

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**December 13, 2005**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**December 13, 2005  
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. Revision to Student Personnel Policy 500.20
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Mt. Carmel Enterprise Zone Extension ..... Bruce
  - B. Environmental Scan ..... Bruce  
.....
  - C. Medical Assistant Program Fees ..... Bruce  
.....
  - D. Pharmacy Technician Program Fees ..... Bruce
  - E. Phlebotomy Affiliation Agreement - Clay County Hospital -**Flora** ..... Bruce
  - F. Phlebotomy Affiliation Agreement - Good Samaritan Hospital-**Vincennes** ..... Bruce
  - G. 2006-2007 Holiday Schedule ..... Browning  
.....
  - H. 2+2 Nursing Agreement between IECC and McKendree College ..... Pampe  
.....
  - I. Joint Agreement between IECC and Lake Land College ..... Cantwell  
.....
  - J. Joint Agreement between IECC and Lewis & Clark College ..... Cantwell
  - K. Reduction in Scope of Project ..... Bruce  
.....

- 9. Bid Committee Report..... Browning
- 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
  - A. Written Executive Session Minutes..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
  - C. Semi-Annual Review of Written and Audio Executive Session Minutes ..... Bruce
  - .....
- 14. Approval of Personnel Report..... Bruce
- 15. Collective Bargaining..... Bruce
  - Amendment to the Existing Contract with IECCEA
- 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 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, November 15, 2005.

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Miss Laura Tiusaba Guzman, 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:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Dr. Harry Benson, President of Wabash Valley College.  
Dr. Jack Davis, President of Olney Central College.  
Dr. Michael Dreith, President of Frontier Community College.  
Dr. Carl Heilman, President of Lincoln Trail College.  
Mr. Roger Browning, Chief Finance Officer.  
Mrs. Tara Buerster, Director of Human Resources.  
Mr. Alex Cline, Director of Information & Communications Technology.  
Ms. Kathleen Pampe, Associate Dean, Career Education & Economic Development.  
Ms. Pamela Schwartz, Associate Dean of Institutional Development.  
Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

BITS – Business Industry Training Services  
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  
IECCEA – Illinois Eastern Community 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 of the regular meeting, Tuesday, October 18, 2005, were presented for disposition.

**Board Action:** Mr. Williams made a motion to approve minutes of the foregoing meeting as prepared. Dr. 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 the “Ayes” have it and the motion is adopted.

**AGENDA #3 – “Recognition of Visitors & Guests”** –

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

**Special Presentation:** Ms. Marilyn Grove, who is retiring November 30, 2005 as District Treasurer, was presented with a Waterford Crystal vase containing yellow roses, in appreciation for her service to the IECC District. She has served the district since September 1969 and has been a Secretary, Payroll Clerk, Bookkeeper, Head Bookkeeper and Treasurer.

**#3-B. IECCEA Representative:** None.

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

**AGENDA #5 – “Reports”** –

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

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

**#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. Leave and Benefit Policy 400.4:** The District has always provided leave for full-time employees when called to appear in court as a witness or as a member of a jury. The employee has always been able to choose either the compensation provided by the court or to receive District compensation and turn the court proceeds over to the District. In recent months, part-time employees have been called for jury duty, but there is no policy providing for court appearance leave. Therefore, the part-time employee loses District compensation and only receives the minimal compensation provided by the court. The proposed change will allow the District to compute the average daily income of the part-time employee and allow the part-time employee to receive that as compensation for their court appearance. This proposed change brings equity to part-time employees. It is proposed that part-time faculty who teach at least three semester hours and have taught at least one prior semester would be eligible for this same leave benefit.

Under the revision, the following will be added as paragraphs 2 and 3 under the Leave and Benefit Policy, Section C, Required Court Appearance Leave:

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

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

**Recommendation:** An amended copy of the foregoing revised policy was presented and without objection the Chair directed that the amended copy be accepted and made a part of the records of this meeting. The CEO recommended that second reading be waived and the foregoing revised policy be adopted.

**Board Action:** Mr. Williams made a motion to waive second reading and adopt the revised Leave and Benefit Policy 400.4 as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Certification of Compliance with the Truth in Taxation Law:** Mr. Browning reviewed the Certificate of Compliance with the Truth in Taxation Law. The CEO recommended approval for the Chairman to sign the Truth in Taxation Certificate of Compliance, containing the following statements relative to this community college district:

“I, the undersigned, hereby certify that I am the presiding officer of the Board of Trustees of Illinois Eastern Community Colleges, Community College District No. 529 and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Sections 18-60 through 18-85 of the “Truth in Taxation” law. The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.”

**Board Action:** Miss Wolfe made a motion to approve the Certificate of Compliance with the Truth in Taxation Law and authorize the Chairman to sign the certificate as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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-B. Certificate of Tax Levy for FY2007:** Mr. Browning reviewed the Certificate of Tax Levy, showing the following sums to be levied on the taxable property of this community college district:

Educational Purposes \$1,925,000; Operations & Maintenance Purposes \$825,000; Local Government & Governmental Employees Tort Immunity Act purposes \$110,000; Social Security & Medicare Insurance purposes \$210,000; Financial Audit purposes \$15,000; Worker's Compensation & Unemployment purposes \$210,000. Number of bond issues of the community college district which have not been paid in full: 1. The Certificate of Tax Levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December 2005.

**Board Action:** Dr. Fischer made a motion to approve the Certificate of Tax Levy as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. GASB Designation of Tax Levy Year:** Mr. Browning reviewed certain GASB guidelines regarding tax levies. Under guidelines established by the Governmental Accounting Standards Board (GASB), governmental entities may designate the fiscal year that their tax levy is to be recognized as income. Currently, the Board of Trustees does a levy and extension for taxes based upon calendar years which overlap our school year and fiscal year. The following resolution clarifies that under GASB guidelines, taxes levied for the year 2005 will be collected late in calendar year 2006 and that such levy will be allocated 100% to fiscal year 2007.

The CEO recommended adoption of the following resolution.

#### **Resolution Setting Forth Tax Levies for 2005**

Be it resolved by the Board of Trustees of Illinois Eastern Community Colleges District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2005 concerning tax levies and extensions.

Be it further resolved by the Board of Trustees of Illinois Eastern Community Colleges District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of One Million Nine Hundred Twenty Five Thousand Dollars (\$1,925,000) be levied as a tax for Educational purposes; and the sum of Eight Hundred Twenty Five Thousand Dollars (\$825,000) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Ten Thousand Dollars (\$210,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Fifteen Thousand Dollars (\$15,000) be levied as a special tax for Financial Audit purposes; and the sum of One Hundred Ten Thousand Dollars (\$110,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Ten Thousand Dollars (\$210,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, for the year 2005

to be collected in the year 2006; and that the levy for the year 2005 be allocated 100% for Fiscal Year 2007.

**Board Action:** Mr. Koertge made a motion to adopt the foregoing resolution regarding designation of the tax levy year as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Treasurer's Bond:** Roger Browning has been appointed to serve as District Treasurer effective December 1, 2005. Before entering upon his duties, each Treasurer is required to execute a bond payable to the Board of the community college district for which he is Treasurer. The bond shall be for 25% of the amount of monies and effects of which the Treasurer is to have custody. A copy of the bond was presented and requires Board approval. The District is also required to file a copy with the State Board and in the office of the County Clerks for each county within the district. The CEO recommended approval of the Treasurer's Bond with Liberty Mutual Insurance Company; Bond Number 285025810.

**Board Action:** Miss Wolfe made a motion to approve the Treasurer's Bond as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Nursing Observation Experience Agreement:** The CEO recommended approval of an Observation Experience Agreement with the Wayne County Housing Authority, Fairfield, Illinois, for the Associate Degree Nursing Program. The agreement will provide student observation experience in a facility other than a classroom or clinical setting. The College agrees that the experience will be under the indirect supervision of a College instructor, will provide written objectives for the observation experience, comply with rules and regulations of the Wayne County Housing Authority, insure the students, retain responsibility for student education, and evaluate the clinical experience. The Housing Authority agrees to retain responsibility for client care, encourage student learning experiences, encourage student observation of patient care, evaluate the student experience, determine the total number of students allowed, and determine the nursing functions the student may experience.

**Board Action:** Mr. Williams made a motion to approve the Observation Experience Agreement with the Wayne County Housing Authority as recommended. Miss Tiusaba seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Phlebotomy Affiliation Agreement:** The CEO recommended approval of Affiliation Agreements for the new phlebotomy program with the following hospitals: Richland Memorial Hospital, Olney, Illinois; Crawford Memorial Hospital, Robinson, Illinois; Fairfield



Memorial Hospital, Fairfield, Illinois; St. Anthony's Memorial Hospital, Effingham, Illinois; Lawrence County Hospital, Lawrenceville, Illinois.

Under each of these agreements, the Hospital agrees: to make its facilities available to students and faculty involved with the Phlebotomy Program, develop a plan for the use of hospital facilities, that hospital appointed clinical supervisors will retain full and final decision for procedures assigned to students, to provide an orientation to students participating in the program including demonstrations of new equipment and techniques.

The District agrees: to provide faculty for the program, be responsible for the teaching and coordination with the staff of the hospital on objectives to be completed, to coordinate student clinical assignments with the agency, and review and evaluate the students' progress, to comply with all applicable rules and regulations and policies of the hospital, to be responsible for maintaining proper standards of care and safeguard of patients assigned to students, to supervise the health of all students making use of the hospital's facilities, and to ensure that the students meet the health requirements of the hospital, to provide a medical record for each participating student showing full compliance with the health requirements required by the hospital, to provide an orientation for the educational program for the hospital staff, to respect the confidential nature of all information which may come to students with regard to patients and hospital records, to provide a written set of clinical objectives and evaluation forms, to encourage students to provide their own health insurance, and that faculty and students shall be covered by malpractice insurance policy prior to any assignment of practice at the hospital.

An annual review of this agreement will be made each spring and either party may terminate the agreement by providing one school calendar year's written notice.

**Board Action:** Mrs. Culver made a motion to approve the Affiliation Agreements for the Phlebotomy Program with the hospitals listed as recommended. Miss Tiusaba seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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.

**Addition to Agenda:** Without objection, the Chair directed that the following action item be added to the agenda.

**#8-G. Affiliation Agreements – Clay County Hospital:** The CEO recommended approval of Affiliation Agreements with the Clay County Hospital, Flora, Illinois, including a Nursing Observation Experience Agreement and a Phlebotomy Affiliation Agreement.

**Board Action:** Miss Wolfe made a motion to approve Affiliation Agreements with the Clay County Hospital as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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 \$2,861,561.94, as of October 31, 2005.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for November 2005, totaling \$742,179.50, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of District financial obligations for November 2005, in the amounts listed, and payments from the revolving fund for October 2005. Miss Tiusaba seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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”** – None.

**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 October 18, 2005.

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

#### **400.1. Employment of Personnel**

A. Classified

1. Laura Kucharik, Administrative Assistant, WED, effective November 17, 2005.
2. Melissa Shilling, Clerk/Receptionist, FCC, effective December 1, 2005.

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

A. Administrative

1. Roger Browning, Chief Financial Officer to Chief Financial Officer/Treasurer, effective December 1, 2005.

B. Classified

1. Laurie Rist, Office Assistant for BITS to Administrative Assistant for BITS, effective November 16, 2005.

#### **400.3. Special Assignments – Extra Curricular 2005-06**

1. Amie Mayhall, Faculty Director of Student Learning Assessment, \$5,000/Semester (Fall '05/Spring '06) + 3 hrs release time (Spring '06).
2. Nixie Hnetkovsky, Faculty Coordinator of Student Learning Assessment, FCC, \$500/Semester (Spring '06).
3. Travis Matthews, Faculty Coordinator of Student Learning Assessment, LTC, \$500/Semester (Spring '06).
4. Kelly Payne, Faculty Coordinator of Student Learning Assessment, OCC, \$500/Semester (Spring '06).

5. Mark Pettigrew, Faculty Coordinator of Student Learning Assessment, WVC, \$500/Semester (Spring '06).

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

A. Faculty

Brenda Grove, Lodge of Wabash, Vincennes, IN and Lawrence County Health Dept, 150 days/480 hours per contract year.

#### **400.5. Resignation**

A. Professional/Non-Faculty

1. Amy Neikirk, Clinical Coordinator of Radiography at OCC, resignation effective December 30, 2005.

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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” –**

**#15-A. Agreement to Limited Re-Opener To Existing Contract with Education Association:** The CEO presented an “Agreement to Limited Re-Opener To Existing Contract Between Illinois Eastern Community College District #529 (IECC) And Illinois Eastern Community Colleges Education Association NEA-IEA (IECCEA),” and recommended approval. The limited reopening of negotiations is for the purpose of discussing the language in Article IX, Section 9.10 of the existing contract and the possible mutual agreement to change the language in this section.

**Board Action:** Mr. Williams made a motion to approve the foregoing Agreement as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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 #16 – “Litigation” – None.**

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

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

**AGENDA #19 – “Adjournment”** – Mr. Williams 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 the “Ayes” have it, the motion is adopted, and the meeting adjourned at 7:35 p.m.

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

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

**Agenda Item #1**

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

- A. Visitors and Guests**
- B. IECCEA Representatives**

**Agenda Item #4**

**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)**

**Revision to Student Personnel Policy 500.20**

**Agenda Item #6**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Revision to Student Personnel Policy 500.20

Illinois Eastern has been developing a large number of on-line courses for our students. Students enrolled in the International Student Program have begun enrolling in these on-line classes, which has raised concern about the value of our International Program to these very students.

To ensure that international students can enjoy the full benefits of student interaction and experience the cultural aspects of our education, it is proposed that international students be limited in the number of on-line courses in which they may enroll.

The proposed policy change would state that international students cannot enroll in on-line classes without the approval of the Program Director of International Students.

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

TLB/rs

Attachment

## STUDENT PERSONNEL - 500

### **Academic Requirements Policy (500.20)**

Date Adopted: October 20, 1998

*Revised: December 13, 2005 (pending IECC Board of approval)*

Any degree/certificate-seeking student whose cumulative grade point average falls below a C (2.0), after attempting 12 credit hours, will automatically be placed on academic probation.

A student on academic probation must earn at least a C (2.0) average in the term immediately following placement on academic probation, or the student will be dropped from the degree program. A student then must maintain a C (2.0) average in the term following such dismissal from the degree program to remain in the college.

A student who is placed on academic probation and who earns a C average in the term(s) following placement on academic probation will remain on academic probation until such time as the student's cumulative grade point average returns to C (2.0).

Notice of academic deficiency will appear on the student's transcript by semester. Each college and/or academic program will establish procedures to give timely warning of deficiency and its consequences to students. Deficiency warnings will be sent to all students to inform them that they are on academic probation.

When the student achieves a cumulative GPA of C (2.0), then he or she will have returned to academic good standing.

*Students who are participating in Illinois Eastern Community Colleges International Student Program may not enroll in on-line courses without permission from the Program Director of International Students, in recognition of the significant learning experience which occurs through cultural immersion in a classroom environment.*

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Mt. Carmel Enterprise Zone Extension**

**Agenda Item #8A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Mt. Carmel Enterprise Zone Extension

The City of Mt. Carmel wishes to expand their existing Enterprise Zone. The Board has previously approved the existing Enterprise Zone.

Under the proposed expansion, the Board is asked to approve the abatement of property taxes upon real estate upon which new improvements are constructed for a period of four years. The amount of the abatement would be 100% for each of the five years.

The extension would include the new strip mine being developed by Alcoa, which is located southwest of Mt. Carmel and includes approximately 490 acres.

A copy of the resolution and a legal description of the expansion are attached.

I would ask the Board's approval of this extension of the existing Enterprise Zone.

TLB/rs



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AMENDING A RESOLUTION WHICH AUTHORIZED  
PROPERTY TAX ABATEMENT FOR COMMERCIAL AND INDUSTRIAL  
PROPERTY IMPROVEMENTS IN THE CITY OF MOUNT CARMEL AND  
WABASH COUNTY**

**WHEREAS**, the City of Mount Carmel has designated an Enterprise Zone under the provision of the Illinois Enterprise Zone Act, or Amendment, subject to the approval of the Illinois Department of Commerce and Community Affairs, and subject to the provision of the Act; and,

**WHEREAS**, property tax abatement is established as an incentive to stimulate commercial and industrial construction, rehabilitation and/or renovation in order to create and/or retain jobs within the private sector of our local economy; and,

**WHEREAS**, the IECC District 529 (“Taxing District”) previously passed a Resolution regarding the abatement of property taxes pursuant to Section 162 (e) of the Revenue Act of 1939, as amended; and,

**NOW, THEREFORE, BE IT ORDAINED BY THE TAXING DISTRICT**, as follows:

**SECTION 1.** The Taxing District hereby amends former Resolutions and authorizes and directs the Clerk of Wabash County to abate ad valorem taxes imposed upon real property, located within the Enterprise Zone area, upon which new improvements are constructed or upon which existing improvements are renovated or rehabilitated. Such abatement shall be at a rate of one hundred percent (100%) of the value of the improvements made after December 31, 2005, for the assessment year in which the improvements are made and the four assessment years immediately following the year in which the improvements are made. However no such abatement shall be applicable to any such improvement project within the boundaries of any Tax Increment Redevelopment Project Districts.

**SECTION 2.** The provisions of this Resolution shall be deemed separable, and the invalidity of any portion hereof shall not affect the validity of the remainder thereof.

**SECTION 3.** Nothing in this Resolution shall be construed to affect any suit or proceeding pending in any court, or any rights acquitted, or liability incurred, or any cause or causes of action acquired or existing, or permits or licenses issued under any act or ordinance hereby repealed or amended; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Resolution.

**SECTION 4.** All Resolutions and part of Resolutions in conflict with the provisions of this Resolution shall be, and the same are, to the extent of such conflict, hereby repealed.

**SECTION 5.** This Resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Ayes: -

Nays: -

Absent: -

ADOPTED: \_\_\_\_\_, 2005 \_\_\_\_\_

APPROVED: \_\_\_\_\_, 2005 \_\_\_\_\_

Officially published in pamphlet form this \_\_\_\_ day of \_\_\_\_\_, 2005

Legal Description of Enterprise Zone Extension to Alcoa, Inc.

September 20, 2005

From the intersection of the existing Mount Carmel Enterprise Zone at the intersection of Enterprise Drive and Route 15 (point of beginning);

1). Thence westerly on a three foot wide strip along the south side of Route 15 to the Northeastern most point of Section 27, Township 1 South and Range 12 West, Wabash County, Illinois, (2.56 miles);

Encompassing the following:

2). Northeast Quarter of Section 27, Township 1 South and Range 13 West, Wabash County, Illinois; (160 acres) and;

3). South one-half of the Southeast Quarter of Section 22, Township 1 South and Range 13 West, Wabash County, Illinois; (30 acres) and;

4). Northwest Quarter of the Southeast Quarter of Section 22, Township 1 South and Range 13 West, Wabash County, Illinois; (50 acres) and ;

5). East half of the Northeast Quarter of Section 22, Township 1 South and Range 13 West, Wabash County, Illinois; (80 acres) and;

6). Southwest Quarter of the Northeast Quarter of Section 22, Township 1 South and Range 13 West, Wabash County, Illinois; (40 acres) and;

7.) Northwest Quarter of the Northeast Quarter of Section 22, Township 1 South and Range 13 West, Wabash County, Illinois; (40 acres) and;

8.) Northwest Quarter of the Northwest Quarter of Section 22, Township 1 South and Range 13 West, Wabash County, Illinois; (40 acres) and;

9). At the intersection of the north side of Ninth Street and Market Street, thence easterly along Ninth Street to North Cherry Street, thence southerly along North Cherry Street to East Eighth Street, thence westerly along East Eighth Street to North Market Street.

**Agenda Item #8B**

**Environmental Scan**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Environmental Scan

To do accurate strategic planning, the District prepares an environmental scan utilizing historical data to forecast future internal and external needs for college programs and services.

The environmental scan uses the historical data to calculate forecasts that fall within a 95% probability of being statistically accurate. This forecast enables the District to devise and articulate a strategic operational vision that enables the District to achieve its ever changing and diverse mission.

Twenty-four data elements were selected for scanning in FY2006: District population, District high school graduates, Indiana border county high school graduates, credit hours generated, equalized assessed valuation, per capita personal income, and many others.

I would ask the Trustees to review this data and use it for the better operation of our District currently and in the future.

I ask the Board's acceptance of the FY2006 Environmental Scan.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Frontier Community College**

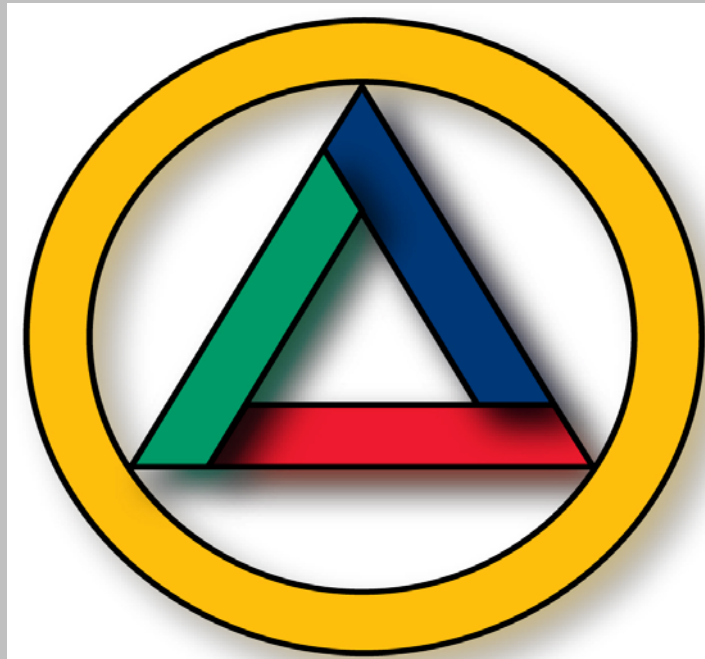
**Lincoln Trail College**

**Olney Central College**

**Wabash Valley College**

# **Environmental Scan**

**Fiscal Year 2006**



**Approved by the Cabinet: 12-07-05**  
**Accepted by the Board of Trustees:**

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## **INTRODUCTION**

The foundation and driving force for strategic planning at Illinois Eastern Community Colleges is environmental scanning. Scanning the environment enables the District to analyze historical data to forecast future internal and external needs for college programs and services. Districtwide strategic planning involves analyses of both quantitative and qualitative District economic data, as well as student and program data, to forecast future trends. Importantly, analyzing historical data and forecasting future trends better enables the District to improve teaching-learning processes that adjust to changing populations and the corresponding educational needs of our customers in the communities we serve.

