completed by a consultant  
 Minority or  Female owned business? Yes or No

2. Please attach a copy of the local board minutes approving the project.  
*Please return this form along with any attachments and the board minutes to:*  
Edward Smith  
Director for System Finances  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, Illinois 62701-1711

**Agenda Item #8C**

**FY2002 Capital Renewal Board Resolution**

**Agenda Item #8C**

**Resolution for Capital Renewal Grant Funds Application**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, that authorization is hereby given to file with the Illinois Community College Board, this district's FY2002 Capital Renewal Grant Application and attachments thereto, including justification narration and project scope, with an estimated cost of \$215,600, as follows:

1. The capital renewal allocated amount is \$215,600.
2. The estimated project budget is hereby approved in the following amounts:

LTC: Theater lighting	50,300
OCC: Install acoustic panels and seal parking lots	57,300
WVC: Repair/replace fascia panels	52,200
FCC: Install automatic door openers	<u>8,600</u>
Subtotal	\$168,400
Contingency	16,800
Construction Administration Fee	2,800
A/E Compensation	18,600
On-Site Observation & Reimbursables	<u>9,000</u>
<b>Total Estimated Project Cost</b>	<b>\$215,600</b>

Resolution adopted by roll call vote this 21st day of August 2001.

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

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

**Agenda Item #8D**

**FY002 Budget**



MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: August 21, 2001  
RE: FY2002 Budget

Mr. Chairman, I recommend approval of the FY2002 Budget for Illinois Eastern Community College District #529. The budget has been presented under separate cover.

RB/rs

**Agenda Item #8E**

**USI Articulation Addendum**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2001  
SUBJECT: University of Southern Indiana Articulation Addendum

Mr. Chairman, I recommend approval of the attached articulation agreement addendum with the University of Southern Indiana for Illinois Eastern Community Colleges' Associate in Science and Arts degree. The Cabinet approved this agreement addendum on August 8, 2001.

Thank you.

TLB/rs



June 27, 2001

Rita Adams  
Program Director  
Illinois Eastern Community Colleges  
233 East Chestnut  
Olney, IL 62450

Dear Rita:

Enclosed is a revised draft of an articulation agreement connecting your new Associate in Science and Arts (ASA) degree with USI's University Core Curriculum. Please let me know what you think.

Sincerely,  
  
Robert Bostrom  
Acting University Core Coordinator

cc: Charles Harrington

**Department of Teacher Education**

8600 University Boulevard • Evansville, Indiana 47712-3596 • 812/465-7024 • FAX 812/465-1029

*The University Core Curriculum*

**USI GENERAL EDUCATION ARTICULATION WITH THE ILLINOIS  
EASTERN COMMUNITY COLLEGE SYSTEM**

**ADDENDUM**

**Effective for New Students First Enrolled at an IECC Campus in Fall 2001 or later**

**(NOTE: See "General Policies Regarding Community College Transfer  
Articulations" attached)**

**IECC Associate in Science and Arts Transfer Degree** (as described in the IECC 2001-  
2003 Catalog, page 28)

Students who complete this degree, including the General Education Core, will satisfy  
USI's University Core Curriculum with the following exceptions:

Category B3: Health/Fitness	(2 hours)
Category D: Synthesis	(3 hours)
TOTAL:	5 hours

All but the Category D requirement can be completed either on the community college  
campus (with appropriately articulated courses) or at USI. The Synthesis course,  
however, must be taken during the senior year at USI.

## ADDITIONAL POLICIES AND QUESTIONS

### ADVISING

Information about the University Core Curriculum appears in the "Guidebook for Students and faculty Advisors" and in the USI Bulletin. Updated checksheet outlines also appear in the Fall, Spring, and Summer Schedules of Classes. In addition, most departments have incorporated UCC information into their major and minor checksheets. Finally, the DARS system developed by the Registrar's Office allows instant access to transcripts that indicate UCC courses completed and those requirements yet to be fulfilled.

### ARTICULATION AGREEMENTS

#### General Policies Regarding Community College Transfer Articulations

1. General Education program articulation agreements apply to associate degree-earning students only. Those who transfer with less than a full associate's degree will be evaluated on a course-by-course basis.
2. Students should note that individual major programs at USI sometimes require specific University Core courses (see pages 14-18). We recommend early consultation with a USI advisor in the student's major field.
3. USI students may transfer a maximum of 64 credit hours from a community college and must complete a minimum of 39 hours at the 300/400 level as part of their baccalaureate program.

**Agenda Item #8F**

**Request for Exception to Purchasing Policy**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2001  
RE: Approval of Purchases from Ready Sporting Goods

Under Purchasing Procedures (300.14), the Board does not allow purchases of goods from companies or individuals that would create a conflict of interest.

However, the Board may allow exceptions to this policy for such purchases if the circumstances merit.

Ready is currently a part-time tennis coach at Olney Central College and owner of Ready Sporting Goods. Prior to his part-time employment, Illinois Eastern Community Colleges purchased several thousands of dollars of equipment from Ready Sporting Goods.

Since Mr. Ready is now an employee of the district, such purchases should end under 300.14, causing a substantial economic hardship.

Under the discretion given to the Board of Trustees, I am recommending that Olney Central College be allowed to purchase equipment from Ready Sporting Goods on any sport other than tennis. Mr. Ready is to have no input into the decision-making process.

This exception would be for one year and subject to review and possible renewal by the Board in July of 2002.

TLB/rs



**Agenda Item #9**

**Bid Committee Report**

# **BID COMMITTEE REPORT**

**August 21, 2001**

## **Wabash Valley College**

- 1. Broadcast Equipment**
- 2. Broadcast Transmitter**

MEMORANDUM

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Broadcast Equipment  
DATE: July 31, 2001

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 for the total package that meets all specifications from RF Specialties located in Pittsburgh, PA for a total of \$23,245.50.

A bid tabulation sheet is attached.

Respectfully submitted,

Harry Benson  
Roger Browning  
Jim Cox  
Harry Hillis, Jr.

Source of Funds: Technology Plan

Rationale for Purchase:

All of the radio station broadcast equipment (transmitter, studio/transmitter link, etc.) was purchased in 1976 when WVJC-FM went to 50,000 watts. We are still using all of that original equipment - many pieces have been repaired numerous times over the years. All of it is outdated technology - 25-year-old technology. The Federal Communication Commission is introducing new rules and regulations that require stations to utilize current technology and this replacement will allow IECC to remain current in broadcast technology.