In addition to calculating forecasts, it is also necessary to determine their accuracy. The environmental scan calculates forecasts that will fall within a 95 percent probability of being statistically accurate. The sample size for each set of data for this scan is small and cannot be used to predict future values with exact certainty; however, it is entirely likely that the data are sufficient to forecast future trends. Analyses of these forecasts and trends will better enable the District to devise and articulate a strategic operational vision that will enable the District to continue to successfully achieve its ever-changing and diverse mission. The data gathered for the environmental scan and the analyses of the data are made available to all levels of the institution including faculty, staff, and students for their input into Districtwide strategic planning. By sharing historical information, analyses of the data, changes to the Districtwide strategic plan, and an annual assessment of the plan's goals and objectives with faculty, staff, and students, the continuous feedback loop will help improve District strategic planning processes.

Data from the environmental scan are reviewed to determine which elements are appropriate for forecasting. Time-series analysis, a statistical method whereby a linear forecast of outcomes is calculated based on a linear function of past observations, is employed to provide a glimpse into the future. That is, time-series analysis uses a set of historical values to predict future results. Time-series forecasting assumes that a time-series is a combination of a pattern and some trend error. ForecastX™ is an MS Windows®-based software tool that uses a system to select the most appropriate method for forecasting future values based upon trends or seasonality that may exist in the historical data.

Twenty-four data elements relating to various demographics within the service region of Illinois Eastern Community Colleges District #529 were selected for scanning in Fiscal Year 2006: District population, District high school graduates, Indiana border county high school graduates, reimbursable credit hours generated, equalized assessed valuation, per capita personal income, percent of per capita personal income, farm employment, non-farm employment, construction employment, manufacturing employment, wholesale trade employment, retail trade employment, financial services employment, educational services employment, average wages, unemployment rates, student financial aid recipients, average family income of financial aid recipients, unduplicated enrollment, student age ranges, online enrollment, transfer programs, and technical programs.

## **ENVIRONMENTAL DEMOGRAPHICS**



## Population

The populations of the eight major counties which comprise the majority of the service area of Illinois Eastern Community Colleges District #529 were examined to determine if the population base was stable. As can be discerned from Chart 1, the population base within District #529 has been steadily declining since 1985. The forecast through the year 2015 indicates that the population will continue to decrease in the future. Thus, we can conclude from this forecast that it is likely that progressively less local property taxes will be available for the support of District #529 and also that fewer students will likely be residing within the District to demand programs and services from the four colleges.

Since 1981, the eight counties which comprise the major portion of the Illinois Eastern Community Colleges District #529 service area have collectively lost 11.6% of their population. At 15.7%, Edwards County has lost the largest percentage of its population. Richland County lost 12.8%, Jasper County lost 12.6%, Lawrence County lost 11.7%, Wabash County lost 9.4%, Clay County lost 9.1%, Wayne County lost 8.4%, and Crawford County lost 5.9% of its population. On average, the District has lost slightly more than  $\frac{1}{2}$  of 1% of its population base for each of the past 23 years.

In 1981, there were 127,549 residents living within District #529. However, by 2003, that figure had dropped to 112,793. This represents an actual loss of 14,756 residents. Moreover, by 2015, the population of the District is projected to be approximately 104,000. It should be noted that while the national population is projected to steadily increase through 2012, the population within District #529 is forecast to steadily decrease. The conclusion one might draw from these data is that the District's pool of "traditional" students is shrinking each year. Thus, the colleges should ensure that planning for new programs and courses take into consideration the needs of non-traditional students as well as traditional students.

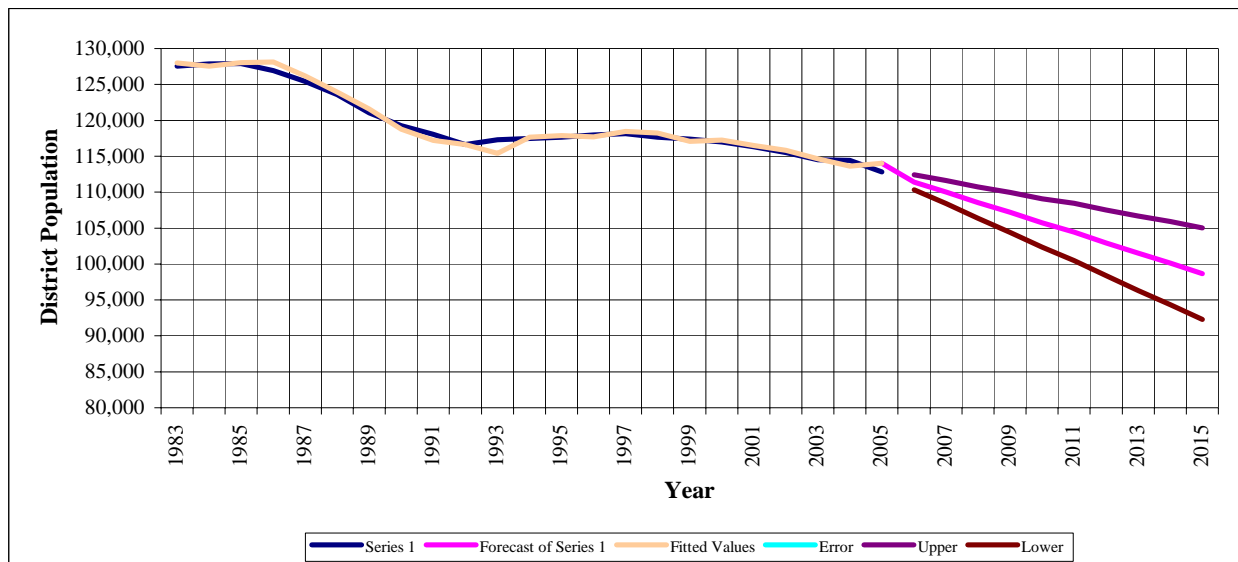


Chart 1: District #529 Population Forecast

**District #529 HS Graduates**

Chart 2 shows that the number of high school graduates within District #529, although cyclic, is declining slightly each year. This correlates with the loss of District population. Chart 3 clearly shows that the number of high school graduates in 2005 was a 12-year low.

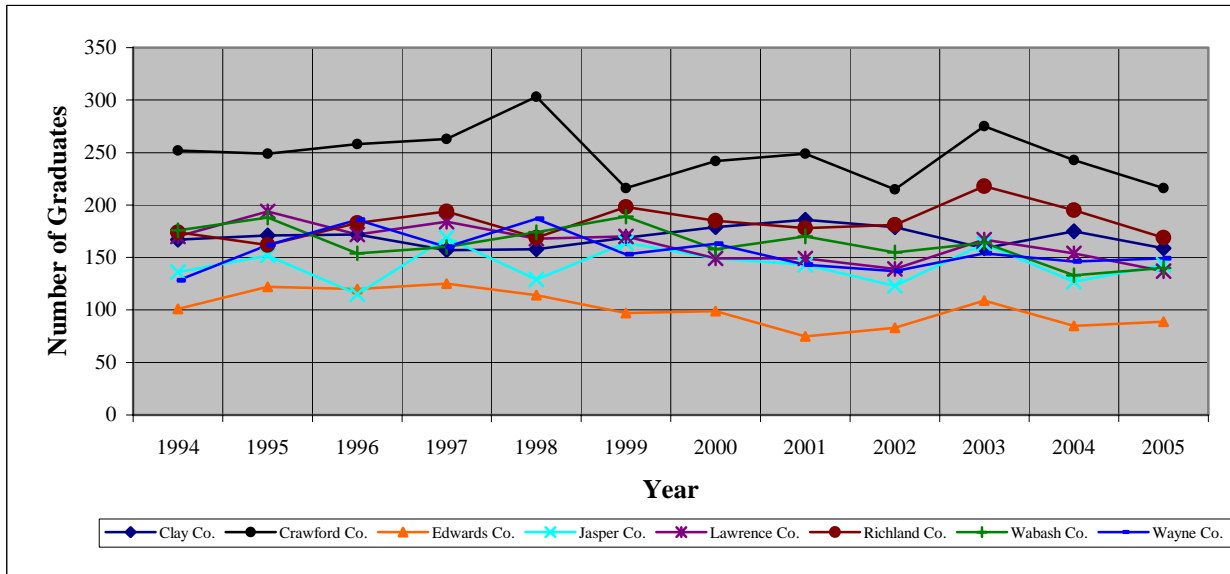


Chart 2: District #529 HS Graduates

The trend line in Chart 3 indicates a progressive decline in the number of high school graduates that are available to potentially enroll at one of the four colleges. Colleges should increase their contact with District high schools to ensure that high school administrators, counselors, and students are well aware of the benefits of attending their local community college.

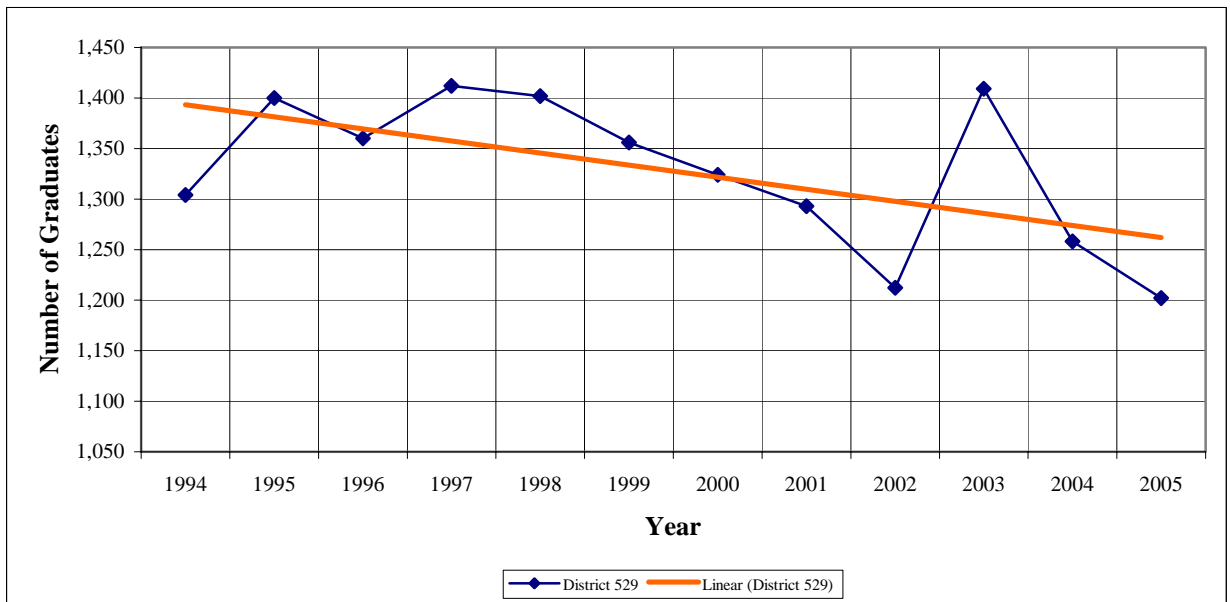


Chart 3: District #529 Total HS Graduates

***Indiana Border County HS Graduates***

Chart 4 shows that the number of high school graduates in the Indiana border counties is relatively stable. These high school graduates are offered reduced tuition if they enroll at any of the four IECC colleges. Colleges should increase their recruiting and marketing efforts to enroll more of these students.

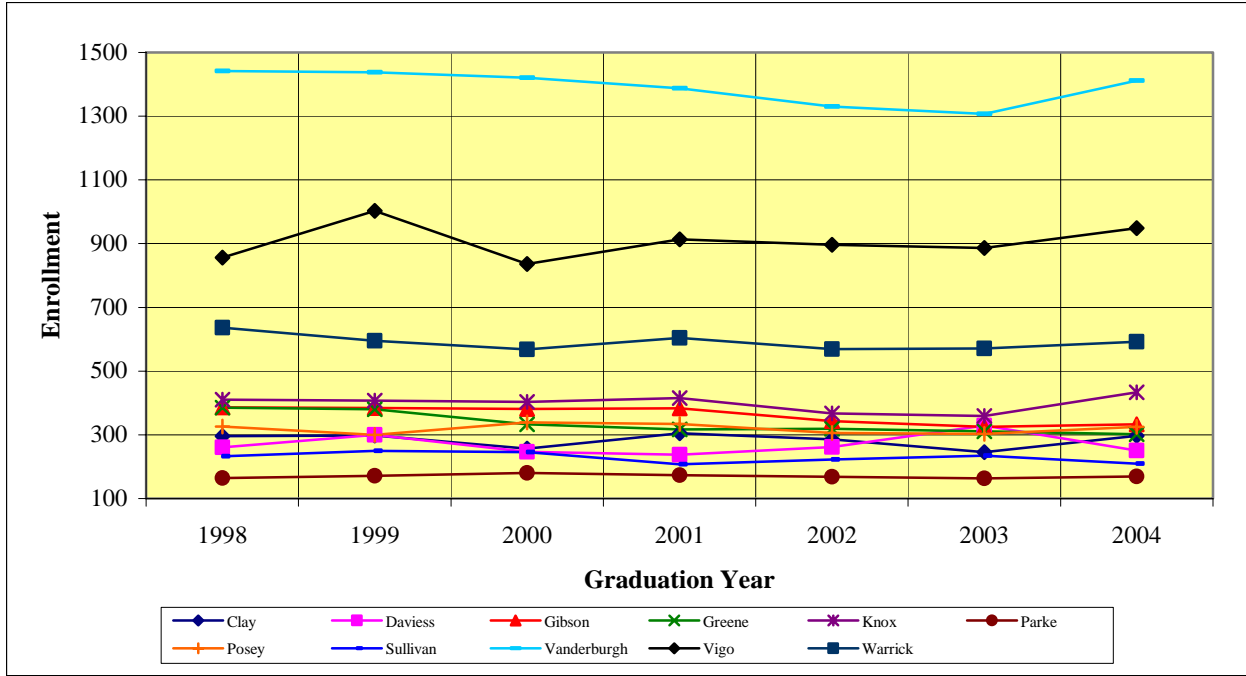


Chart 4: Indiana Border County HS Graduates

### ***Credit Hour Generation***

Within Illinois Eastern Community Colleges District #529, there are five operational units that generate reimbursable credit hours: the four colleges (FCC, LTC, OCC, and WVC) and Workforce Education. However, because Allied Health is funded “off the top” of the District’s annual budget, it seems prudent to view it separately. Reimbursable credit hours are important to the District because in Fiscal Year 2005, IECC received 53.4% of its operating budget from the State of Illinois.

As can be seen in Chart 5, the credit hours generated by the four colleges, Workforce Education, and Allied Health are cyclical. That is, each slightly up or down cycle seems to span anywhere from a 3 to 5-year period. Over the 14 year period being studied, most of the units have, when looked at overall, changed very little. Chart 5 also clearly shows that the Districtwide generation of credit hours has been stable over the past 13 years. IECC generated only 1.8% more credit hours in Fiscal Year 2005 than it did in Fiscal Year 2004.

Chart 6 shows that the future projection for the generation of reimbursable credit hours appears to be fairly stable. One can easily conclude from these historical and projected data that reimbursable credit hours which IECC is projected to generate in the near future will likely increase or decrease only slightly from year to year. However, due to level funding for community colleges by the legislature for the past several years, when combined with increased healthcare and other operational expenses, it has been necessary for District #529 to increase student tuition to make up for the loss of state funding. The District and college administrators clearly understand that the critical element to

maintaining a workable annual budget is closely linked to the continued generation of reimbursable credit hours.

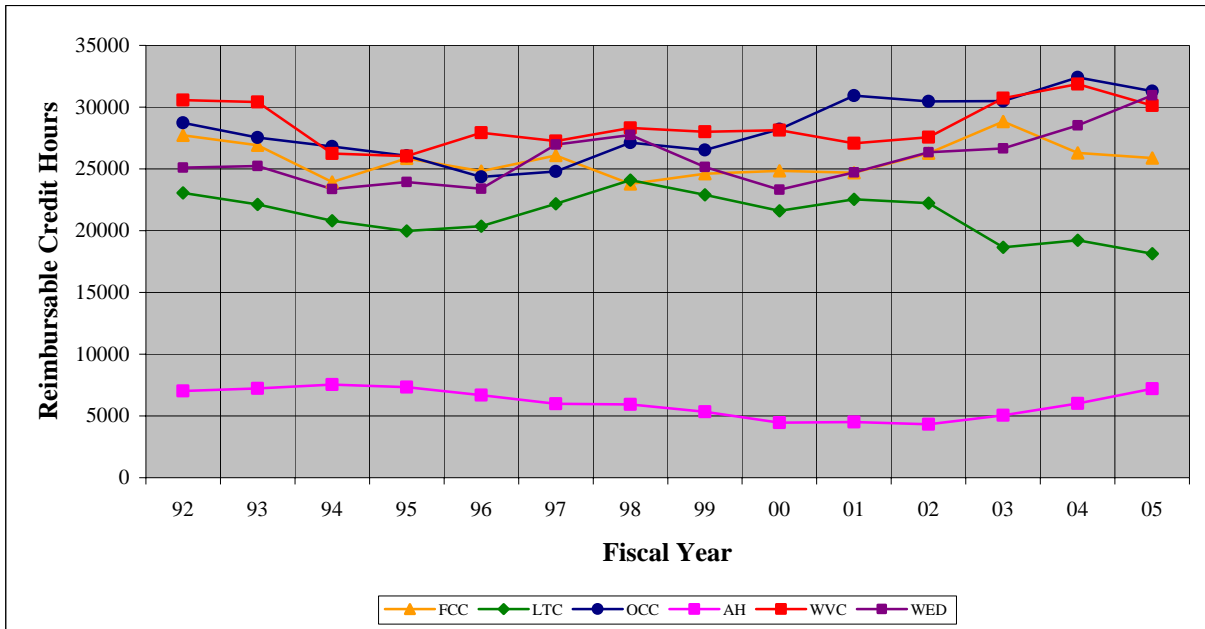


Chart 5: Reimbursable Credit Hours

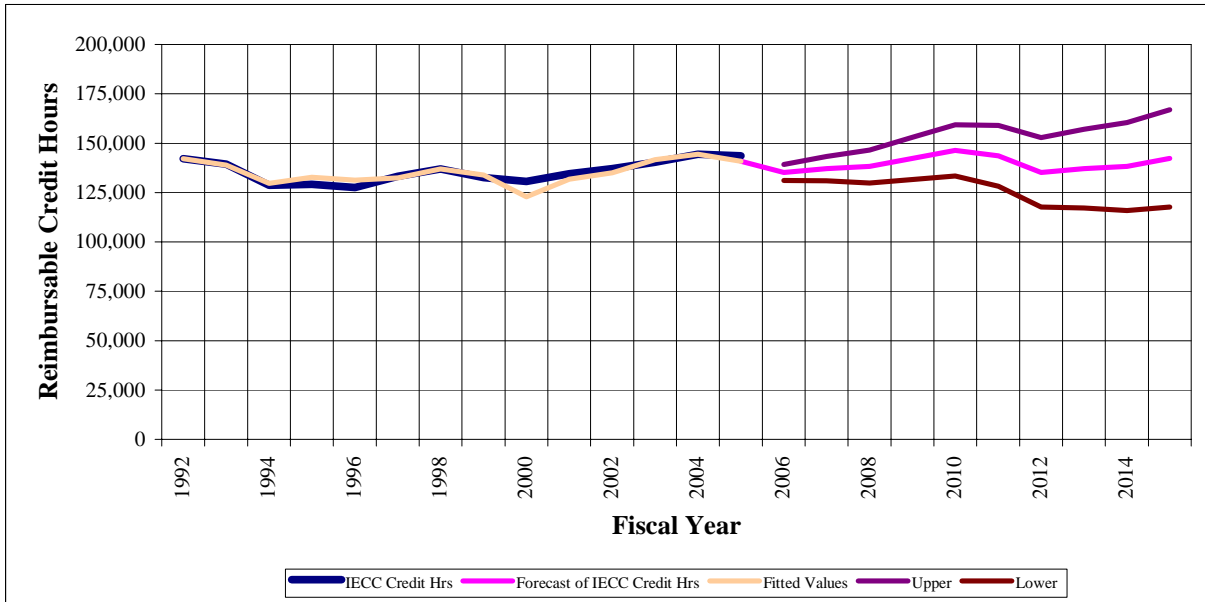


Chart 6: Forecast of Reimbursable Credit Hours

### *Equalized Assessed Valuation*

The District receives approximately 10% (\$2,500,000) of its annual operating revenue from local property taxes which are based on the equalized assessed valuation (EAV) of real property located in the District. Because District #529 EAV has had little growth from 1998 to 2005, the EAV for 2006 through 2015 is forecasted to decrease slightly. Next year, County assessors will implement the

Illinois Department of Revenue Rule B810. Basically, Rule B810 causes the farmland EAV base for the counties within District #529 to be reduced by as much as 40%. This change in the assessment of farmland valuation could reduce the District's overall EAV by approximately 10%.