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

Broadcast Equipment Bid Tabulation		
Company	Bid Amount	Items Bid (1-4 Complete Pkg.)
Bradley Broadcast & Pro Audio Frederick, MD	\$11,792.00	Items 2, 3, & 4
Broadcasters General Store Ocala, FL	24,960.00	Total Package
Broadcast Supply Worldwide Tacoma, WA	26,114.27	Total Package
Crouse-Kimzey Grand Prairie, TX	23,435.00	Total Package
Harris Corporation Mason, OH	24,730.00	Total Package
QEI Corporation Williamstown, NJ	7,138.82	Item #3
RF Specialties Pittsburgh, PA	21,499.50 23,245.50	Total Package w/2-CH Total Package w/4-CH
Richardson Electronics LaFox, IL	26,611.45	Total Package

ASSOCIATED BROADCAST EQUIPMENT PACKAGE SPECIFICATIONS:

**ITEM #1**  
**STUDIO TO TRANSMITTER LINK SYSTEM**  
**with**  
**DIGITAL ENCODER AND DECODER (external)**  
**(QUANTITY – 1)**

**SPECIAL NOTE:** THESE SPECIFICATIONS ARE LOOSELY BASED UPON DETAILS DERIVED FROM A SYSTEM SUCH AS A MOSLEY PCL 6010 TRANSMITTER AND A MOSLEY PCL 6020 RECEIVER COUPLED WITH A MOSLEY DSP 6000 DIGITAL ENCODER / DECODER CHASSIS(S) (EXTERNAL). THESE SPECIFICATIONS ARE IN NO WAY INTENDED TO LIMIT THE BIDDER TO ONLY THE MOSLEY DEVICES LISTED ABOVE. THIS IS SIMPLY A GENERAL SPECIFICATION AS NOT ALL MOSLEY SPECIFICATIONS ARE DETAILED -- ONLY GENERIC SPECIFICATIONS ARE OUTLINED. OTHER DEVICES THAT MEET THESE GENERIC SPECIFICATIONS WILL BE CONSIDERED.

The transmitter unit shall be capable of accepting a Composite stereo input as well as a monoral input signal or a digital input from an external encoder, which will convert studio analog audio to a digital data stream, that can be interfaced to the transmitter's composite input or an appropriate interface input connector for the interface of an external digital encoder. An external analog to digital encoder shall be provided with the Transmitter and an external digital decoder shall be provided with the receiver.

The above options must be user / field selectable / User-Switchable

TRANSMITTER INPUT SPECIFICATIONS

Monaural/Composite/Digital

Composite inputs: Two multiplex inputs --- Connector type: BNC FEMALE AUDIO LEVEL +3.5 Vp-p, 6 k-ohms unbalanced,

Monoral Analog Input: +10 dBm, 600 ohms, balanced, floating, barrier strip screw input type BNC female connector

Digital Input: As appropriate to connect the supplied digital encoder

**ITEM #1 CONT'D:**

**OTHER TRANSMITTER SPECIFICATIONS**

Frequency Range	890-960 MHz	FREQUENCY AGILE
Power Source	120/240 VAC, +10%, 50/60 Hz	
RF Output	10 watts maximum, 5 watts minimum	
RF Output Connector	Type N female, 50 ohm	
Frequency Stability	Better than 0.00025%, 0°C to +50°C	
Spurious and Harmonic Emission	More than 60 dB below carrier level	
Modulation	Analog, digital or combined	
Channel Spacing	100 khz	
Frequency Response		
Monaural	±0.3 dB or better, 30 Hz to 15 kHz	
Composite:	±0.3 dB or better, 30 kHz to 75 kHz	
	±0.2 dB or better, 30 Hz to 53 kHz	
Deviation for 100% Modulation		
Monaural:	40 khZ	
Composite:	50 kHz	
Digital:	Function of data rate	
Modulation Capability		
Analog	One program and two subcarrier channels	
Digital	Four program and two data channels	

## ITEM #1 CONT'D:

### RECEIVER SPECIFICATIONS

Frequency Range FREQUENCY AGILE	890-960 MHZ	DUAL CONVERSION SYSTEM /
Power Source	120/240 VAC, +10%, 50/60 Hz	
RF Input Connector	Type N female, 50 ohm	
Sensitivity for 60 dB SNR	10 $\mu$ V (mono or composite de-emphasized) 100 $\mu$ V (stereo demodulated de-emphasized)	
Channel Spacing	100 kHz	
Adjacent Channel Rejection (500 kHz)	Digital to digital 35 dBc Digital to analog 20 dBc Analog to digital 30 dBc	
Frequency Response		
Monaural:	$\pm 0.3$ dB or better, 30 Hz to 15 kHz	
Composite:	$\pm 0.2$ dB or better, 30 Hz to 53 kHz	
	$\pm 0.3$ dB or better, 30 kHz to 75 kHz	
Deviation acceptability for 100% Modulation Reading		
Monaural	$\pm 40$ kHz (Screw Terminal Connections)	
Composite	$\pm 50$ kHz; other deviation optional (BNC FEMALE Connectors)	
Digital decoder)	Function of data rate (Connector as appropriate for supplied digital	
Signal-to-Noise Ratio		
Monaural	73 dB or better	
Composite:	73 dB or better	
CONDITIONS	100% modulation / demodulation, de-emphasized left or right	
Nonlinear Crosstalk Subchannel/Main Channel	52 dB or better	
Stereo Separation	52 dB or better, 50 Hz to 15 kHz	
Adjacent Channel Rejection	An adjacent signal 15 dB higher than desired signal will degrade SNR by less than 3 dB	
THD and IMD		
Monaural	0.2% or less, 30 Hz to 15 kHz, typically better than 0.15% at 1 kHz	
Composite	Stereo demodulated: 0.2% or less, 30 Hz to 7.5 kHz	
Convolved stereo demodulation products: kHz	50 dB below the 400 Hz, 100% mod. ref. level from 7.5 kHz to 15 kHz	