Seemingly, this would indicate that the District can expect to receive significantly less of its operating budget from its local tax base for the period 2005 through 2015. The implication of this data is that, because it is highly unlikely that state support will increase and that local EAV will likely decrease, the Board of Trustees will probably need to continually increase the annual credit hour tuition rate. Increasing student tuition follows the national trend in higher education in which the federal and state governments are providing less support and families are being expected to shoulder more of the responsibility for funding the higher education of their children. In essence, because budgets are reflective of all projected revenue, the District will need to more closely match personnel requirements with curricular requirements.

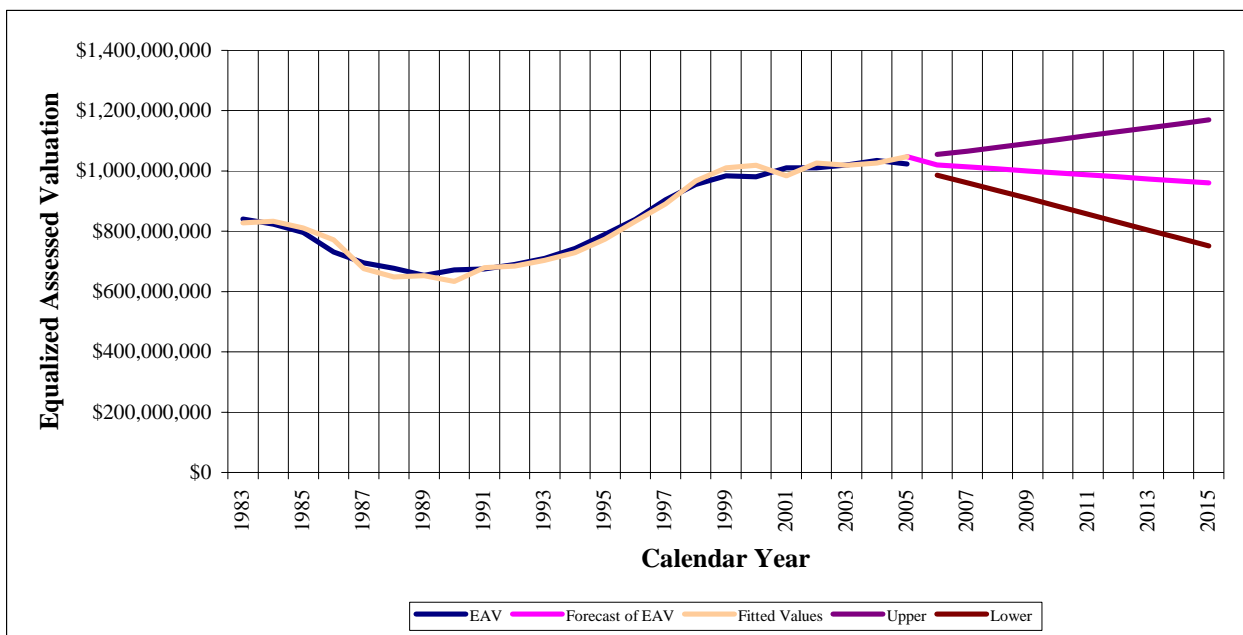


Chart 7: Equalized Assessed Valuation

### *Per Capita Personal Income*

Illinois Eastern Community Colleges is a rural community college District. While the annual per capita personal income for residents of the 8 major counties which comprise the majority of District #529 continued to increase from 1981 through 2004, the average per capita personal income for the State of Illinois increased at a greater rate. Chart 8 shows that, while the average Illinoisan has gotten richer over the past 23 years, residents of District #529 have, on average, been less fortunate. This seemingly indicates that residents of District #529 are likely to be less able to absorb significant increases in tuition to support the operating budget of District #529. Therefore, it would appear that residents of District #529 will not be able to afford more than minimal increases in tuition.

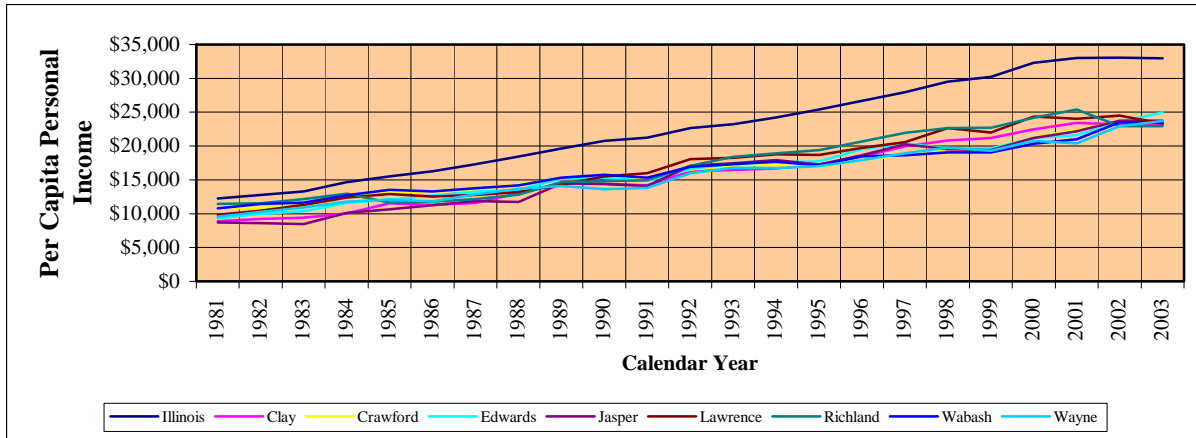


Chart 8: Per Capita Personal Income

### *Percent of Per Capita Personal Income of United States*

Looking at the per capita personal income of the residents of the 8 counties that comprise the majority of District #529 as a percent of the national per capita personal income provides an even more distressing picture. For example, on average, Illinoisans have earned an average of 105% of the U.S. per capita personal income. Moreover, the Illinois percent of U.S. per capita personal income has remained relatively stable over the past 23 years. However, as can be seen in Chart 9, the percent of U.S. per capita personal income for residents of the eight counties that comprise District #529 has continued to generally decline over the past 23 years. Moreover, the annual per capita personal income of the residents of the eight counties that comprise District #529 is only 73% to 79% of that of the average citizen living in the United States.

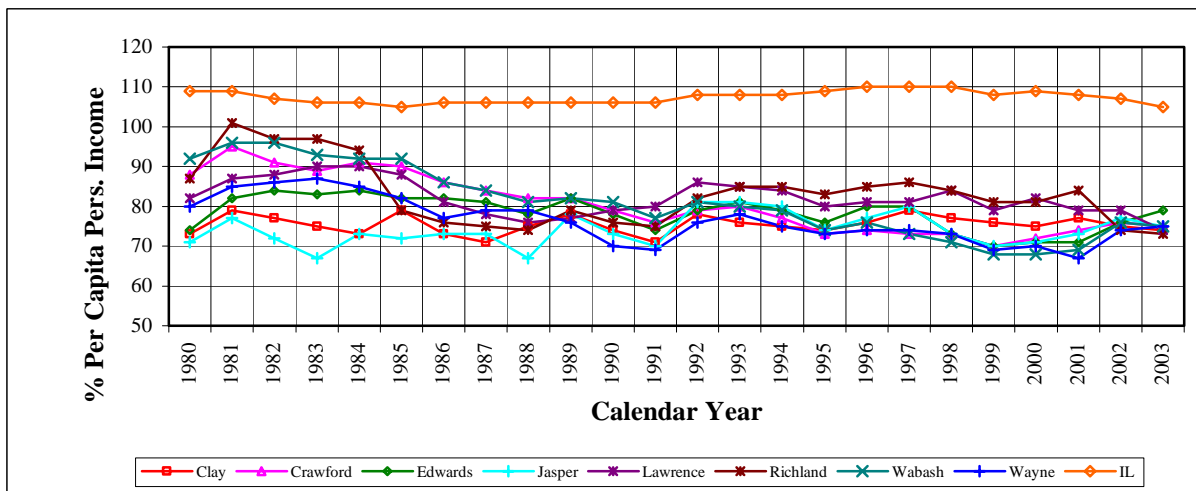


Chart 9: Percent U. S. Per Capita Personal Income

### *Farm Employment*

Farm employment in District #529 is more important in some counties than others. For example, Wayne, Jasper, and Clay counties are the three top farm employment counties in the District. The residents of these three counties are serviced primarily by Frontier Community College in Fairfield, Illinois.

The obvious trend, as shown in Chart 10, is that farm employment in all the eight major counties which comprise District #529 has continued to steadily decline. In the past 22 years, District #529 counties have lost a high of 40.26% farm employment in Crawford County to a low of 25.64% in Lawrence County. Clearly, the economy is changing in the counties which comprise District #529. The District and colleges may want to consider ways to assist area agriculture to stem the loss of jobs by making additional agricultural curricula available, to the greatest extent possible, to residents of all of District #529, especially in the larger agricultural counties. WVC, FCC, and Workforce Education may want to devise ways to help stem the decline of farm employment within District #529 by developing and providing instructional programs and training in agriculture and associated areas. These data correlate closely with national data which predict that farm employment will decline by 21% between 2002 and 2012.

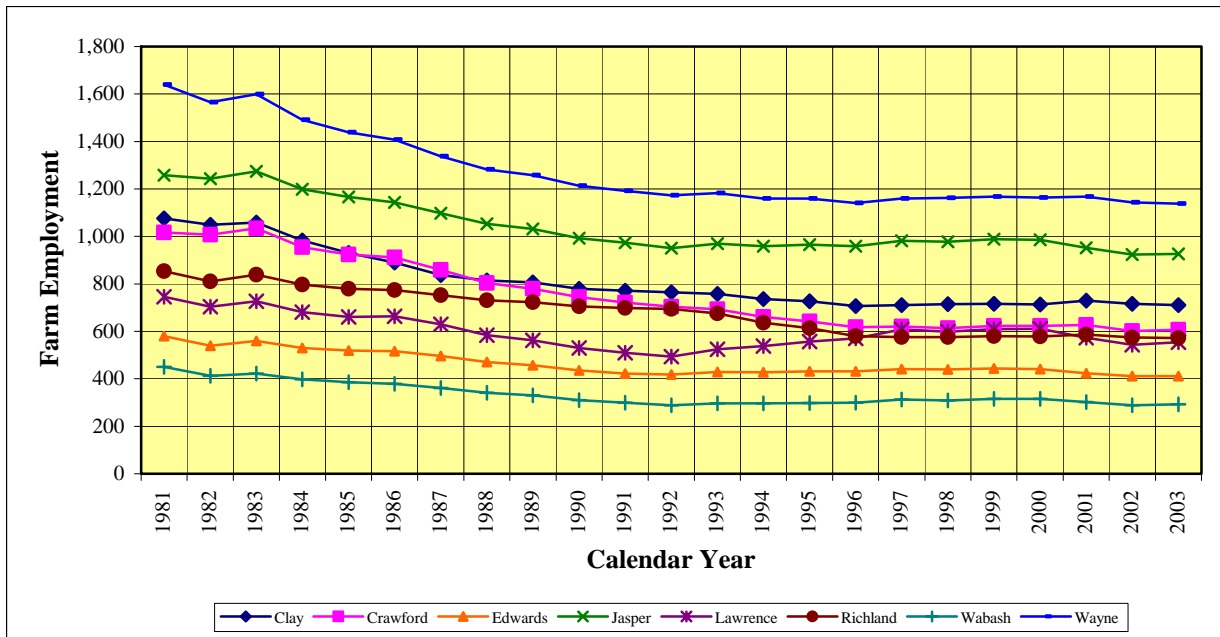


Chart 10: Farm Employment

### *Non-Farm Employment*

As can be readily seen from Chart 11, non-farm employment in the eight major counties which comprise District #529 has been fairly stable over the past 23 years. Overall in these eight counties, there has been a 4.5% decrease in non-farm employment over the 23-year period. However, three counties experienced rather large changes during the period 1981 to 2000. For example, Clay County increased its non-farm employment by 38.5% and Edwards County increased its non-farm employment by 28.7%.

The increase of non-farm employment in Clay County may be explained by its decrease in farm employment from 1981 to 2003. These data mirror state and national data which generally show that, as farmers give up farming and sell their farm acreage, they often continue to live on the farm but find employment in manufacturing and other areas. Seemingly, this indicates that as non-farm employment continues to increase, so will the need for additional workforce education and training.

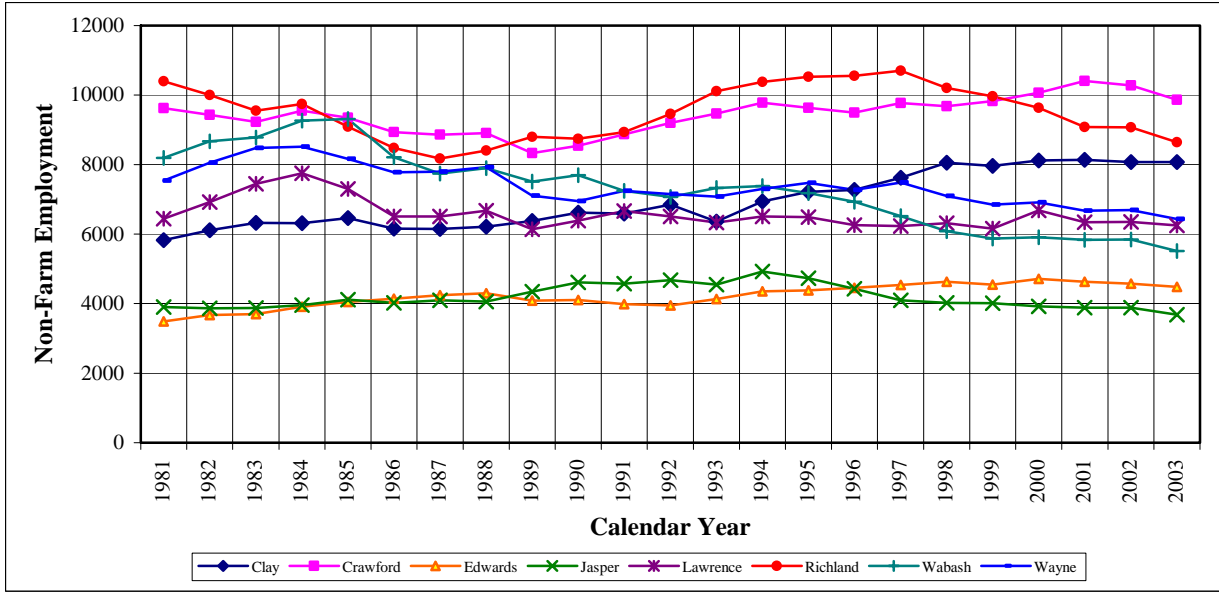


Chart 11: Non-Farm Employment

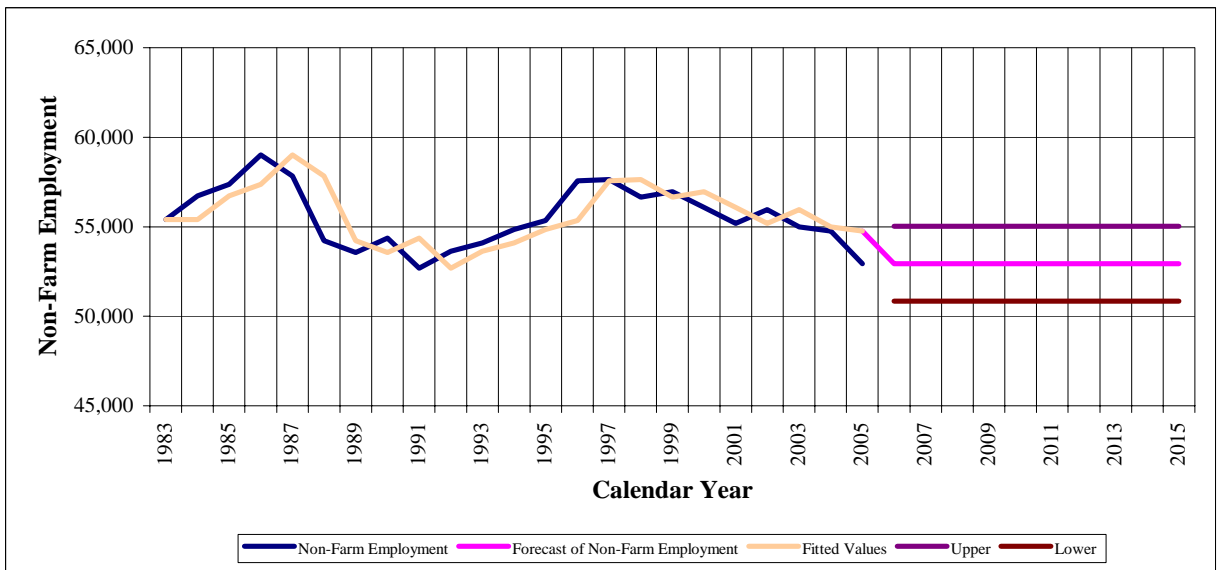


Chart 12: Non-Farm Employment Forecast

Chart 12 indicates that non-farm employment through 2015 is virtually flat. Statistically, this forecast is a result of smoothing the highs and lows because employment for the period 1983 to 2003 has not been linear. Thus, considering that farm employment are decreasing and non-farm employment are neither increasing nor decreasing, one might conclude that, all things remaining equal, overall employment opportunities within the District may decrease slightly from 2004 through 2015. The District should continue to make business and industry training and workforce education a high priority.

### ***Construction Employment***

Construction employment throughout District #529, as shown on Chart 13, has seen several ups and downs in the eight major counties within the District, with the greatest number of losses in



Jasper County (-53.9%) and the greatest number of jobs gained in Edwards County (64.1%). The four colleges and Workforce Education may want to re-examine their various offerings of construction and related curricula to determine if current construction-related curricula are sufficient to meet the demand or if new curricula are warranted.

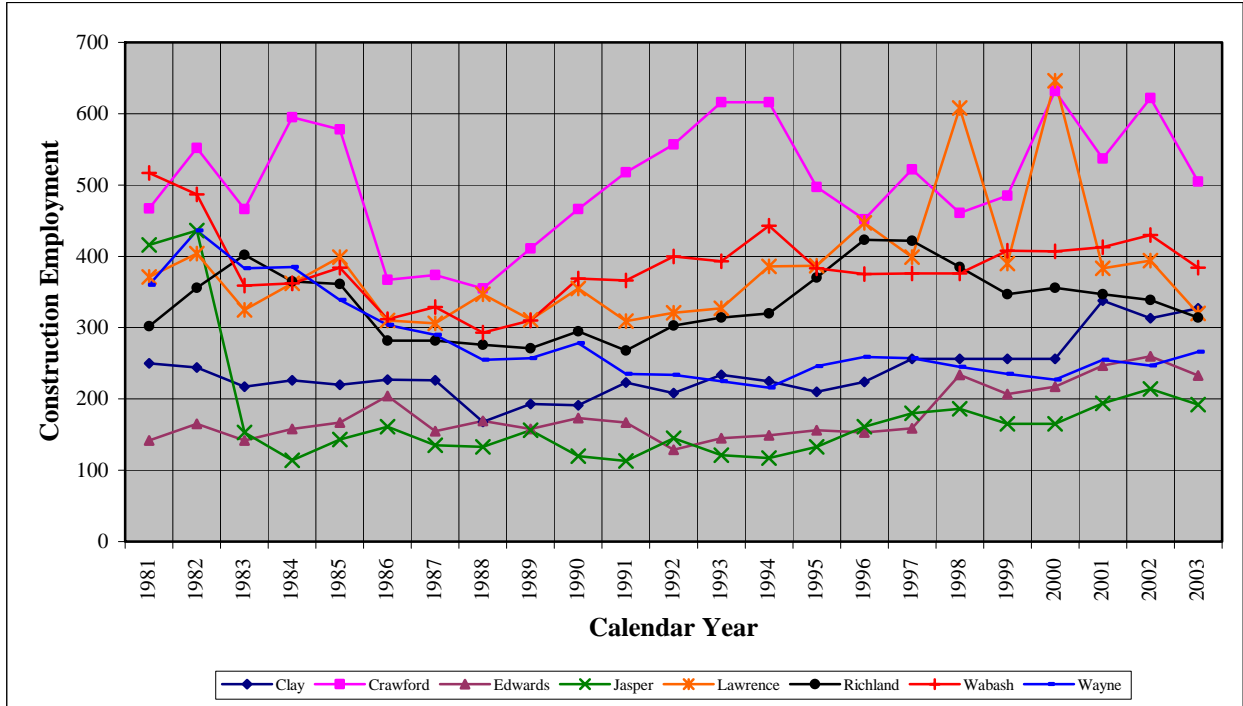


Chart 13: Construction Employment

As can be seen in Chart 14, although Districtwide construction employment has been somewhat cyclic, there has been an increase of 284 construction jobs since 1981. The low period for construction jobs appeared to occur in 1988. From 1988 to 2003, there have been several years where there was an increase in construction employment. With many of the “baby boomers” rapidly approaching retirement, it is unlikely that residential construction will increase unless there is a corresponding increase in industrial construction. District and college administrators should continue to work closely with local chambers of commerce and economic development commissions to support the retention of current industry and the potential acquisition of new industry.