**ITEM #1 CONT'D:****DIGITAL ENCODER / DECODER (external) SPECIFICATIONS**

## Frequency Response

Wide Main +/- 0.2 DB 20 HZ TO 15 KHZ

Narrow Main

Wide Aux

Narrow Aux

Distortion @ 1kHz. 01% &lt;

Range Dynamic decoder 90 DB encoder / decoder

Crosstalk between Channel 80 dB

Stability Level 0.2 &lt; DB

Method Coding Data Choice of ADPCM. sub-brand or ISO/MPEG

Rate Sample kHz 48 kHz, 44.1 kHz, 32 kHz

Delay Time ISO/MPEG. ms 49 ADPCM, &lt; 3.8ms

Channels Data 1 Data  
baud. 300 1200, 2400, 4800, 9600 --- rates selectable RS-232,

Program Channels 4

Rates Transmission 512, 410, 341, 273, 256, 205, 128, 64 kbps Selectable

Requirements Power 50/60 HZ 10%, ± Vac 115/230

**ITEM #2:****AUDIO PROCESSOR WITH STEREO GENERATOR (INTEGRATED)**

(QUANTITY – 1)

Preferred Item – Orban Optimod-FM 2200D or equivalent.

Digital processing

Two-band processing with bass EQ

Protection Limiting

Built-in digital stereo generator/encoder

Eight factory presets and eight user presets in non-volatile memory

Less-More control continuously varies amount of applied processing

Remote Control Interface

Built-in tone generator

This unit shall be capable of handling the processing of AES/EBU digital audio and analog audio and interfacing of the streams with the studio to transmitter link or the main FM transmitter's exciter.



**ITEM #3:****FM MODULATION MONITOR / TEST SET SYSTEM  
(QUANTITY – 1)**

Preferred Item – QEI Model 691/01 (and 67KHZ) Stereo FM Modulation Monitor / Test Set or equivalent

RF frequency range 88.1 to 107.8 MHz

RF input: antenna 3.16mv to 80mv, signal sample 1mW to 50W

Modulation Display accuracy +/- 2% over entire range

Frequency response 0.2 dB 30Hz-75kHz, range -20dB to +2dB

S/N better than 75dB

Distortion: THD 0.05%, IMD 1%, SCA (4kHz dev.)

Crosstalk: Main into Sub 65dB, Sub into Main 65dB, SCA into Sub or Main 70dB

Outputs: Left 600 ohms balance and high-Z, Right 600 ohms balanced and high-Z

Built-in SCA monitoring

This unit shall be capable of direct connection to the FM transmitter as well as monitoring from the studio site via an antenna connection. It shall have composite output(s) as well as program stereo audio outputs. The composite outputs will be for connection to a subcarrier demodulator(s) and modulation monitoring of those subcarriers and other similar signals. The unit shall include (built-in) demodulation and measurement for a 67Khz subcarrier signal associated with a Radio Reading Service.

**ITEM #4:****SUBCARRIER GENERATOR SYSTEM (67 KHZ) WITH AUDIO PROCESSOR  
(QUANTITY – 1)**

Preferred items – Marti SCG-10 Subcarrier Generator and APHEX 323A Compeller or equivalent

This system shall consist of a subcarrier generator at 67 kHz with agile frequency adjustment (if available) and an audio processor to control modulation peaks of the subcarrier system.

Subcarrier Generator:

Frequency set to 67 kHz

Subcarrier input 0.1 to 1 V RMS, 10K ohms, BNC connector

Modulation distortion less than 1 percent

Frequency response +1.5dB, 25Hz to 95% of low pass filter cut-off

Signal/Noise Ratio better than -65dB

Audio Processor:

Nominal operating level user selectable on unit

Input via 3 pin XLR connector female

Out via 3 pin XLR connector male

Frequency response +/- 1dB from 10Hz to 65kHz

Dynamic THD 0.05%

System functions shall include compression, frequency leveler, peak limiter, dynamic verification gate, dynamic recovery computer, silence gate and stereo enhance

Warranty & Support

---

All items shall include a minimum 1-year warranty (USA) Cost shall include shipping/delivery to Wabash Valley College in Mt. Carmel, Illinois.

An information/specification packet shall be included with the bid.

30 day unconditional return privilege, warranty issues to be resolved in less than one week, warranty parts replacement with prepaid freight preferred, telephone technical support available 5-days-a-week required.

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

TOTAL BID \$ \_\_\_\_\_  
(FOR ALL ITEMS/TOTAL PACKAGE)

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: PLEASE SUBMIT BID IN **DUPLICATE**

MEMORANDUM

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Broadcast Transmitter  
DATE: July 31, 2001

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 specifications from Commercial Communication Associates located in Fairburn, CA for a total of \$49,945.50.

Company	Bid Amount
Commercial Communication Associates Fairburn, CA	\$49,945.50
Broadcast Supply Worldwide Tacoma, WA	\$53,569.00
Harris Corporation Quincy, IL	\$56,000.00

Respectfully submitted,

Harry Benson  
Roger Browning  
Jim Cox  
Harry Hillis, Jr.

Source of Funds: Technology Plan

Rationale for Purchase:

All of the radio station broadcast equipment (transmitter, studio/transmitter link, etc.) was purchased in 1976 when WVJC-FM went to 50,000 watts. We are still using all of that original equipment - many pieces have been repaired numerous times over the years. All of it is outdated technology - 25-year-old technology. The Federal Communication Commission is introducing new rules and regulations that require stations to utilize current technology and this replacement will allow IECC to remain current in broadcast technology.

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

## **FM BROADCAST TRANSMITTER SPECIFICATIONS**

25,000 watt FM Radio Broadcast Transmitter (Qty. 1)

One 25,000 watt grounded grid FM broadcast transmitter with a 100 watt Exciter,  
Power output of 25,000 watts,  
Frequency range of 87.5 to 108.1 MHz (current assignment is 89.1 Mhz),  
Frequency stability +/- 250 Hz or better,  
IPA Type 5CX1500B and PA Type 3CX15000A7 preferred  
Output impedance of 50 ohms standard (3 1/8" EIA flanged),  
Line voltage/frequency of 200-240/380 VAC, 50/60 Hz, 3 phase,  
Residual AM noise better than 60dB,  
Synchronous AM noise better than 55dB,  
FM noise better than 80dB,  
FM THD <0.05%,  
Harmonics better than 80dB,  
VSWR power fold-back which will automatically reduce transmitter power during antenna icing conditions,  
24 VDC control system which will interface with any standard remote control system, Automatic 3-cycle overload recycling to protect tubes and major components,  
Digital audio broadcast compatible,  
Cooling of tubes to be via Roton blower(s) as standard equipment,  
Transmitter control circuitry shall have memory and the ability to return to the air automatically in the event of a power interruption (magnetic latching relay memory preferred),  
Calibration of metering and overload circuits as well as repair access to control circuit cards and remote control wiring accessible from a front access/waist high level preferred,  
Local metering and control panel at waist level preferred,  
Harmonic filter and directional coupler shall be included,  
Transmitter's RF output shall have a direct DC shunt to ground within the final cavity/tuning circuit to shunt heavy lightning strikes and protect the RF output circuitry, Transmitter AC input circuitry shall have built-in voltage spike suppression to protect the transmitter system from excessive line voltage excursions and lightning-induced pulses via incoming power line connections,  
Filament voltages shall be regulated via brute force, saturated core transformer system, Factory training shall be available at no charge while the transmitter is being tested.  
Transmitter shall include a minimum 1-year warranty (USA) (3-year preferred).  
Cost shall include delivery to Wabash Valley College in Mt. Carmel, Illinois.  
60-day delivery once order is placed.  
Major components elements for repair purposes available within 2-3 days.  
An information/specification packet with manuals shall be included with the bid.

### **Exciter specifications**

FM exciter of 100 watts (power output of 3-100 watts),  
Frequency range of 87.5-108.1 MHz, (current assignment is 89.1 Mhz)  
Frequency stability +/- 250 Hz or better,  
Output impedance of 50 ohms standard Type "N",  
Line voltage/frequency of 100-133/200-266 VAC, 50/60 Hz,  
Synchronous AM noise better than 55dB,  
FM noise better than 80dB,  
FM THD <0.005%,  
Harmonics better than 80dB,

Exciter shall include a minimum 1-year warranty (USA) (3-year preferred).

**FM BROADCAST TRANSMITTER SPECIFICATIONS CONT'D:**

Warranty and Support:

Warranty issues to be resolved in less than one week; 3-year warranty parts replacement with prepaid freight preferred, lesser terms will be considered; Telephone technical support 5-days-a-week required.

All freight, handling and delivery charges are included in bid. Failure to provide detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid.

Our quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.

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

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: PLEASE SUBMIT BID IN **DUPLICATE.**

**Agenda Item #10**

**District Finance**

- A. Financial Report**
- B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT July 31, 2001**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$612,447.52</b>
<b>Operations &amp; Maintenance</b>	<b>(\$51,117.20)</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>(\$12,352.80)</b>
<b>Bond &amp; Interest</b>	<b>(\$53,369.36)</b>
<b>Auxiliary</b>	<b>\$1,116,196.05</b>
<b>Restricted Purposes</b>	<b>(\$71,643.29)</b>
<b>Working Cash</b>	<b>\$8,111.47</b>
<b>Trust &amp; Agency</b>	<b>\$134,485.38</b>
<b>Audit</b>	<b>\$2,341.55</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$140,905.92</b>
 <b>TOTAL ALL FUNDS</b>	 <b>\$1,826,005.24</b>

**Respectfully submitted,**

**Marilyn Grove, Treasurer**

**LIST OF INVESTMENTS**

July, 2001

<b>Date Purchased</b>	<b>Maturity Date</b>	<b>Rate of Interest</b>	<b>Bank</b>	<b>Cost</b>	<b>Value</b>	<b>Interest to be Earned</b>
<b>Education Fund</b>						
*04/04/01	04/04/02	5.25	Citizens National Bank of Albion (CD)	100,000	105,250	5,250
*04/04/01	04/04/02	4.83	First National Bank of Allendale (CD)	100,000	104,830	4,830
05/16/01	09/16/01	4.41	Fairfield National Bank (CD)	500,000	507,350	7,350
06/26/01	10/26/01	4.32	Fairfield National Bank (CD)	1,500,000	1,521,600	21,600
<b>Operations &amp; Maintenance Fund (Rest)</b>						
02/22/01	08/23/01	5.91	Community Bank & Trust (CD)	800,000	823,640	23,640
02/22/01	12/21/01	5.63	Community Bank & Trust (CD)	1,000,000	1,046,917	46,917
02/22/01	03/22/02	5.64	Community Bank & Trust (CD)	500,000	530,550	30,550
02/22/01	06/21/02	5.67	Community Bank & Trust (CD)	800,000	860,480	60,480
<b>Auxiliary Fund</b>						
04/06/01	04/06/02	5.42	First Crawford State Bank (CD)	500,000	527,100	27,100
<b>Working Cash Fund</b>						
06/20/00	12/20/01	6.94	Community Bank & Trust (CD)	1,515,000	1,672,712	157,712
04/23/01	10/23/02	4.84	Fairfield National Bank (CD)	675,000	724,005	49,005
<b>Trust &amp; Agency Fund</b>						
06/13/01	06/13/02	4.51	Peoples National Bank (CD)	137,500	143,701	6,201
<b>Liability &amp; Protection Fund</b>						
06/26/01	08/26/01	4.29	Fairfield National Bank (CD)	350,000	352,503	2,503

\*Community Development Investments



ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2001  
 (With comparative totals for 30-JUN-2000)  
 (amounts expressed in dollars)