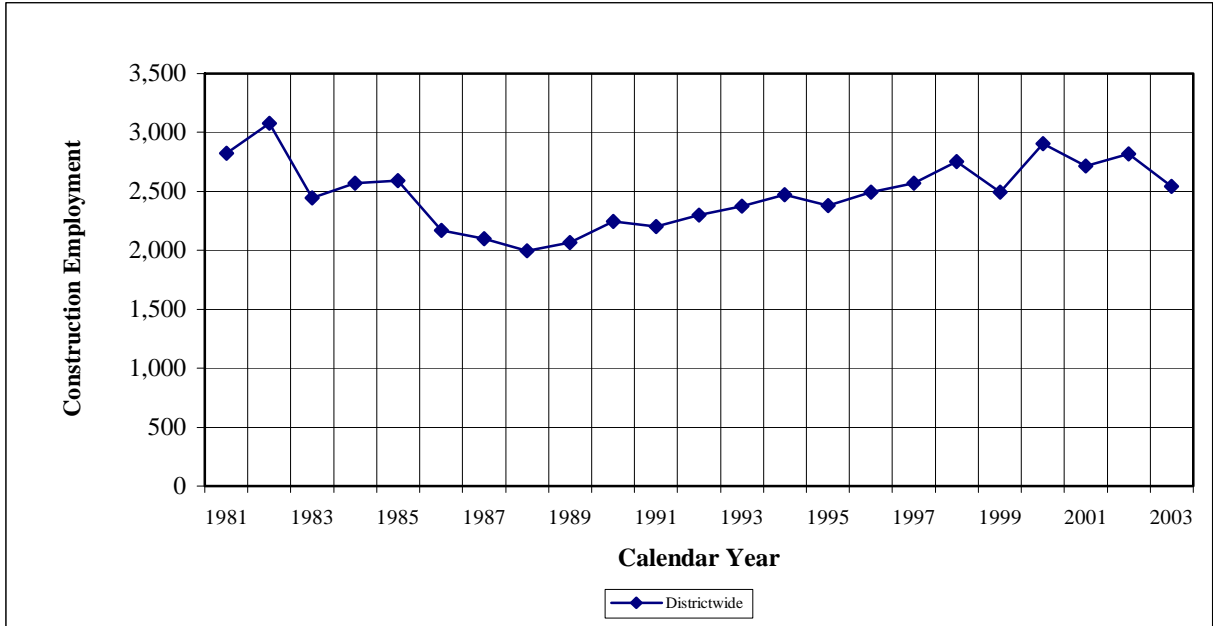


Chart 14: District #529 Construction Employment

Chart 15 indicates that projected construction employment from 2006 through 2015, although somewhat cyclic, are relatively level for the projected period.

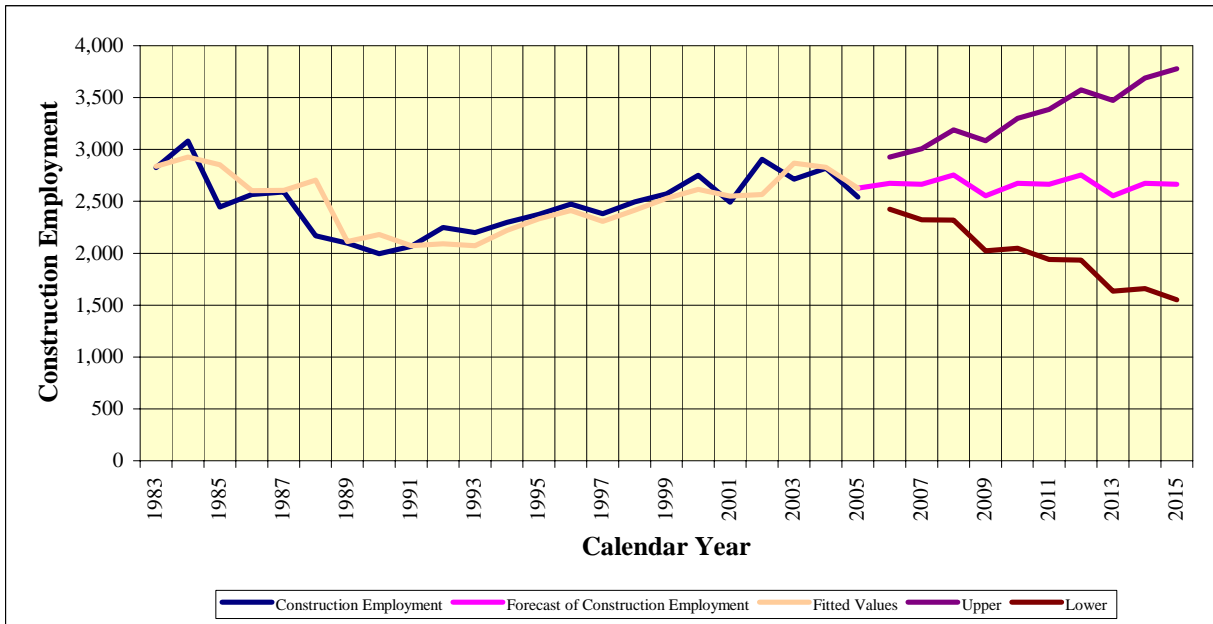


Chart 15: Construction Employment Forecast

### *Manufacturing Employment*

Manufacturing employment is increasing in some counties in District #529 and declining in others. For example, Wabash County lost 67.4% of its manufacturing jobs from 1981 to 2003 and Richland County lost 57.6% of its manufacturing jobs. Conversely, Clay County has experienced a 154.4% increase and Edwards County has experienced a 50.3% increase in manufacturing

employment during this 23-year period. Districtwide, 14.8% of all manufacturing jobs have been lost during the period being analyzed.

Chart 16 shows the manufacturing jobs in each of the eight counties that comprise District #529 from 1981 through 2003. Chart 17 shows the projected manufacturing jobs in the District through 2015. Although the forecast shown in Chart 17 indicates relatively level manufacturing employment, the overall 23-year change appears to be relatively significant. It would appear critical that the District continue to support local manufacturing entities through programs and courses offered through the District's Workforce Education and Business and Industry Training departments.

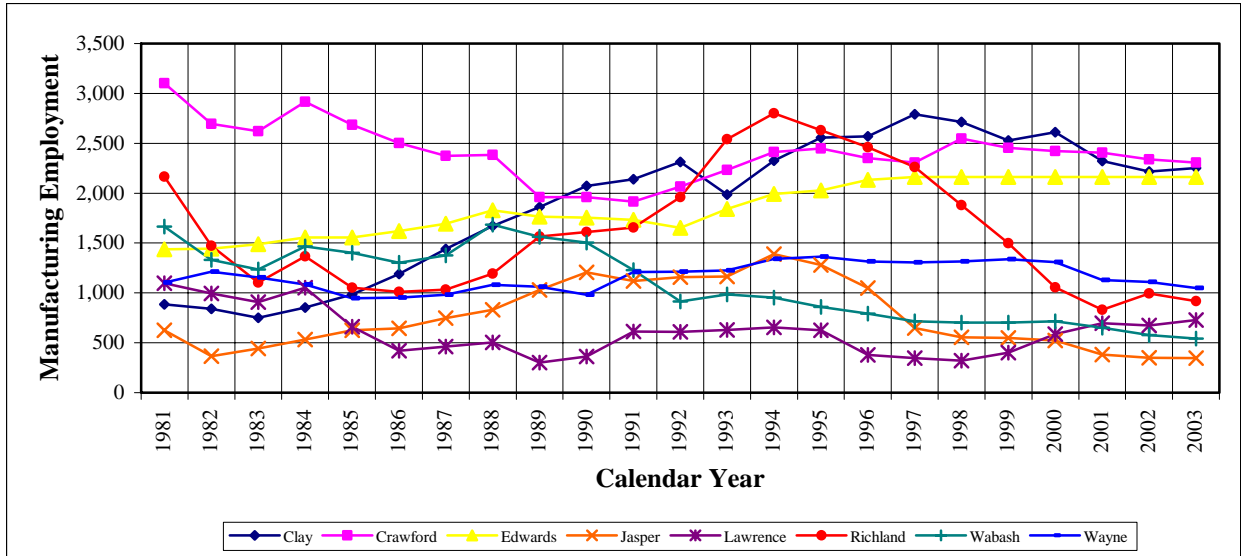


Chart 16: Manufacturing Employment

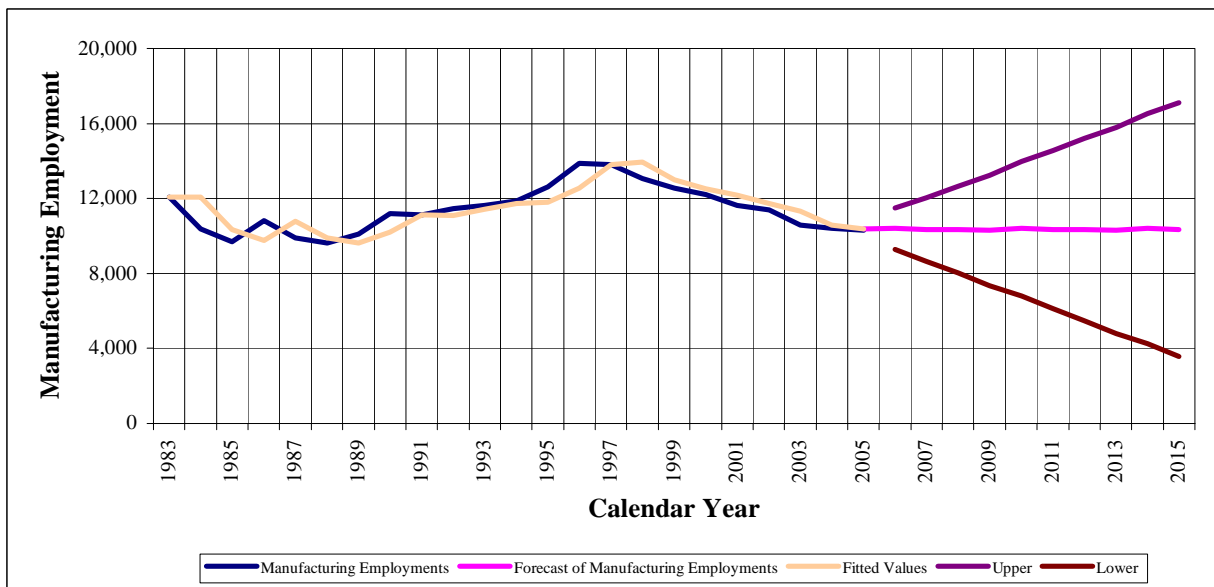


Chart 17: Manufacturing Employment Forecast

### Wholesale Trade Employment

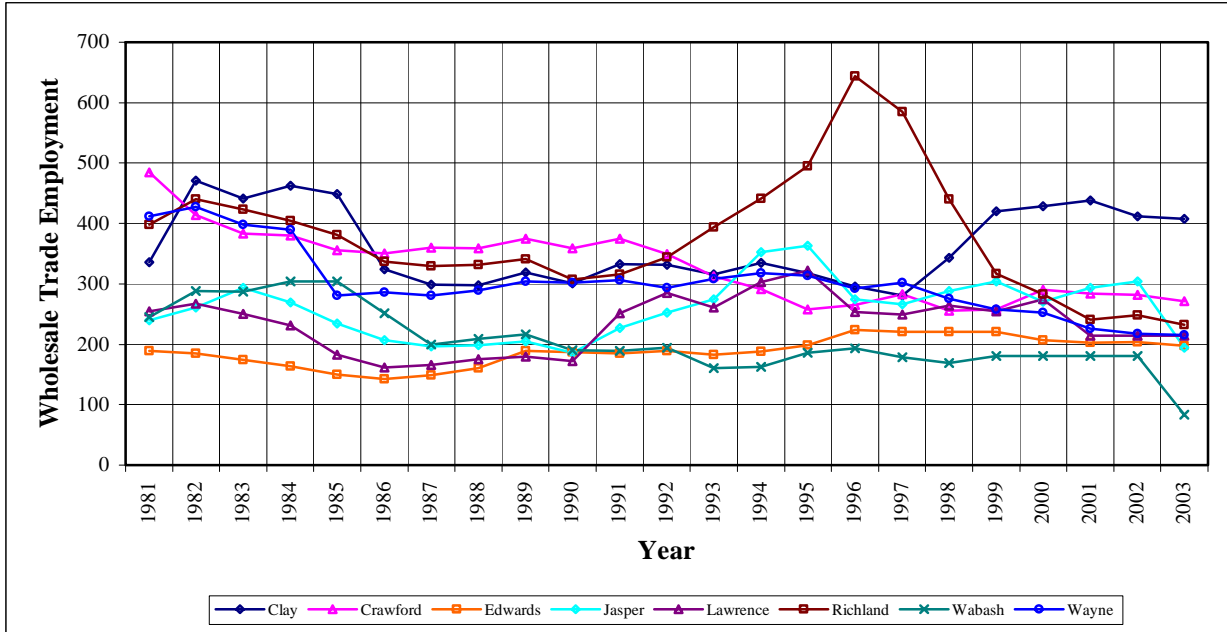


Chart 18: Wholesale Trade Employment

Chart 18 shows that wholesale trade employment in the 8 counties which comprise the majority of District #529, during the period 1981 to 2003, decreased 29.1% over the 23-year period. However, Clay County experienced a 21.4% increase and Edwards County experienced a 4.2% increase. The other six counties in District #529 experienced decreases in wholesale trade employment ranging from -15.8% to -66.1%.

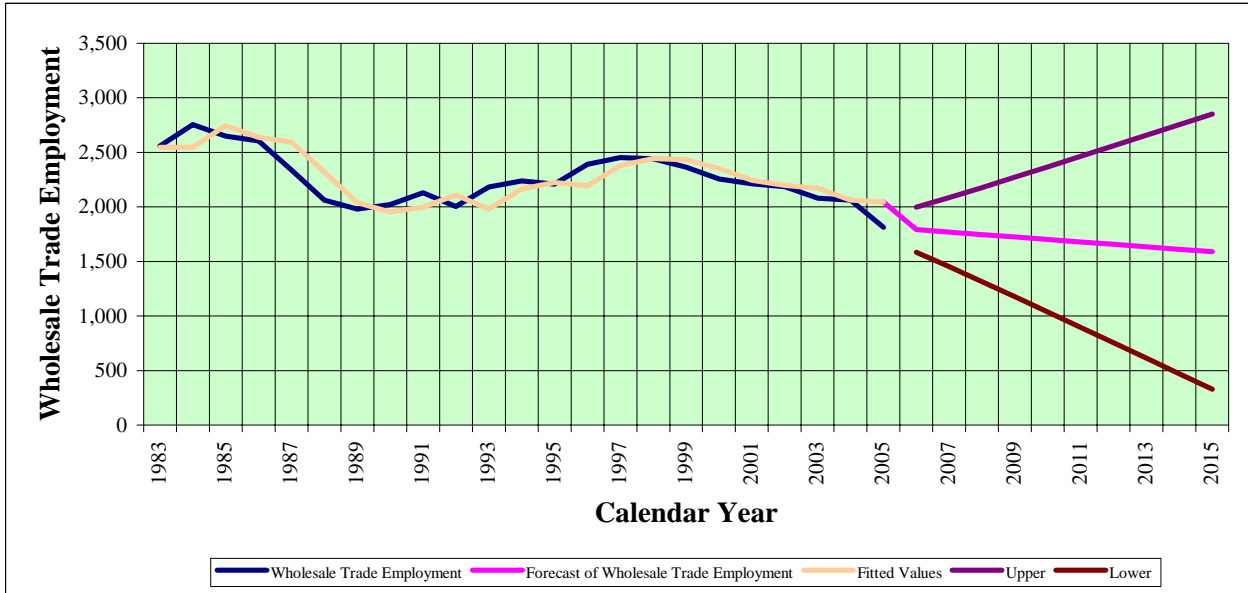


Chart 19: Wholesale Trade Employment Forecast

Chart 19 shows wholesale trade jobs within District #529 are projected to decline slightly through 2015. The colleges and Workforce Education should continue to work closely with businesses involved in wholesale trade to help ensure their training and education needs are being met.

## ***Retail Trade Employment***

Note: From 1969 through 2000, the United States Bureau of Economic Analysis ([www.bea.gov](http://www.bea.gov)) categorized employment types according to the SIC (Standard Industrial Classification). In 2001, the BEA changed their employment types classification system to the NAICS system (North American Industry Classification System). The data on employment types seem to track fairly well from the SIC to the NAICS system except for retail trade and financial services employment. Perhaps the NAICS classification for retail trade employment and financial services employment use different selection criteria than the SIC.

Chart 20 clearly shows that retail trade employment throughout all eight counties of District #529 has remained relatively level for the period 2001 through 2003. Insufficient data under the new criteria exist to forecast retail trade employment.

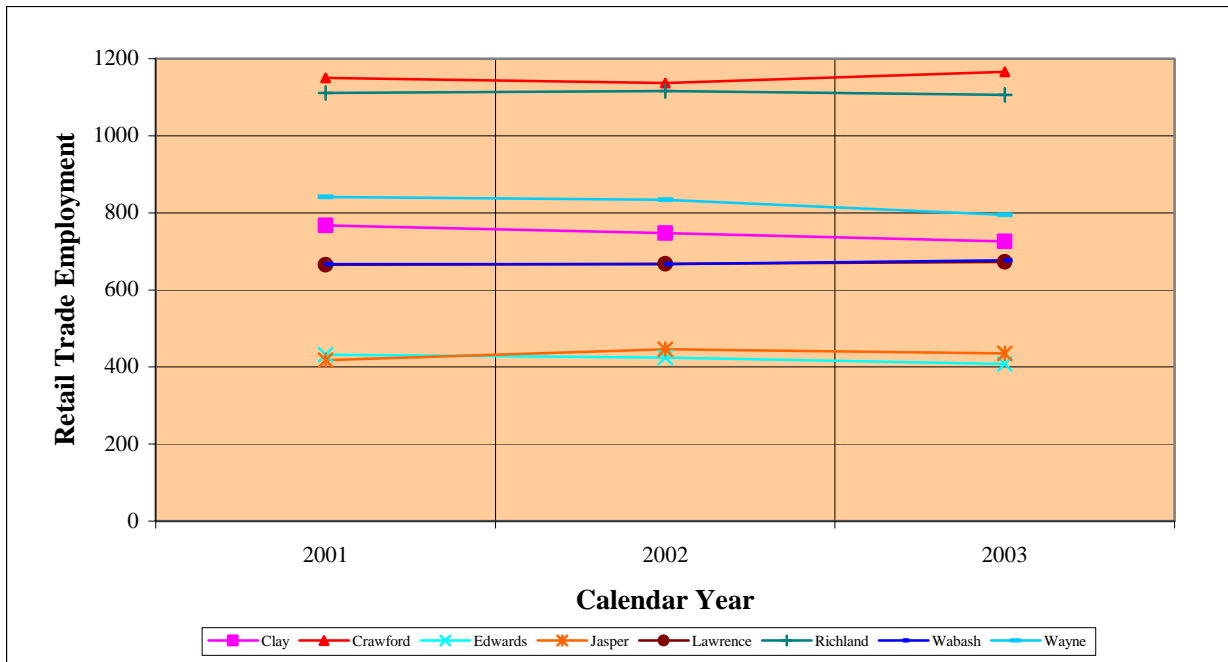


Chart 20: Retail Trade Employment

## ***Financial Services Employment***

As shown in Chart 21, employment in the financial services field too has remained relatively level for the period 2001 through 2003. Insufficient data under the new criteria exist to forecast financial services employment.

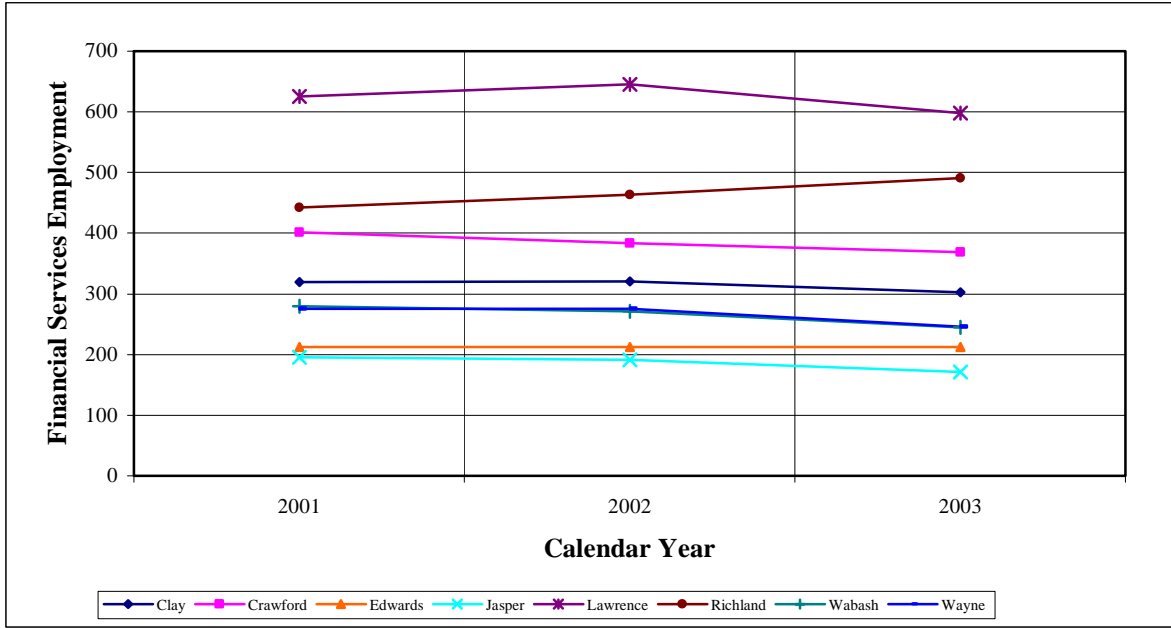


Chart 21: Financial Services Employment

### *Educational Services Employment*

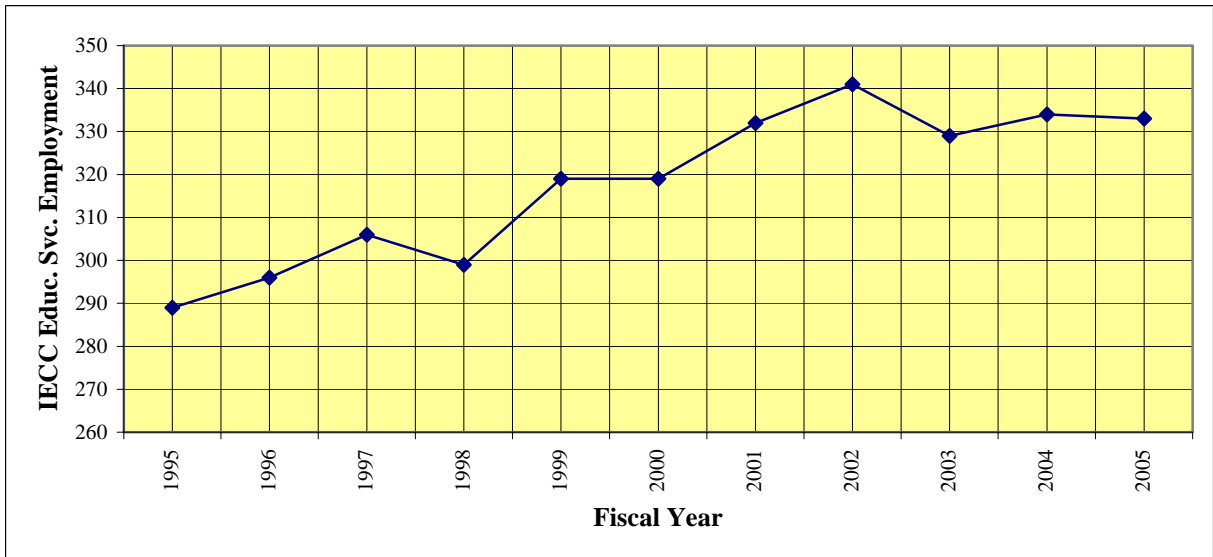


Chart 22: IECC Educational Services Employment

Data for educational services employment were available only for Illinois Eastern Community Colleges and the five counties (Clay, Richland, Lawrence, Jasper, and Crawford) that comprise ROE (Regional Office of Education) #12. Data for the three District #529 counties (Wayne, Edwards, and Wabash) that are a part of ROE#20 are not maintained by the ROE.

Chart 22 shows that educational services employment within Illinois Eastern Community Colleges have increased by 15.2% from fiscal year 1995 to fiscal year 2005.

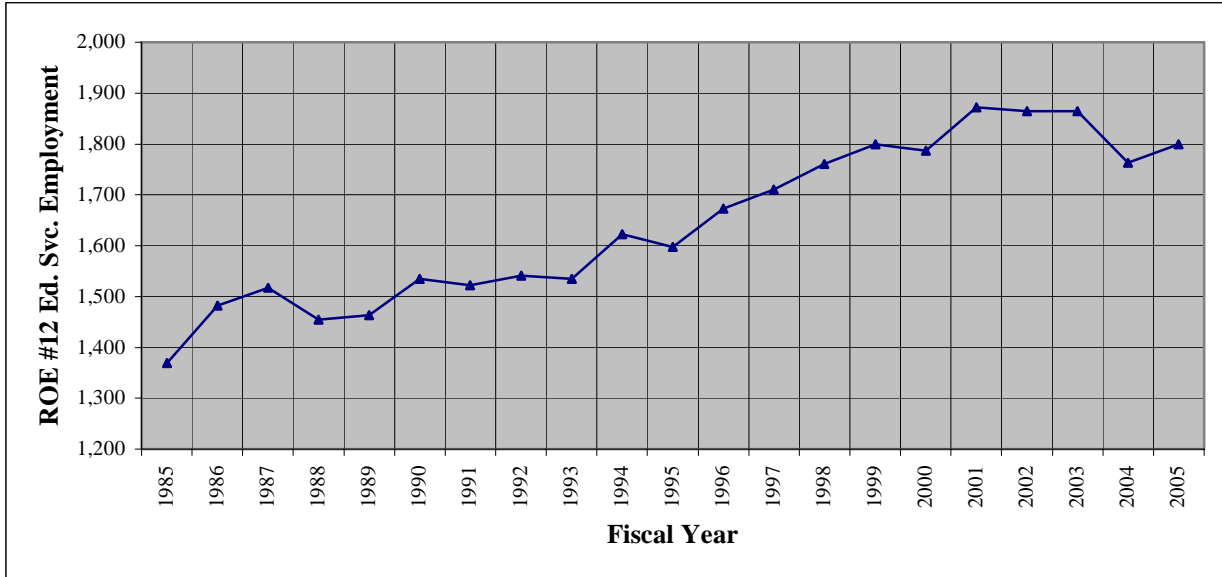


Chart 23: ROE #12, Educational Services Employment

Chart 23 shows that educational services employment within the five counties that comprise ROE #12 have steadily increased from fiscal year 1985 to fiscal year 2005. With a significant number of increasing employments in both ROE #12 and District #529, perhaps the District should look for ways to provide educational opportunities to these employees.

### Average Wages

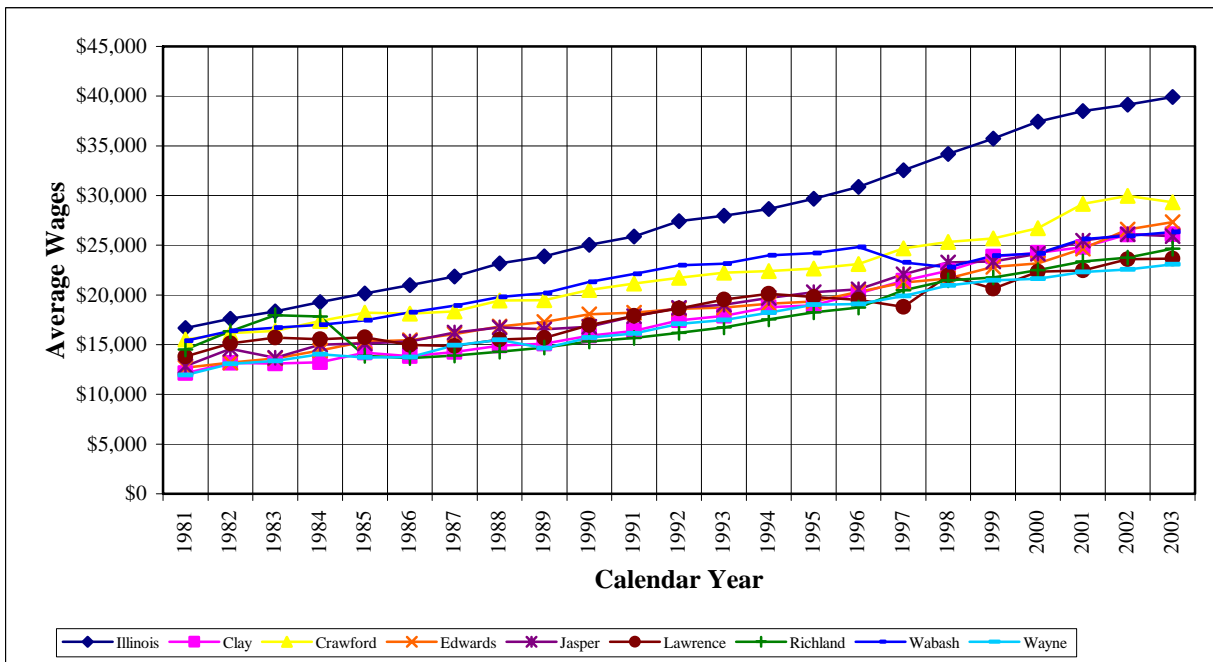


Chart 24: Average Wages

Although the average wages within District #529 have generally out-paced the annual inflation rate, Chart 24 shows that they have increased at a much slower rate than the average wages paid to Illinois citizens. In fact, the gap between the average Illinois wage and the average wages earned by

residents of District #529 increases each year. Clearly, the average Illinois worker acquires more buying power each year than the average District #529 worker. The cause of this increasing gap in average wages is unknown. However, it would appear critically important that District #529 do everything within its power to offer the programs and training necessary for retaining current industry and also to attract new industry.

### ***Unemployment Rates***

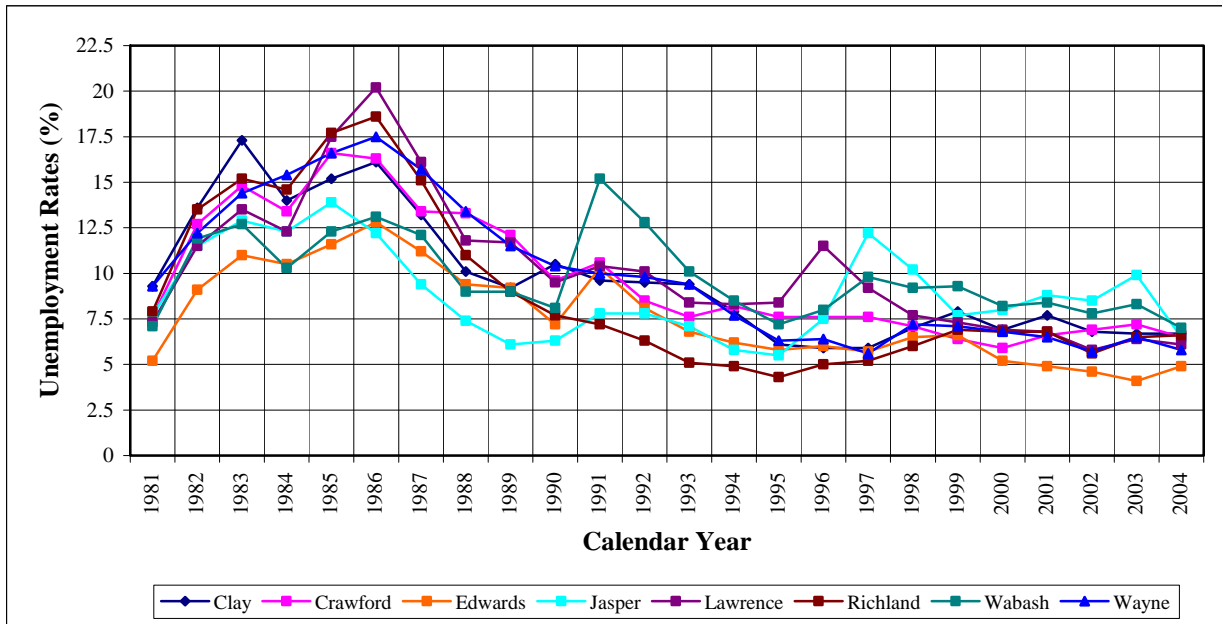


Chart 25: County Unemployment Rates

As shown in Chart 25, unemployment rates in the eight major counties of District #529 appear to have slowly decreased since 1986. The average unemployment rate within the eight major counties that comprise the majority of District #529 was 6.3% in 2004. This rate is slightly higher than the Illinois average annual unemployment rate of 6.2. The District #529 unemployment rate is also slightly higher than the United States average annual unemployment rate of 5.5% in 2004. Edwards County had the lowest average annual unemployment rate in 2004 at 4.9%. Wabash County had the highest average annual unemployment rate in 2004 at 7.0%.

### ***Financial Aid Recipients***

Chart 26 shows that the unduplicated number of student financial aid recipients within District #529 increased significantly from fiscal year 2004 to fiscal year 2005—a 22-year high. Because the level of state support for community colleges in the past five to six years has remained level, Illinois colleges have increased student tuition to offset the loss of state funding. As a direct result, more students need more financial aid in order to meet the increasing expenses of attending college, even to District #529 students.

Chart 27 shows that the total dollar amount of student financial aid awarded in fiscal year 2005 increased by \$397,405 (2.9%) over that of fiscal year 2004. The trend line on Chart 28 clearly indicates that the amount of federal financial aid that is awarded annually to students attending colleges within District #529 will likely continue to rise fairly sharply each year.



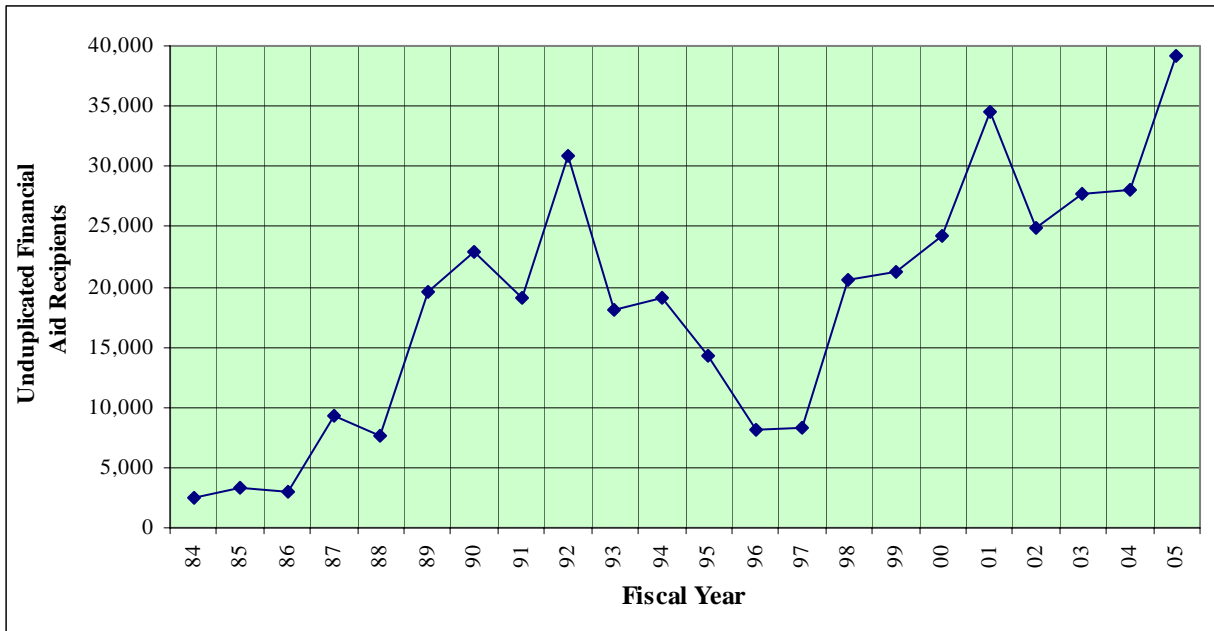


Chart 26: Unduplicated Financial Aid Recipients

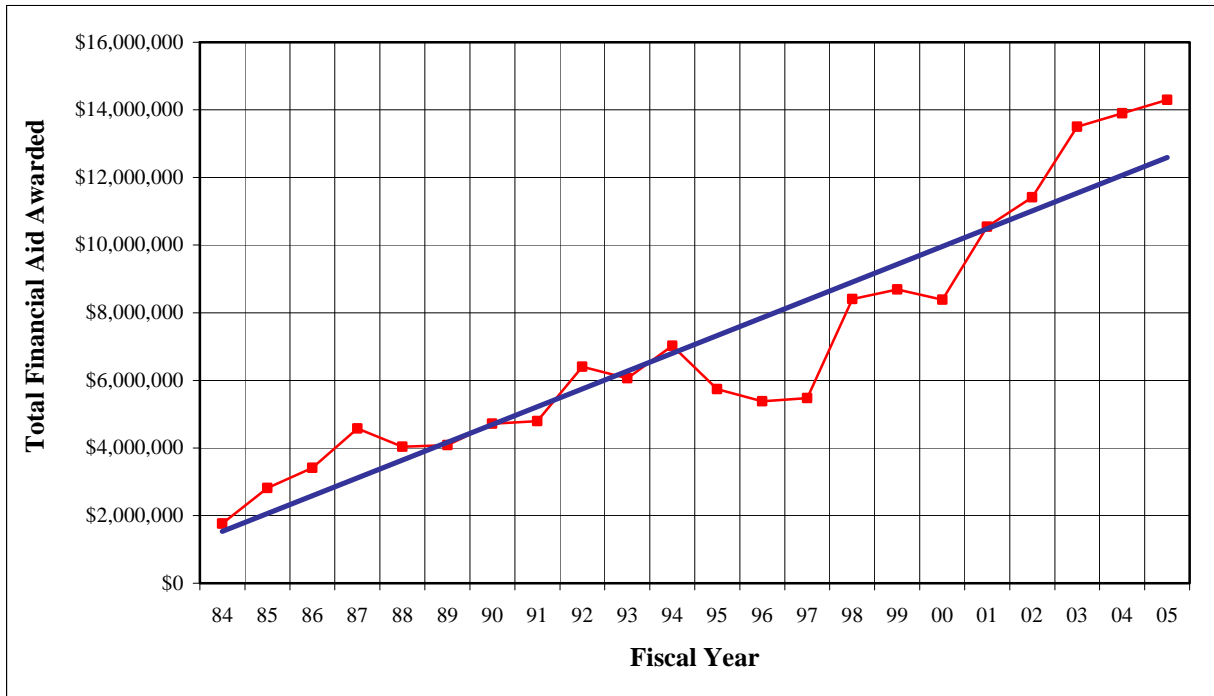


Chart 27: Total Financial Aid Awarded

***Average Family Income of Financial Aid Recipients***

Chart 28 shows that while the average family income of dependent students who receive student financial aid increased slightly from fiscal year 2001 to fiscal year 2005, the average family income of independent students who received student financial aid has increased very little.

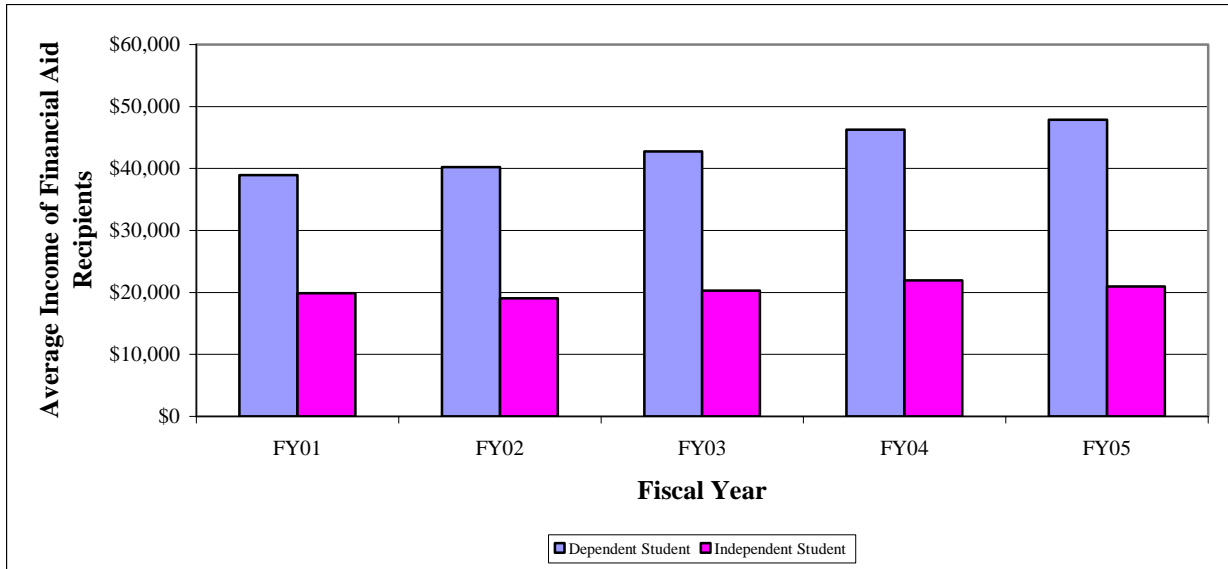


Chart 28: Average Family Income

### *Unduplicated Enrollments (Full-Time and Part-Time)*

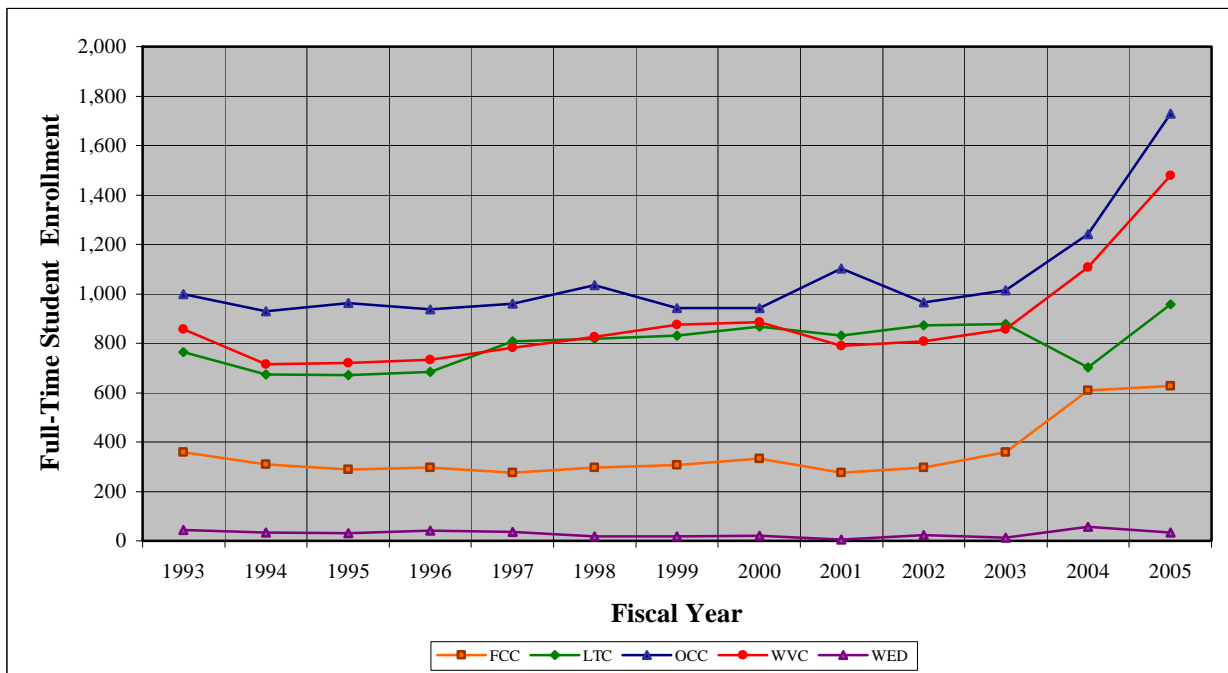


Chart 29 Full-Time Student Enrollments

Again, four of the five entities that generate reimbursable credit-hours experienced an increase in full-time student enrollments from 2004 to 2005. Full-time enrollment is based upon one student enrolled in at least 12 semester hours of credit in one or more of the three academic terms. Chart 29 shows that unduplicated full-time enrollments generally increased from 2004 to 2005.