Governmental Fund Types

	GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	439,125	29,321	8,340	270,872	-53,479	-87,851
IMPREST FUND	1,000	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	4,200,000	--	--	350,000	--	3,400,000
RECEIVABLES	3,927,950	531,044	35,888	321,049	1,469,452	--
ACCRUED REVENUE	--	--	--	--	--	--
INTERFUND RECEIVABLES	-8,715	--	--	--	--	1,291
INVENTORY	--	--	--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	8,561,360	560,365	44,228	941,921	1,415,973	3,313,440
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	14,797	--	--	--	--	--
CURRENT OBLIGATIONS PAYABLE	--	--	--	--	--	--
ACCOUNTS PAYABLE	100,155	40,947	6,000	-644	--	70,242
ACCRUED EXPENSE	7,101	21,868	--	283	--	--
INTERFUND PAYABLES	--	--	--	--	--	--
DEFERRED REVENUE	3,847,185	--	35,888	321,049	1,469,452	--
OTHER LIABILITIES	373,983	-8,715	--	--	--	--
TOTAL LIABILITIES:	4,343,221	54,100	41,888	320,688	1,469,452	70,242
EQUITY AND OTHER CREDITS:						
INVESTMENT IN PLANT	--	--	--	--	--	--
PR YR BDGTED CHANGE TO FUND	--	--	--	--	--	--
BALANCE						
Fund Balances:						
FUND BALANCE	4,026,562	456,744	2,340	491,555	-53,479	857,513
RESERVE FOR ENCUMBRANCES	191,578	49,521	--	129,678	--	2,385,685
TOTAL EQUITY AND OTHER CREDITS:	4,218,139	506,265	2,340	621,233	-53,479	3,243,198
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	8,561,360	560,365	44,228	941,921	1,415,973	3,313,440

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ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2001  
 (With comparative totals for 30-JUN-2000 )  
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	606,328	2,537,713
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	7,950,000	3,650,000
RECEIVABLES	6,285,383	6,581,545
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
TOTAL ASSETS AND OTHER DEBITS:	14,837,287	12,844,506
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	14,797	21,150
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	216,700	240,049
ACCRUED EXPENSE	29,252	41,422
INTERFUND PAYABLES		
DEFERRED REVENUE	5,673,574	5,781,569
OTHER LIABILITIES	365,268	384,154
TOTAL LIABILITIES:	6,299,591	6,468,344
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	5,781,235	5,691,097
RESERVE FOR ENCUMBRANCES	2,756,461	685,064
TOTAL EQUITY AND OTHER CREDITS:	8,537,696	6,376,162
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	14,837,287	12,844,506
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ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2001  
 (With comparative totals for 30-JUN-2000 )  
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2001	Prior Year 2000
<b>ASSETS and OTHER DEBITS:</b>		
<b>ASSETS:</b>		
CASH	100,060	314,464
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	750,000	450,000
RECEIVABLES	57,599	71,254
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	379,712	379,712
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>1,307,871</b>	<b>1,235,930</b>
<b>Liabilities, equity and other credits</b>		
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE		
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	12,820	6,331
ACCRUED EXPENSE	22,059	24,169
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
<b>TOTAL LIABILITIES:</b>	<b>34,879</b>	<b>30,500</b>
<b>EQUITY AND OTHER CREDITS:</b>		
INVESTMENT IN PLANT	1,205,431	725,408
PR YR BDGTD CHANGE TO FUND	67,561	480,023
<b>BALANCE</b>		
<b>Fund Balances:</b>		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
<b>TOTAL EQUITY AND OTHER CREDITS:</b>	<b>1,272,992</b>	<b>1,205,431</b>
<b>TOTAL LIABILITIES,</b>	<b>1,307,871</b>	<b>1,235,930</b>

EQUITY AND OTHER CREDITS:

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ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2001  
 (With comparative totals for 30-JUN-2000 )  
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH		30,125	30,125	125,496
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	237,500	2,427,500	2,315,000
RECEIVABLES		2,637	2,637	2,847
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,190,000	270,262	2,460,262	2,443,343
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
CURRENT OBLIGATIONS PAYABLE		--		
ACCOUNTS PAYABLE		1,097	1,097	5,906
ACCRUED EXPENSE		210	210	104
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		141,257	141,257	145,960
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,190,000	123,089	2,313,089	2,287,114
RESERVE FOR ENCUMBRANCES		5,915	5,915	10,269
TOTAL EQUITY AND OTHER CREDITS:	2,190,000	129,005	2,319,005	2,297,383
TOTAL LIABILITIES,	2,190,000	270,262	2,460,262	2,443,343

EQUITY AND OTHER CREDITS:

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ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2001  
 (With comparative totals for 30-JUN-2000 )  
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	736,513	2,977,673
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	11,127,500	6,415,000
RECEIVABLES	6,345,618	6,655,646
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
INVENTORY	379,712	379,712
TOTAL ASSETS AND OTHER DEBITS:	18,605,419	16,523,779
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	14,797	21,150
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	230,616	252,286
ACCRUED EXPENSE	51,522	65,695
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE	5,673,574	5,781,569
OTHER LIABILITIES	365,268	384,154
TOTAL LIABILITIES:	6,475,727	6,644,803
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,205,431	725,408
PR YR BDGTD CHANGE TO FUND	67,561	480,023
BALANCE		
Fund Balances:		
FUND BALANCE	8,094,325	7,978,211
RESERVE FOR ENCUMBRANCES	2,762,376	695,334
TOTAL EQUITY AND OTHER CREDITS:	12,129,693	9,878,975
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	18,605,419	16,523,779
	=====	=====



ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-2001  
Percentage of time remaining through the Budget: .000

EDUCATIONAL FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,725,000.00	1,745,650.77	20,650.77	1.197
STATE GOVT SOURCES	10,849,156.00	10,835,172.09	-13,983.91	-.129
STUDENT TUITION & FEES	6,550,094.00	6,462,980.86	-87,113.14	-1.330
SALES & SERVICE FEES	.00	56,749.47	56,749.47	#####
INVESTMENT REVENUE	50,000.00	211,703.53	161,703.53	323.407
OTHER REVENUES	110,750.00	135,574.46	24,824.46	22.415
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	19,285,000.00	19,447,831.18	162,831.18	.844
EXPENDITURES:				
INSTRUCTION	8,919,096.86	8,912,149.12	-6,947.74	-.078
ACADEMIC SUPPORT	558,600.61	551,824.62	-6,775.99	-1.213
STUDENT SERVICES	1,056,971.87	1,052,597.72	-4,374.15	-.414
PUBLIC SERV/CONT ED	69,494.00	68,974.78	-519.22	-.747
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	132,219.91	136,647.08	4,427.17	3.348
INSTITUTIONAL SUPPORT	4,929,699.75	4,281,997.34	-647,702.41	-13.139
SCH/STUDENT GRNT/WAIVERS	3,365,000.00	3,399,772.96	34,772.96	1.033
	-----	-----	-----	-----
TOTAL EXPENDITURES:	19,031,083.00	18,403,963.62	-627,119.38	-3.295
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	678,657.00	650,233.41	-28,423.59	-4.188
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	678,657.00	650,233.41	-28,423.59	-4.188
NET INCREASE/DECREASE IN NET ASSETS	-424,740.00	393,634.15	818,374.15	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-2001  
Percentage of time remaining through the Budget: .000

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	735,000.00	747,893.71	12,893.71	1.754
STATE GOVT SOURCES	1,309,000.00	1,306,934.74	-2,065.26	-.158
FACILITIES REVENUE	30,000.00	28,621.00	-1,379.00	-4.597
INVESTMENT REVENUE	.00	23,409.44	23,409.44	#####
OTHER REVENUES	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	2,074,000.00	2,106,858.89	32,858.89	1.584
EXPENDITURES:				
STUDENT SERVICES	.00	196.30	196.30	#####
OPER & MAINT PLANT	2,323,749.00	2,277,185.72	-46,563.28	-2.004
INSTITUTIONAL SUPPORT	.00	74.00	74.00	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,323,749.00	2,277,456.02	-46,292.98	-1.992
NET INCREASE/DECREASE IN NET ASSETS	-249,749.00	-170,597.13	79,151.87	31.693

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-2001  
Percentage of time remaining through the Budget: .000

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	2,388,200.00	2,351,752.83	-36,447.17	-1.526
STATE GOVT SOURCES	240,655.00	239,596.86	-1,058.14	-.440
INVESTMENT REVENUE	.00	122,532.82	122,532.82	#####
OTHER REVENUES	.00	62,022.06	62,022.06	#####
	-----	-----	-----	-----
TOTAL REVENUES:	2,628,855.00	2,775,904.57	147,049.57	5.594
EXPENDITURES:				
OPER & MAINT PLANT	148,190.00	96,438.65	-51,751.35	-34.922
INSTITUTIONAL SUPPORT	4,293,367.00	996,979.25	-3,296,387.75	-76.779
	-----	-----	-----	-----
TOTAL EXPENDITURES:	4,441,557.00	1,093,417.90	-3,348,139.10	-75.382
NET INCREASE/DECREASE IN NET ASSETS	-1,812,702.00	1,682,486.67	3,495,188.67	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-2001  
Percentage of time remaining through the Budget: .000

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,398,410.00	1,341,440.99	-56,969.01	-4.074
INVESTMENT REVENUE	.00	3,489.85	3,489.85	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,398,410.00	1,344,930.84	-53,479.16	-3.824
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,398,410.00	1,398,410.00	.00	.000
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,398,410.00	1,398,410.00	.00	.000
NET INCREASE/DECREASE IN NET ASSETS	.00	-53,479.16	-53,479.16	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-2001  
Percentage of time remaining through the Budget: .000

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STUDENT TUITION & FEES	563,435.00	290,971.38	-272,463.62	-48.358
SALES & SERVICE FEES	2,954,307.00	2,348,309.35	-605,997.65	-20.512
FACILITIES REVENUE	1,800.00	3,178.00	1,378.00	76.556
INVESTMENT REVENUE	.00	73,118.90	73,118.90	#####
OTHER REVENUES	550,350.00	61,843.88	-488,506.12	-88.763
	-----	-----	-----	-----
TOTAL REVENUES:	4,069,892.00	2,777,421.51	-1,292,470.49	-31.757
AUXILIARY ENTERPRISES:				
SALARIES	1,285,685.00	1,022,299.70	-263,385.30	-20.486
EMPLOYEE BENEFITS	79,649.00	56,006.92	-23,642.08	-29.683
CONTRACTUAL SERVICES	332,508.00	139,562.55	-192,945.45	-58.027
GEN. MATERIAL & SUPPLIES	2,461,484.00	1,727,388.35	-734,095.65	-29.823
CONF/TRAVEL MEETING EXPENSE	505,292.00	209,831.21	-295,460.79	-58.473
FIXED CHARGES	60,562.00	44,146.88	-16,415.12	-27.105
UTILITIES	33,461.00	7,898.81	-25,562.19	-76.394
CAPITAL OUTLAY	381,190.00	177,445.28	-203,744.72	-53.450
INTERFUND TRANSFERS	798,657.00	-798,657.00	-1,597,314.00	#####
OTHER EXPENDITURES	164,106.00	123,937.79	-40,168.21	-24.477
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	6,102,594.00	2,709,860.49	-3,392,733.51	-55.595
NET INCREASE/DECREASE IN NET ASSETS	-2,032,702.00	67,561.02	2,100,263.02	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-2001  
Percentage of time remaining through the Budget: .000

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	120,000.00	148,423.59	28,423.59	23.686
TOTAL REVENUES:	----- 120,000.00	----- 148,423.59	----- 28,423.59	----- 23.686
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-120,000.00	148,423.59	268,423.59	#####
TOTAL TRANSFERS AMONG FUNDS:	----- -120,000.00	----- 148,423.59	----- 268,423.59	----- #####
NET INCREASE/DECREASE IN NET ASSETS	240,000.00	.00	-240,000.00	-100.000

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-2001  
Percentage of time remaining through the Budget: .000

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	20,000.00	19,348.82	-651.18	-3.256
INVESTMENT REVENUE	.00	421.40	421.40	#####
	-----	-----	-----	-----
TOTAL REVENUES:	20,000.00	19,770.22	-229.78	-1.149
EXPENDITURES:				
INSTITUTIONAL SUPPORT	23,188.00	22,918.04	-269.96	-1.164
	-----	-----	-----	-----
TOTAL EXPENDITURES:	23,188.00	22,918.04	-269.96	-1.164
NET INCREASE/DECREASE IN NET ASSETS	-3,188.00	-3,147.82	40.18	1.260

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-2001  
Percentage of time remaining through the Budget: .000