Chart 30 shows that the unduplicated part-time enrollments increased at all four colleges and Workforce Education. Again this year, the increase in full-time enrollments may be based upon students' need to be eligible for maximum federal and state student financial aid.

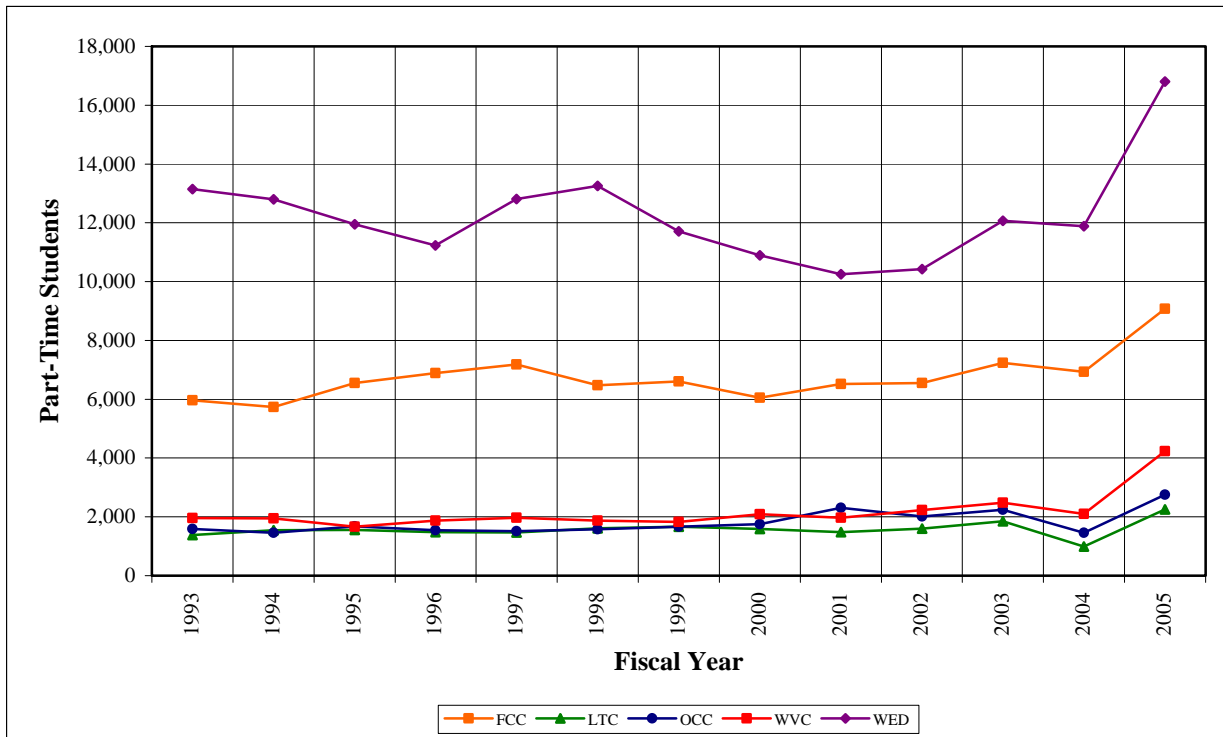


Chart 30: Part-Time Student Enrollments

### ***Unduplicated Enrollments (Male and Female)***

Chart 31 clearly shows that male enrollments within District #529 have generally increased from fiscal year 2004 to fiscal year 2005. Moreover, both male and female students attending the four colleges have increased during this period. It is evident that student enrollments within District #529 continue to grow at a slow but steady rate.

What is most notable about these data is the simple fact that during the period of Fiscal Year 1993 to Fiscal Year 2005, male enrollments decreased by 6.6% (Chart 31) while female enrollments increased by 45.8% (Chart 32). This represents a gross gender change of almost 52.4%. The four colleges and Workforce Education should keep this data in mind when conducting annual program reviews. Moreover, this information should be evaluated more closely by college student support services departments to determine if this change in the gender of our enrollments will require changes to existing services and support programs.

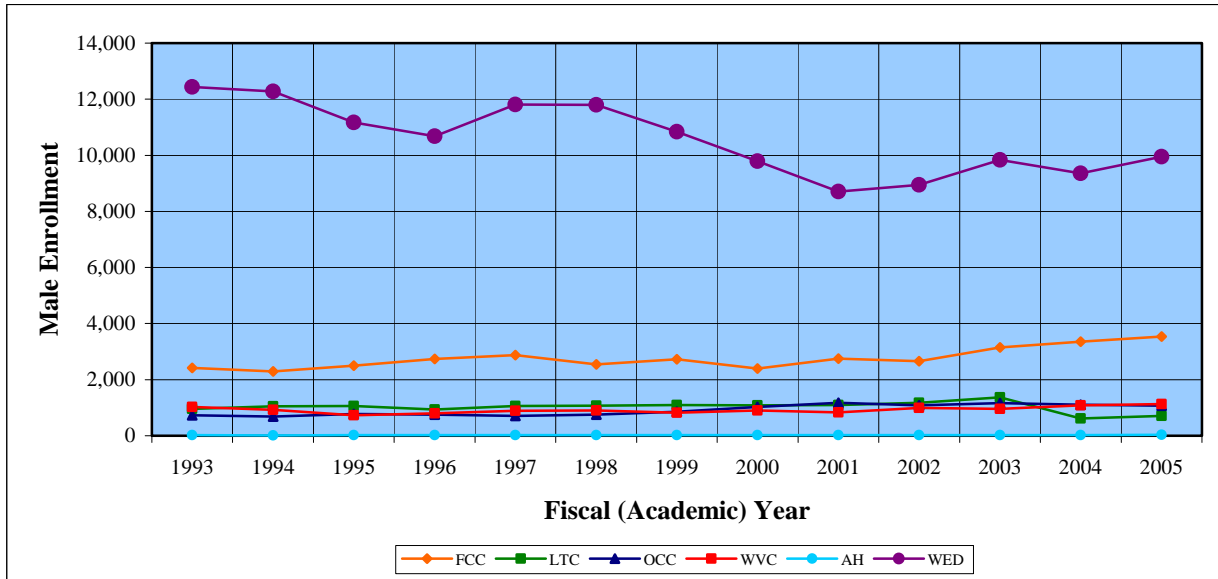


Chart 31: Male Enrollment

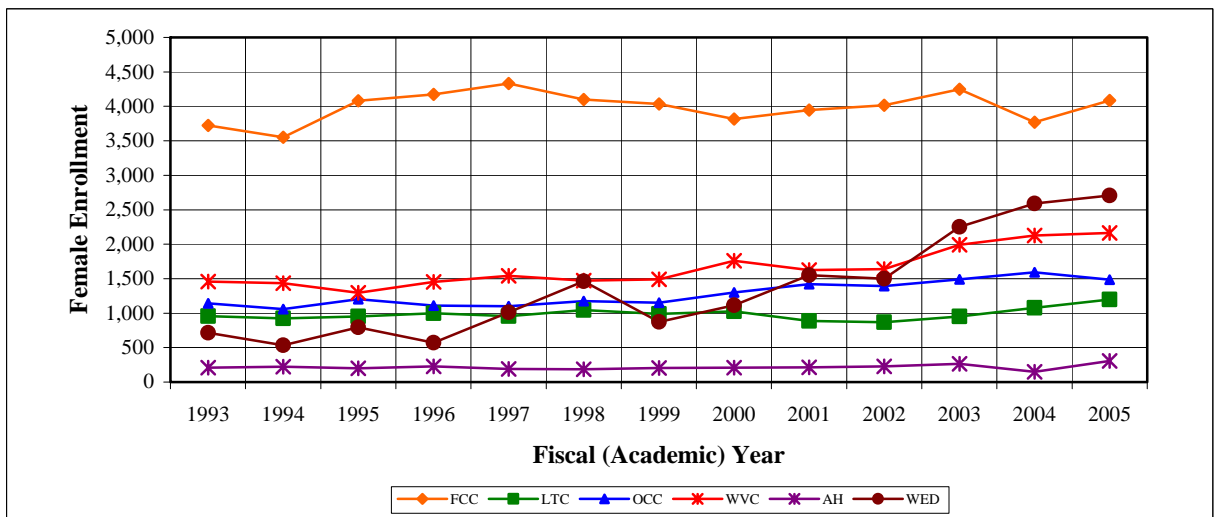


Chart 32: Female Enrollment

### *Student Age Ranges*

Charts 33, 34, 35, and 36 show that student age ranges in fiscal year 2004 have changed significantly since fiscal year 1992. In most cases, significant enrollment increases are evident in the 16 and under and 17-20 age ranges with corresponding decreases in the over 55 age range. Much of the increase in the two youngest age ranges can likely be attributed to increases in the number of credit hours generated by dual credit and the increase of recent high school graduates choosing one of the four colleges for their first enrollment as opposed to selecting a four-year college or university. However, the decrease in the over 55 age range is somewhat of a mystery.

Chart 37 shows the increases and decreases similar to those of the four colleges. Enrollments in the 16 & under age range have increased significantly whereas there is a noticeable decrease in enrollments in the over 55 age range. Colleges should reexamine their marketing activities that target the over 55 age range.