LIAB, PROTECT, SETTLEMENT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	435,000.00	417,603.45	-17,396.55	-3.999
INVESTMENT REVENUE	.00	34,793.30	34,793.30	#####
	-----	-----	-----	-----
TOTAL REVENUES:	435,000.00	452,396.75	17,396.75	3.999
EXPENDITURES:				
INSTITUTIONAL SUPPORT	834,605.00	230,768.99	-603,836.01	-72.350
	-----	-----	-----	-----
TOTAL EXPENDITURES:	834,605.00	230,768.99	-603,836.01	-72.350
NET INCREASE/DECREASE IN NET ASSETS	-399,605.00	221,627.76	621,232.76	#####

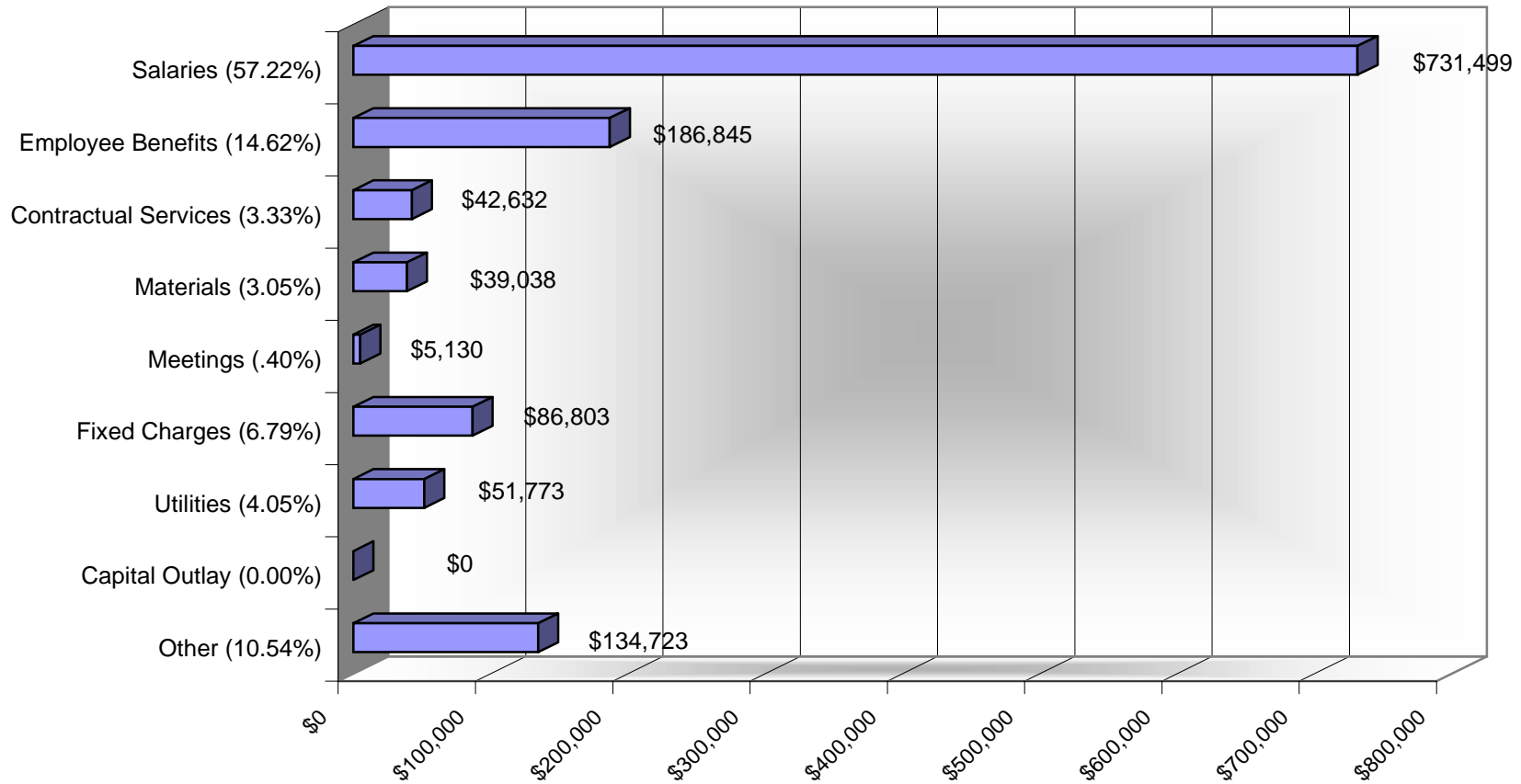


ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY99-01

College	Category	FISCAL YEAR 1999			FISCAL YEAR 2000			FISCAL YEAR 2001				Summer, Fall & Spring Hours	Cost per Semester Hour	
		Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru FY00	% of Bdgt	Annual Budget	Spent Thru FY01	% of Bdgt	% of Year			
Frontier	Bills		\$639,432			\$1,174,967		\$1,315,039						
	Payroll		1,539,517			1,632,109		1,623,481						
	Totals	\$2,077,018	2,178,949	105%	\$2,620,195	2,807,076	107%	\$3,172,980	2,938,520	93%	100%	24,694	\$119.00	
Lincoln Trail	Bills		737,682			1,074,795		1,208,490						
	Payroll		2,097,342			2,091,869		2,233,574						
	Totals	2,697,681	2,835,024	105%	3,250,689	3,166,664	97%	3,499,900	3,442,064	98%	100%	22,551	152.63	
Olney Central	Bills		748,845			1,446,367		1,629,713						
	Payroll		3,068,790			2,948,954		3,121,674						
	Totals	3,761,268	3,817,635	101%	4,484,872	4,395,321	98%	4,703,754	4,751,387	101%	100%	35,439	134.07	
Wabash Valley	Bills		712,149			1,247,315		1,395,098						
	Payroll		2,365,251			2,378,964		2,545,048						
	Totals	2,944,978	3,077,400	104%	3,694,006	3,626,279	98%	3,967,821	3,940,146	99%	100%	27,068	145.56	
Workforce Educ.	Bills		604,441			1,064,046		1,112,656						
	Payroll		1,463,504			1,197,197		1,287,319						
	Totals	1,769,316	2,067,945	117%	1,619,930	2,261,243	140%	2,394,245	2,399,975	100%	100%	24,709	97.13	
District Office	Bills		158,573			252,539		259,067						
	Payroll		742,223			734,232		791,302						
	Totals	924,251	900,796	97%	1,086,064	986,771	91%	1,130,151	1,050,369	93%	100%			
District Wide	Bills		759,886			981,346		1,611,070						
	Payroll		313,637			481,471		547,888						
	Totals	1,407,496	1,073,523	76%	2,018,560	1,462,817	72%	2,485,981	2,158,958	87%	100%			
O & M	Bills													
	Payroll													
	Totals													
GRAND TOTALS		15,582,008	15,951,272	102%	18,774,316	18,706,171	100%	21,354,832	20,681,419	97%	100%	134,461	153.81	

Excludes DOC

## Illinois Eastern Community Colleges FY2002 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of July 31, 2001 - \$1,278,443

**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Agenda Item #13**

**Approval of Executive Session Minutes**

**Agenda Item #13A**

**Semi-Annual Review of Closed Minutes**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: July 17, 2001-07-12  
RE: Semi-Annual Review of Closed Minutes

Mr. Chairman, I recommend the approval of opening to the public record, executive session minutes as previously distributed to board members.

TLB/rs

**Agenda Item #14**

**Agenda Item #14**

**Approval of Personnel Report**



## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** August 21, 2001  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. The resignation letter will be mailed with the employment packets.

mk

Attachment

# **PERSONNEL REPORT**

## **INDEX**

**400.1. Employment of Personnel**

**400.2. Change in Status**

**400.3. Educational Level Change**

**400.4. Request for Approval of Proposed  
Non-College Employment**

**400.5. Resignation**

## PERSONNEL REPORT

### 400.1. Employment of Personnel

#### A. Faculty

1. Larry Nelson: Initial full-time employment as Commercial Custodial Services Instructor for the LTC Educational Program at the Lawrence Correctional Center. Amount: Based upon \$31,900 per fiscal year. Effective: August 23, 2001. Employment is contingent upon funding from the Department of Corrections. Code: 65516L-5516L-1301-CO2
2. Mary Roark: Initial full-time employment as Computer Technology Instructor for the LTC Educational Program at the Lawrence Correctional Center. Amount: Based upon \$29,400 per fiscal year. Effective: August 23, 2001. Employment is contingent upon funding from the Department of Corrections. Code: 65516L-5516L-1301-104
3. Ann Wolven: Initial full-time employment as English Instructor. Amount: Based upon \$36,614 per academic year. Effective: August 13, 2001  
Code: 011-2304L-1301-101

#### B. Professional/Non-Faculty

1. Mitch Hannahs: Initial full-time employment as Sports Center Manager/Head Baseball Coach at Lincoln Trail College. Amount: Based upon \$33,000 per fiscal year. Effective: July 30, 2001  
Code: 55144L-5144L-1201-6041  
53612L-3612L-1201-604

#### C. Classified

1. Dixie Cherry: Initial full-time employment as Clerk/Receptionist at Frontier Community College. Amount: Based upon \$14,815 per fiscal year. Effective: August 23, 2001.  
Code: 66025F-6025F-1601-308  
014-8082F-1601-108
2. Lyndal Hefley: Initial full-time employment as Literacy Development Center Technician at Frontier Community College. Amount: Based upon \$20,000 per fiscal year. Effective: August 23, 2001. Employment is contingent upon continued funding from a grant.  
Code: 65295F-5295F-1201-308

3. Teresa Stanford: Initial full-time employment as Office Assistant for the LTC Educational Program at the Lawrence Correctional Center. Amount: Based upon \$22,000 per fiscal year. Effective: August 23, 2001. Employment is contingent upon continued funding from the Department of Corrections.  
Code: 65516L-5516L-1601-809
4. Kathy Wheeler: Initial full-time employment as Clerk/Receptionist at Frontier Community College. Amount: Based upon \$13,781 per fiscal year. Effective: August 23, 2001. Employment is contingent upon continued funding of a grant.  
Code: 65051F-5051F-1601-308  
65041F-5041F-1601-308

#### **400.2. Change in Status**

##### A. Administrative

1. Sandra Craig, Library Assistant, Wabash Valley College, \$17,831 per fiscal year, to Director of the Learning Resource Center, Wabash Valley College, \$29,700 per fiscal year, effective August 22, 2001.  
Code: 013-2010W-1101-201
2. Tim Watson, Youthful Offender Counselor, LTC/RCC Educational Program, \$32,448 per fiscal year to Correctional Center Site Director, LTC/LCC Educational Program, \$37,000 per fiscal year, effective August 23, 2001. Employment is contingent upon continued funding from the Department of Corrections.  
Code: 65516L-5516L-1101-809

#### **400.3. FY01-02 Educational Level Change**

##### A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Cathy Robb	B+16	M	\$1,000

#### **400.4. Request for Approval of Proposed Non-College Employment (external report)**

#### **400.5. Resignation**

##### A. Classified

1. Carole Kirk, Upward Bound Student Advisor, effective August 31, 2001.



**Agenda Item #15**

**Collective Bargaining Report**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**



**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

**Protection, Health, and Safety  
Projects Schedule  
Phase III & IV**

**Phase III**

<b>ENVIRONMENTAL BARRIER PROJECTS &amp; MISCELLANEOUS:</b>	<b>Estimated Budget</b>										
Misc. ADA Improvements All campuses & DO	\$505,000										
Exit Door Modifications OCC	\$126,000										

**Phase IV**

Environmental Barriers FCC, LTC & WVC	\$366,300										
Exit Modifications WVC	\$61,700										
Roof Replacements OCC & WVC	\$128,400										

	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>
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07/31/2001

**TENTATIVE**  
**Protection, Health, Safety and ADA**  
**Projects Schedule**  
**Phase V and ADA**

	Estimated Budget										
HVAC System Replacement FCC	\$263,800										
Natatorium Mechanical Replacement LTC	\$272,300										
Acoustics & Pool Lighting Replacement LTC	\$102,900										
Structural System & Metal Components Repair LTC	\$171,400										
HVAC Systems-Student Union, Physical Plant & Applied Arts Replacement WVC	\$145,200										
<b>PHASE V PROJECT TOTAL</b>	<b>\$955,600</b>										
<b>ADA PROJECTS FCC, LTC, OCC &amp; WVC</b>	<b>\$158,510</b>										
Gym Floor OCC	\$356,500										
<b>GRAND TOTAL</b>	<b>\$1,470,610</b>		<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>

07/31/2001