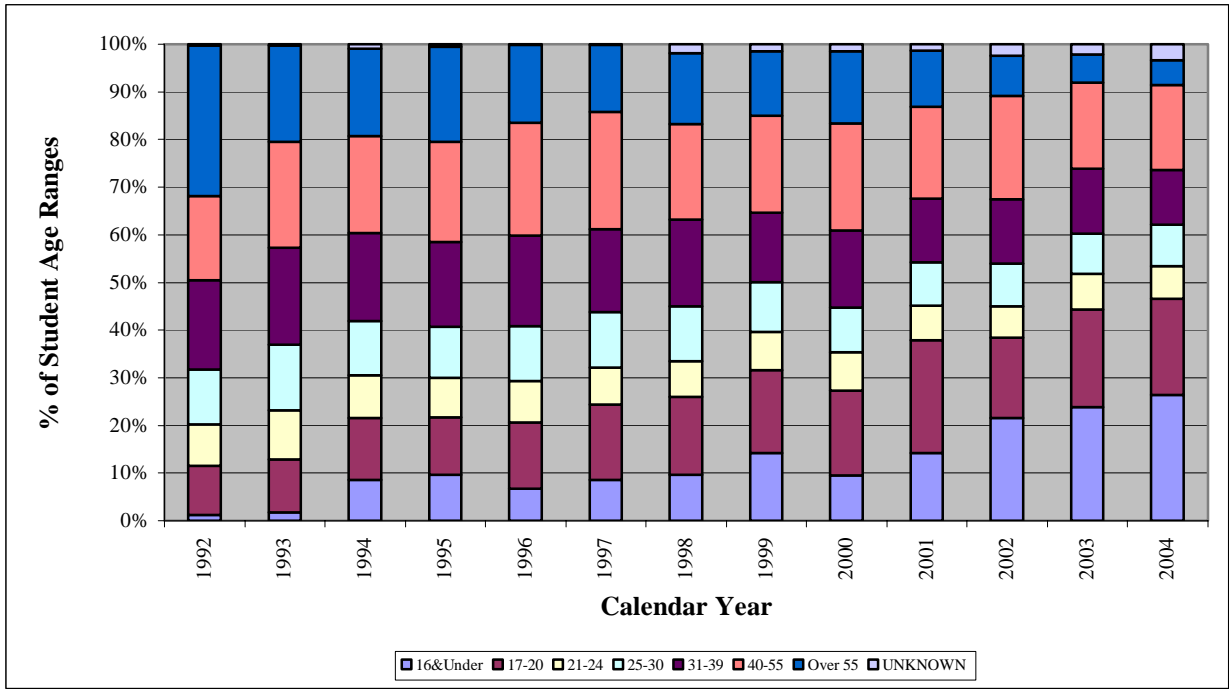


Chart 33: FCC Student Age Ranges

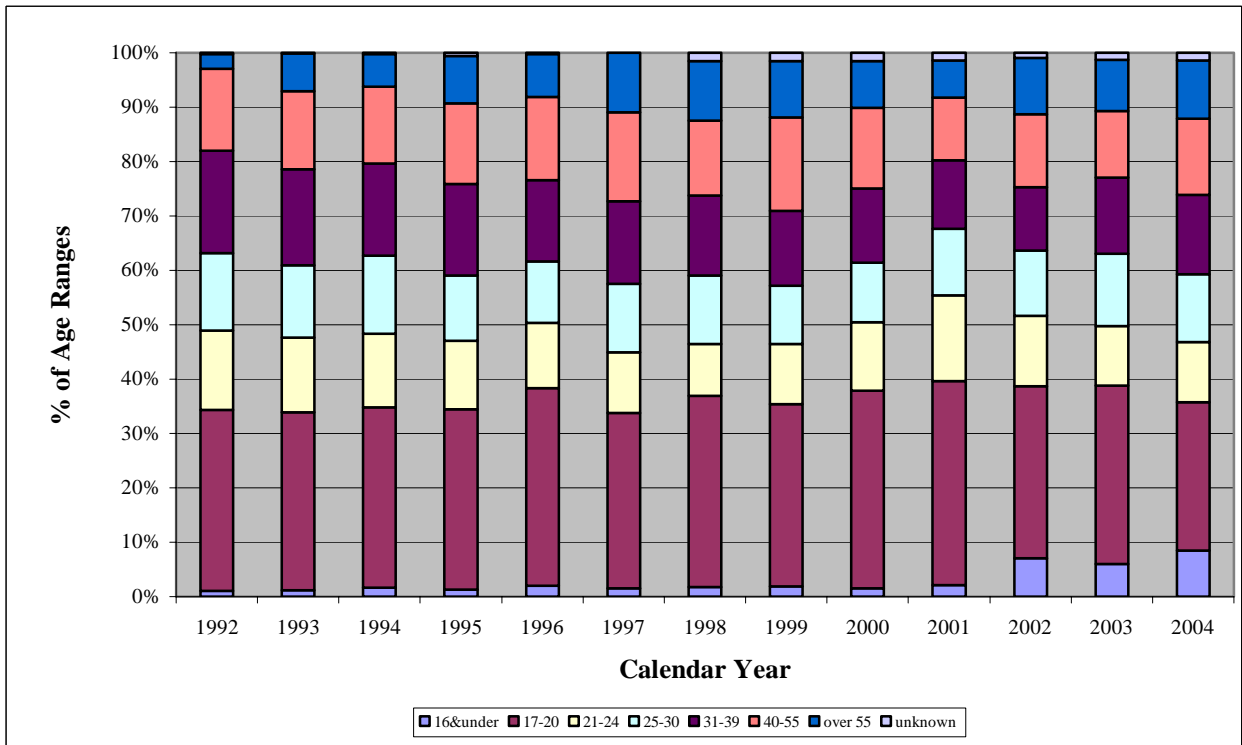


Chart 34: LTC Student Age Ranges

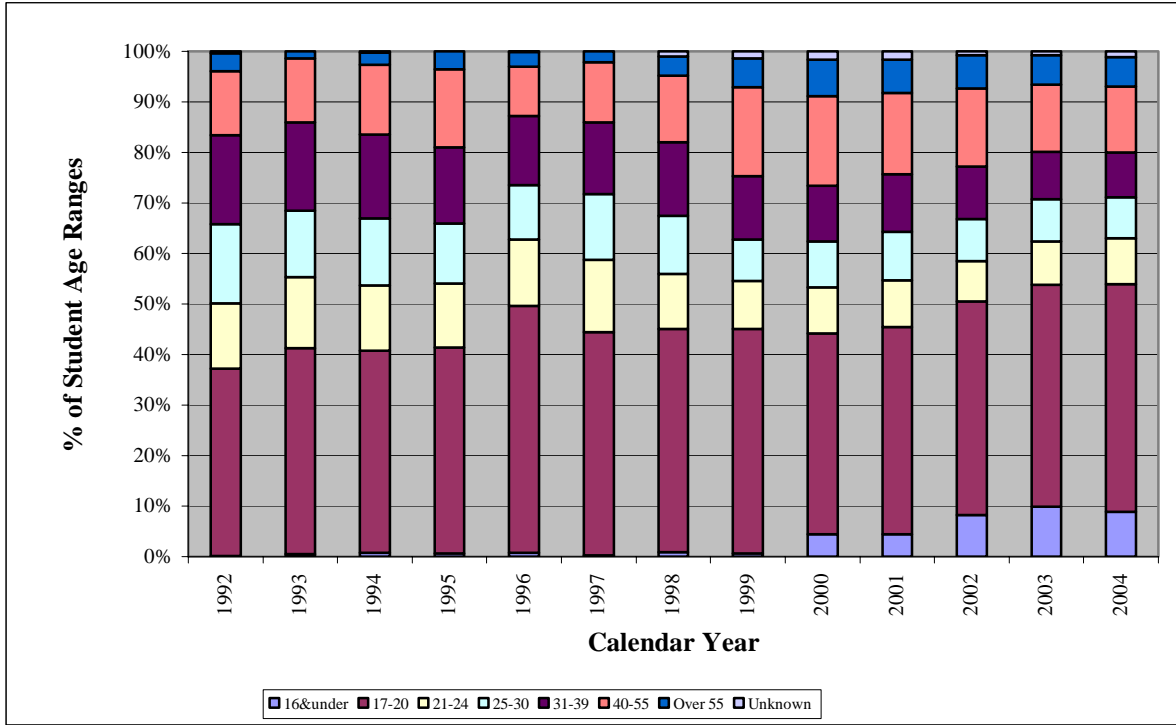


Chart 35: OCC Student Age Ranges

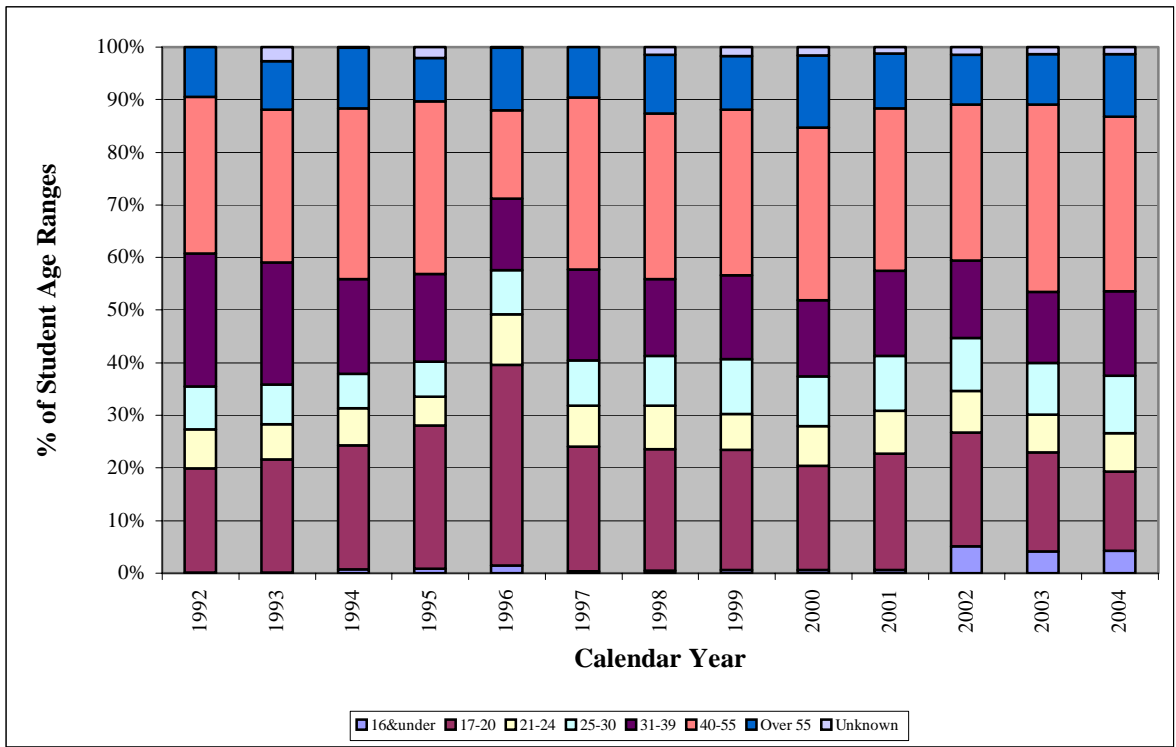


Chart 36: WVC Student Age Ranges

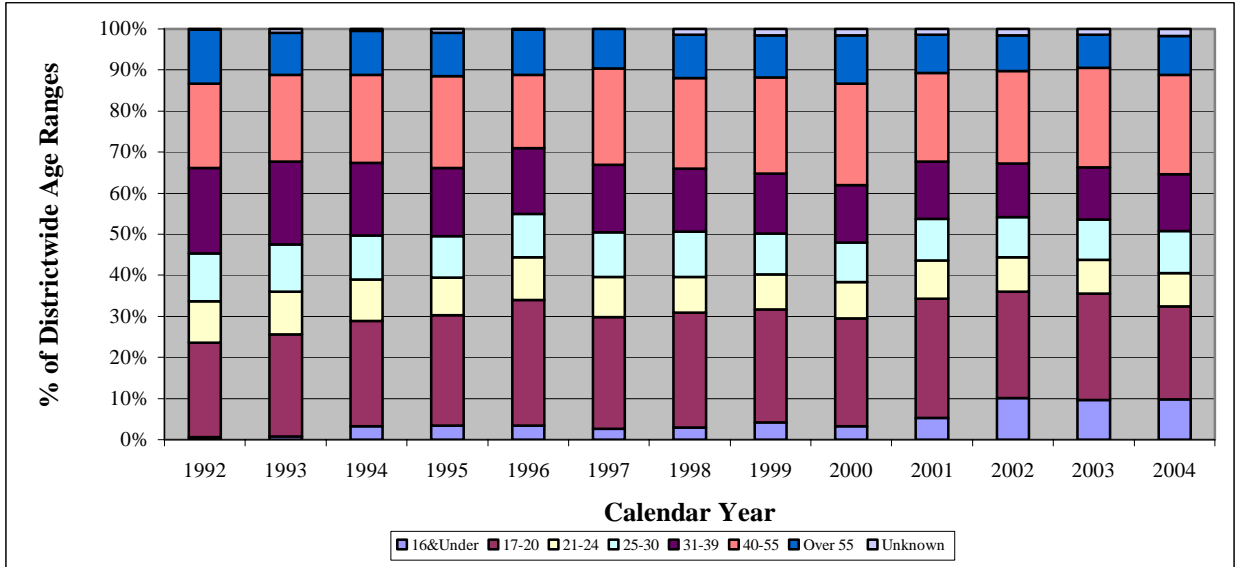


Chart 37: Districtwide Age Ranges

### Online Enrollment

Chart 38 shows that online enrollments at three of the four colleges have steadily increased since fiscal year 2002. Chart 39 shows that Districtwide online enrollments have steadily increased since fiscal year 2002. Colleges should continue to review online enrollments, especially during annual program reviews, to determine if the demand for additional online coursework will better enable students to achieve their educational goals.

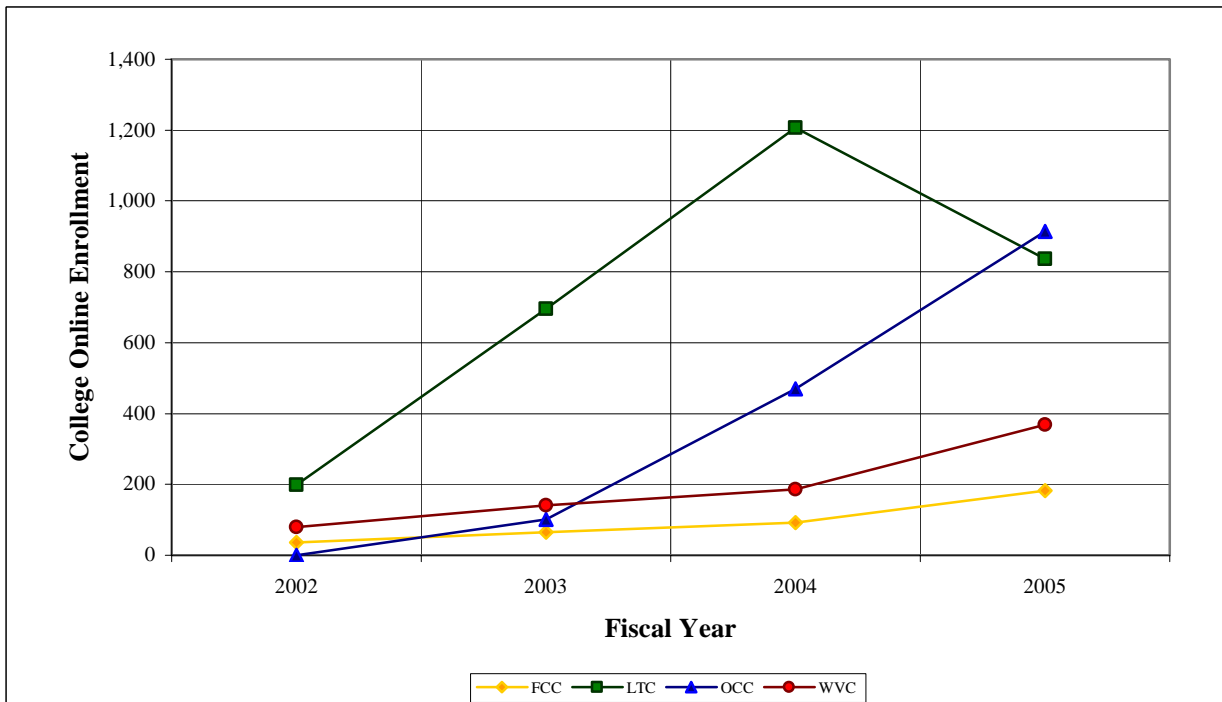


Chart 38: College Online Enrollment

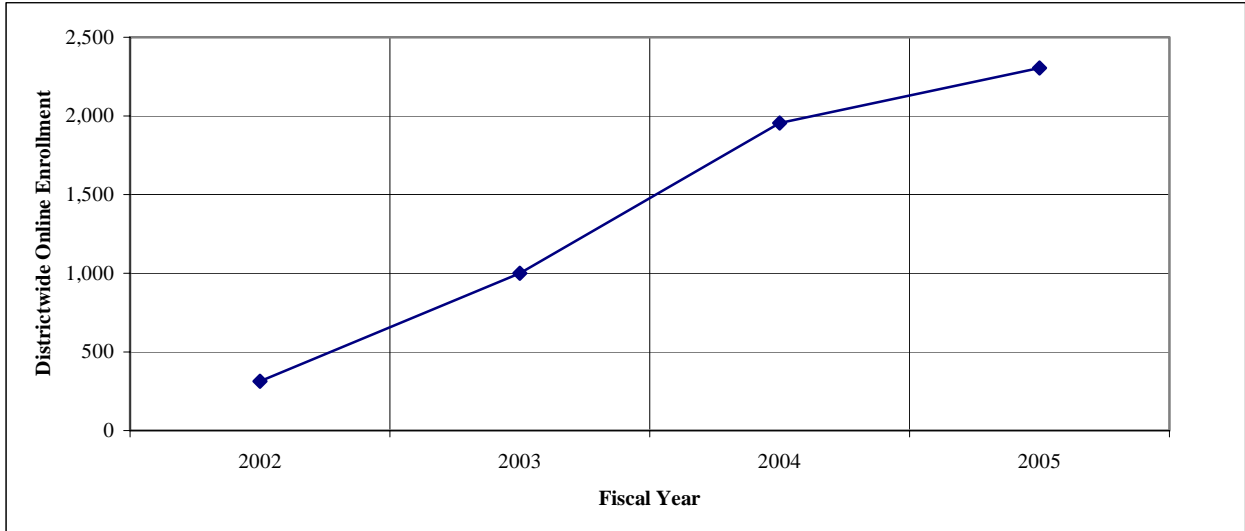


Chart 39: Districtwide Online Enrollment

## PROGRAM COMPLETERS AND ENROLLMENT

### *Transfer Programs*

The data for all degree completers throughout District #529 exists from Fiscal Year 1963 to the present date.

Chart 40 shows that, although the number of A.S. degree completers has declined somewhat since Fiscal Year 1999, there was a decrease from fiscal year 2003 to fiscal year 2005 at FCC and WVC and a slight increase at LTC and OCC during this same period.

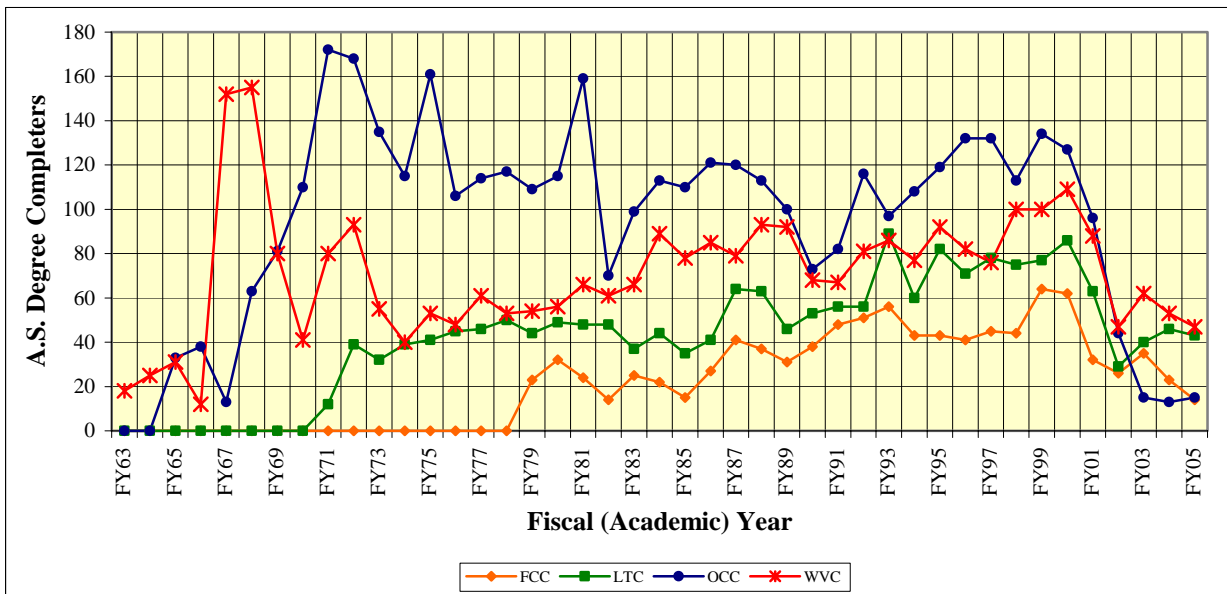


Chart 40: A.S. Degree Completers



Chart 41 shows that the numbers of students completing A.A. degrees changes very little from year to year but the trend inclines or declines very little. Since the inception of the A.S.A. degree in 2001, the number of students completing the A.A. degree has declined dramatically.

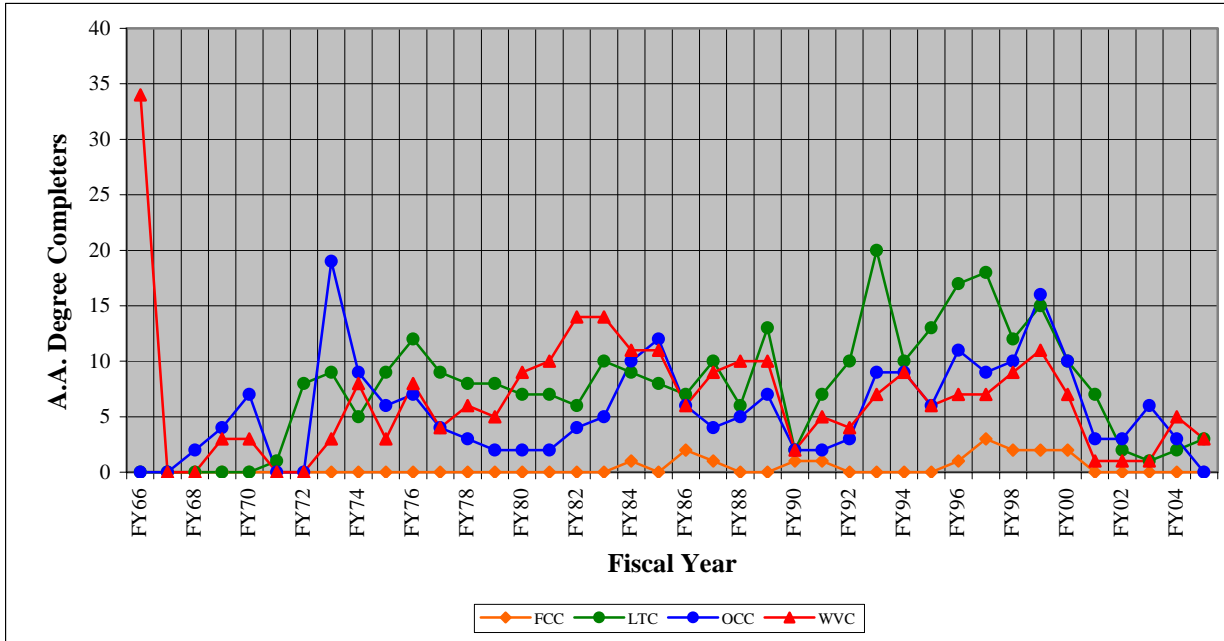


Chart 41: A.A. Degree Completers

Chart 42 shows that the A.S.A. degree, available only since Fiscal Year 2001, has had an increasing number of completers. More and more students each year may be opting for the A.S.A. degree because it appears to provide a more general fit for certain types of transferring students, especially math and engineering majors.

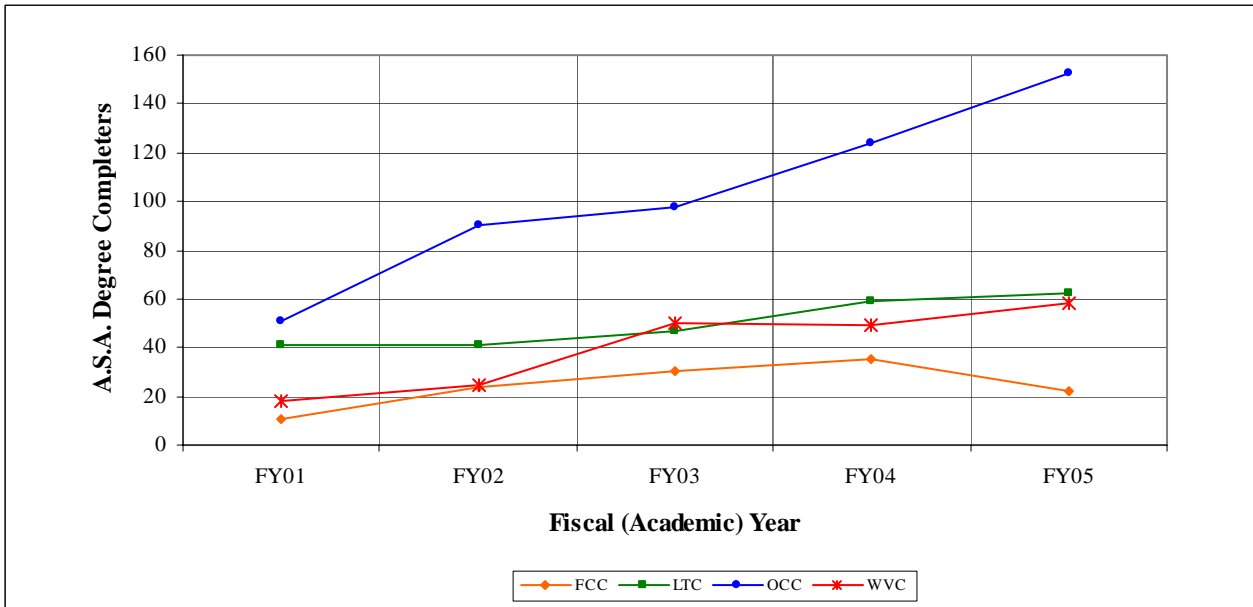


Chart 42: A.S.A. Degree Completers

Chart 43 shows that, although the trend line declines slightly, the number of transfer-type associate degree completers (A.A./A.S./A.S.A.) has been relatively stable since fiscal year 2000.

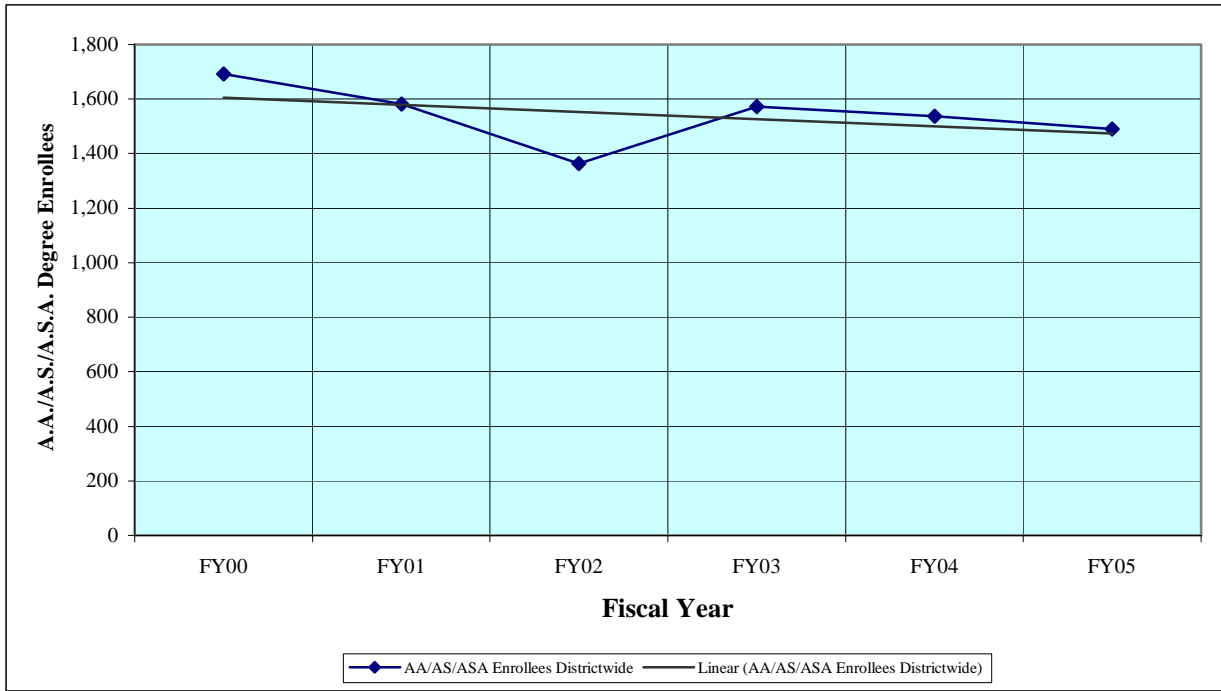


Chart 43: A.A./A.S./A.S.A. Degree Enrollees

Chart 44 indicates that the number of A.L.S. and A.G.S. degree completers has increased at LTC and WVC but has remained remain fairly level at FCC and OCC.

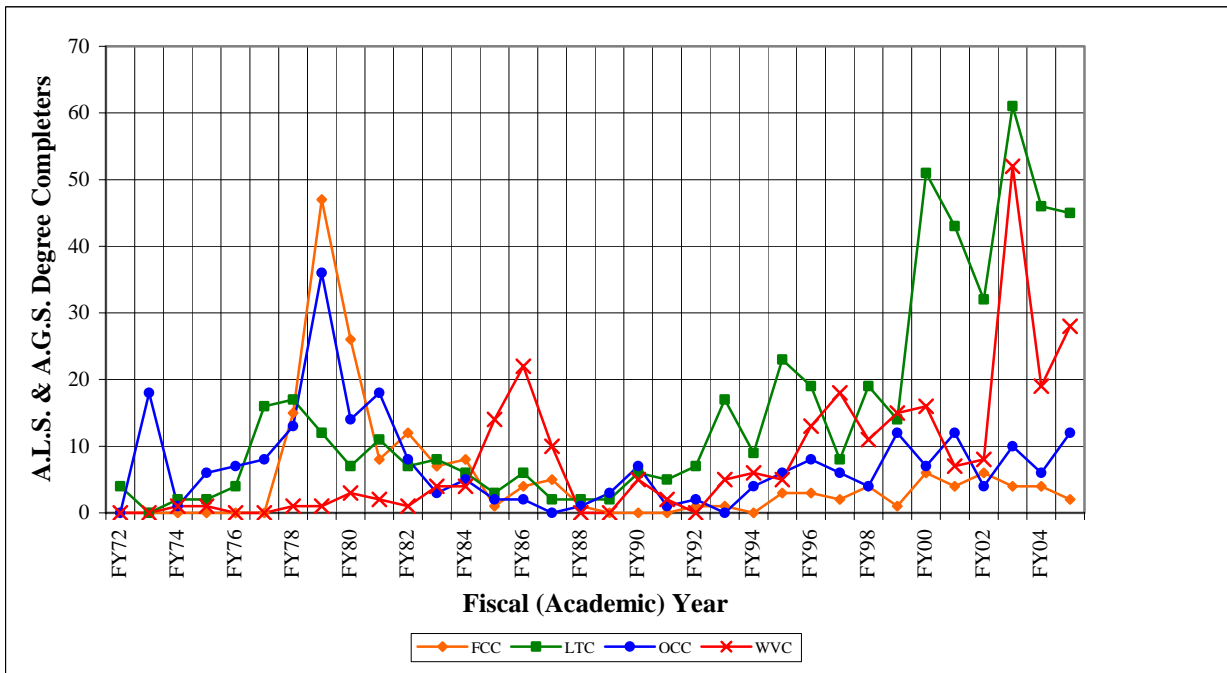


Chart 44: A.L.S. and A.G.S. Degree Completers

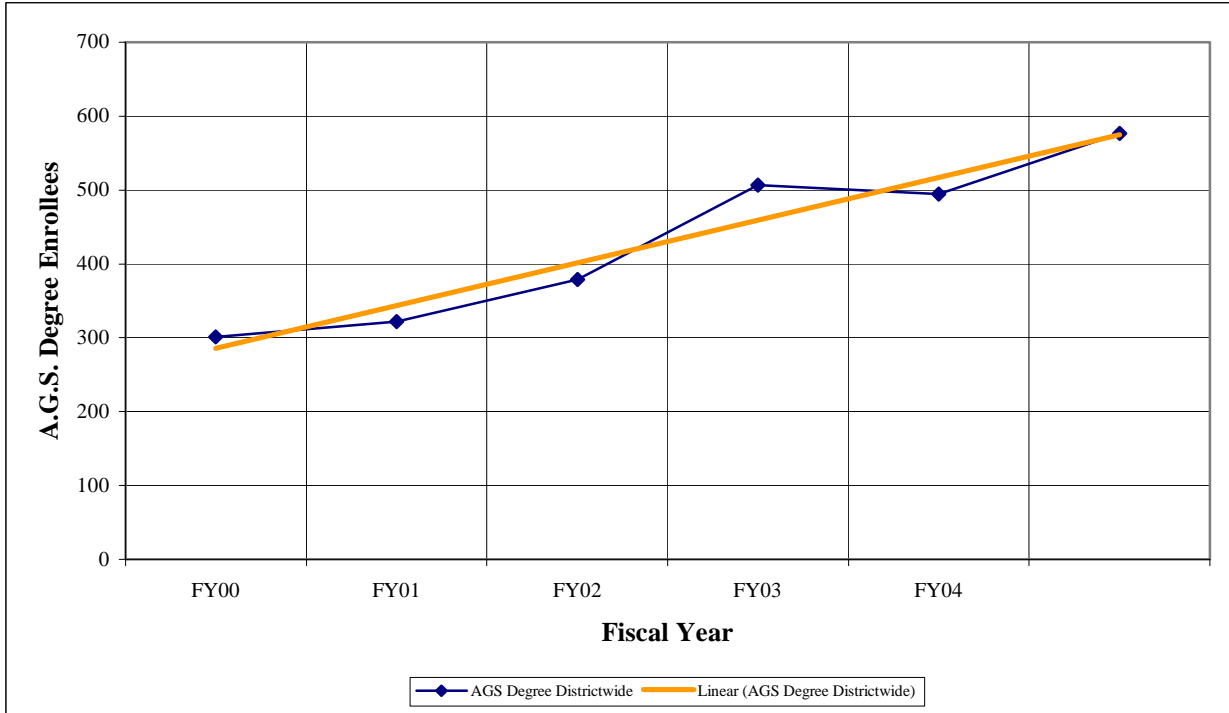


Chart 45: A.G.S. Degree Enrollees

Chart 45, with a trend line drawn for Districtwide, shows that the trend for A.L.S. and A.G.S. degree enrollees is clearly on the rise. The A.L. S. degree was discontinued after FY 1987.

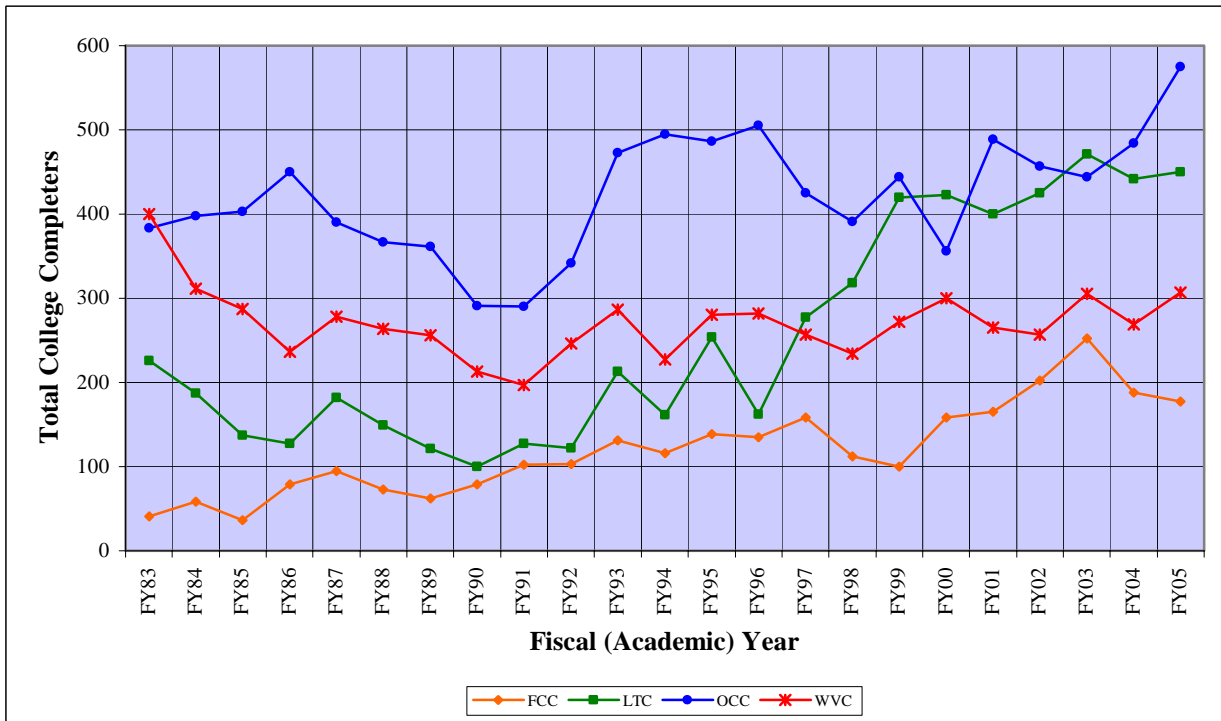


Chart 46: Total College Completers

Chart 46 shows that total college completers for the four colleges are on a gradual increase since fiscal year 1983. Chart 47 shows that the Districtwide trend for total degree completers has

significantly increased since fiscal year 1983, going from 1,100 completers in FY 1983 to 1,500 completers in FY 2005, a 27% increase.

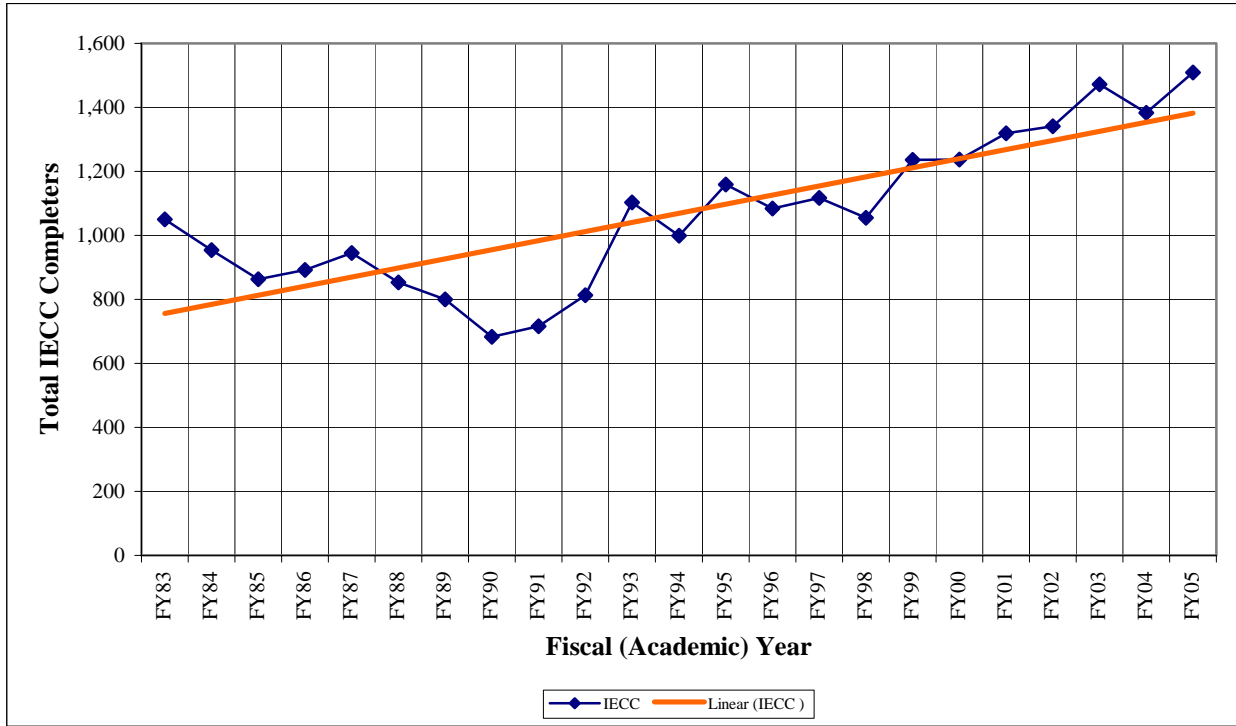


Chart 47: Total IECC Completers

### *Technical Programs*

Although historically we have analyzed the trends in transfer degrees each year, we have tended to analyze the trends in career and technical degree and certificate programs on a rotating five-year basis. That is, each year, one-fifth of all career and technical programs are evaluated to determine if they are meeting the needs of those communities we serve. Data on degree completers were collected on those programs undergoing program review in fiscal year 2006.

Based on the District’s analysis of the degree and certificate programs listed herein, and as required by the Illinois Community College Board’s Accountability and Productivity guidelines, the colleges can determine if they wish to: (a)continue programs with minor improvements; (b)continue programs with significant improvements; (c)discontinue or eliminate programs; or (d)schedule programs for further review.

The over-arching goal of the District #529 accountability and program review cycle and processes is to improve the viability of degree and certificate programs offered by the colleges. That is, accountability and program review helps answer questions related to whether the colleges are providing educational programs for which employment for completers is available or forecasted to be available.

Chart 48 indicates that the number of Accounting and Computing Program completers, although extremely cyclic, has declined slightly since 1971.

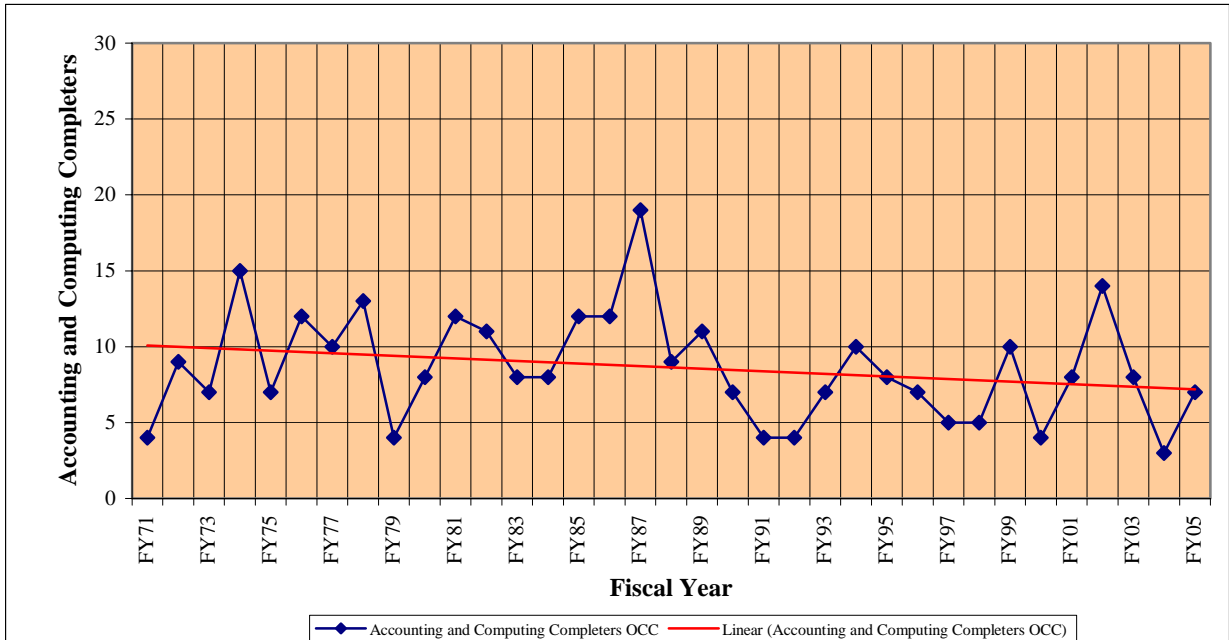


Chart 48: Accounting and Computing Program Completers

Chart 49 shows there is a slightly declining trend for enrollees in the Accounting and Computing Program.

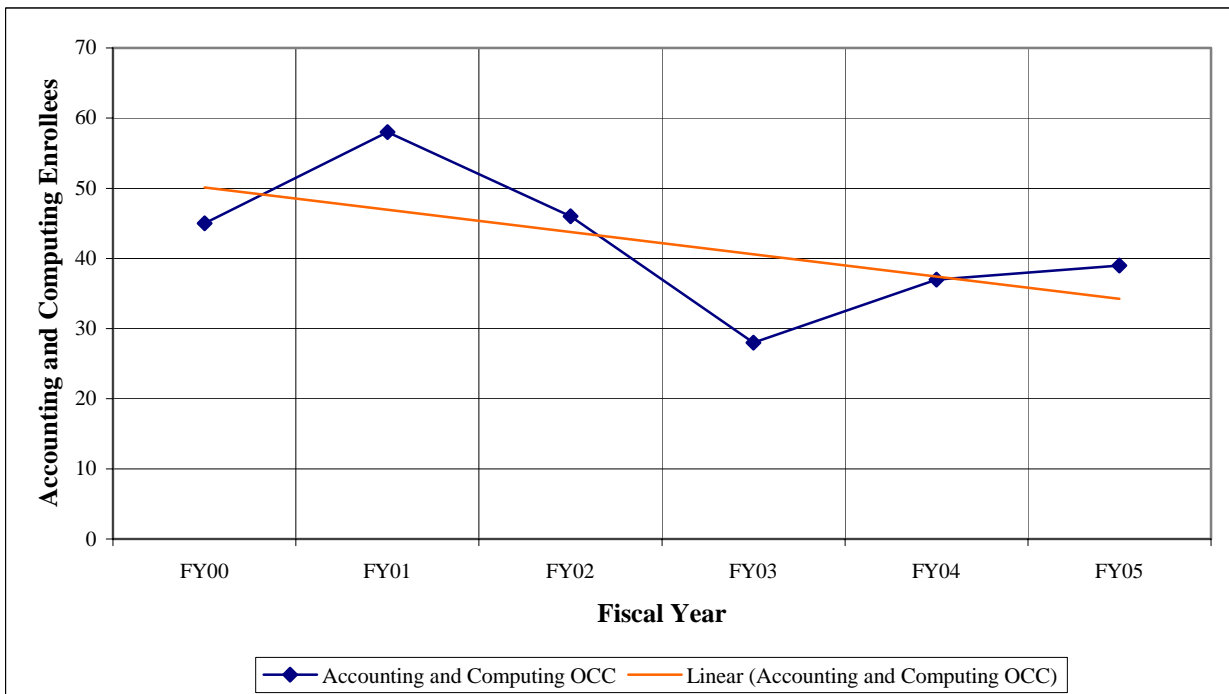


Chart 49: Accounting and Computing Program Enrollees

Chart 50 shows that Computer Network Specialist Degree completers peaked in FY 2002 and 2003 but have significantly declined in FY 2004 and FY 2005.

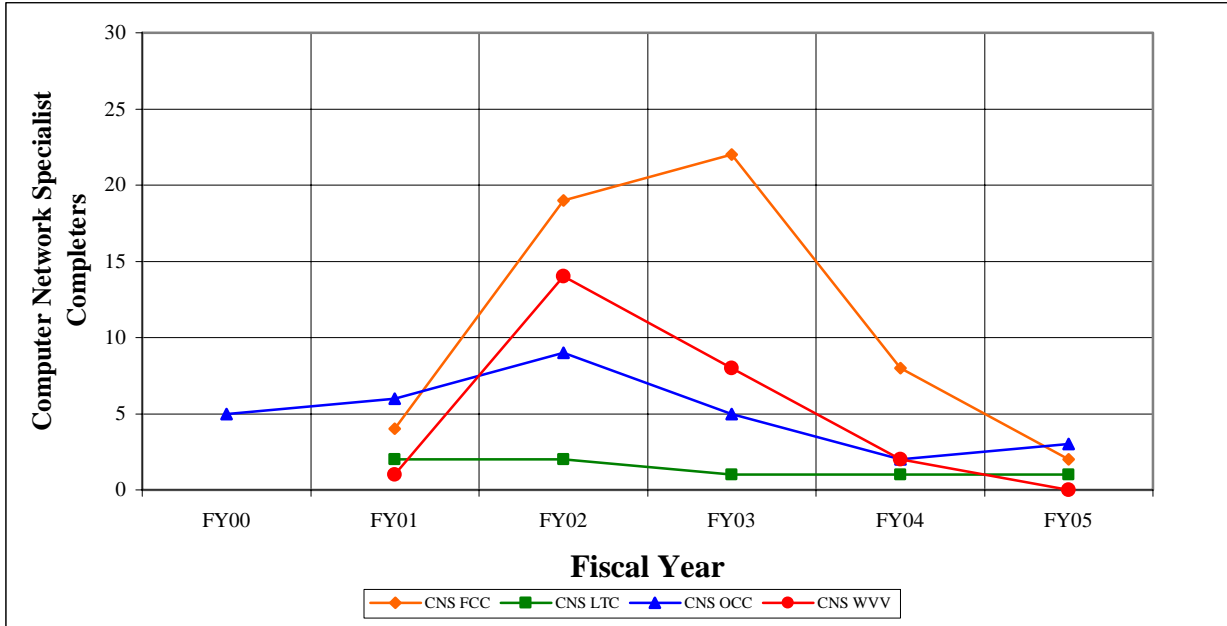


Chart 50: CNS Program Completers

Chart 51 shows that Computer Network Specialist Program enrollees have steadily declined since FY 2001.

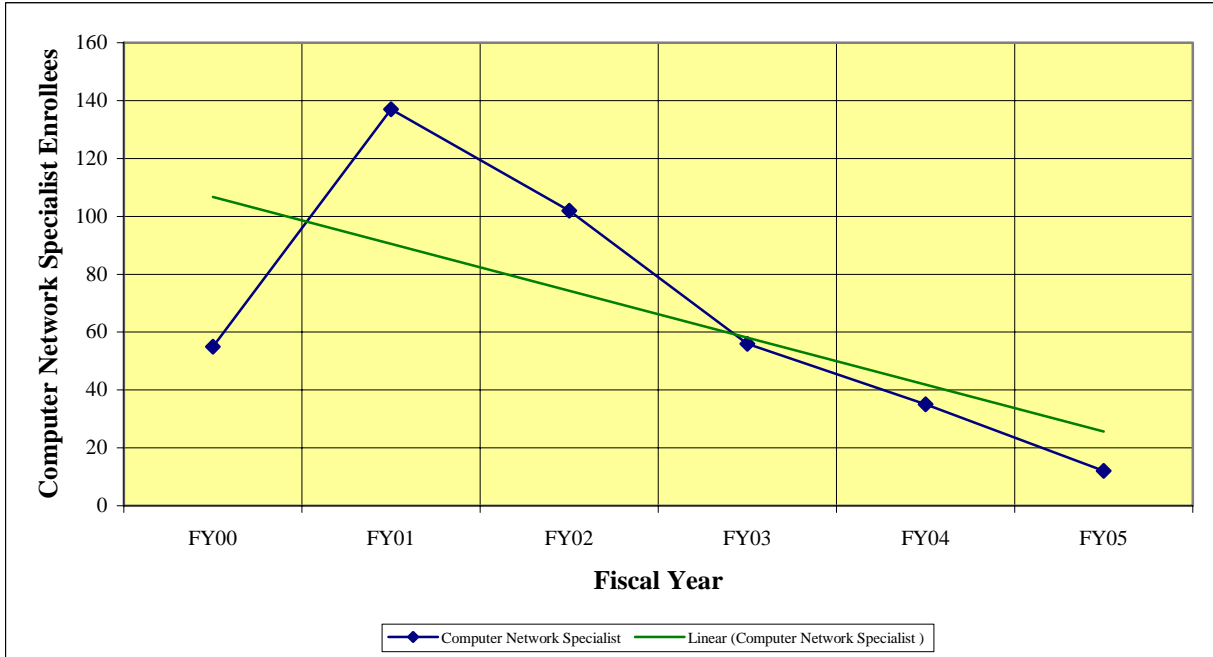


Chart 51: CNS Program Enrollees

Chart 52 shows that the trend for Marketing Business Management Program completers, although cyclic, is on a slight incline.

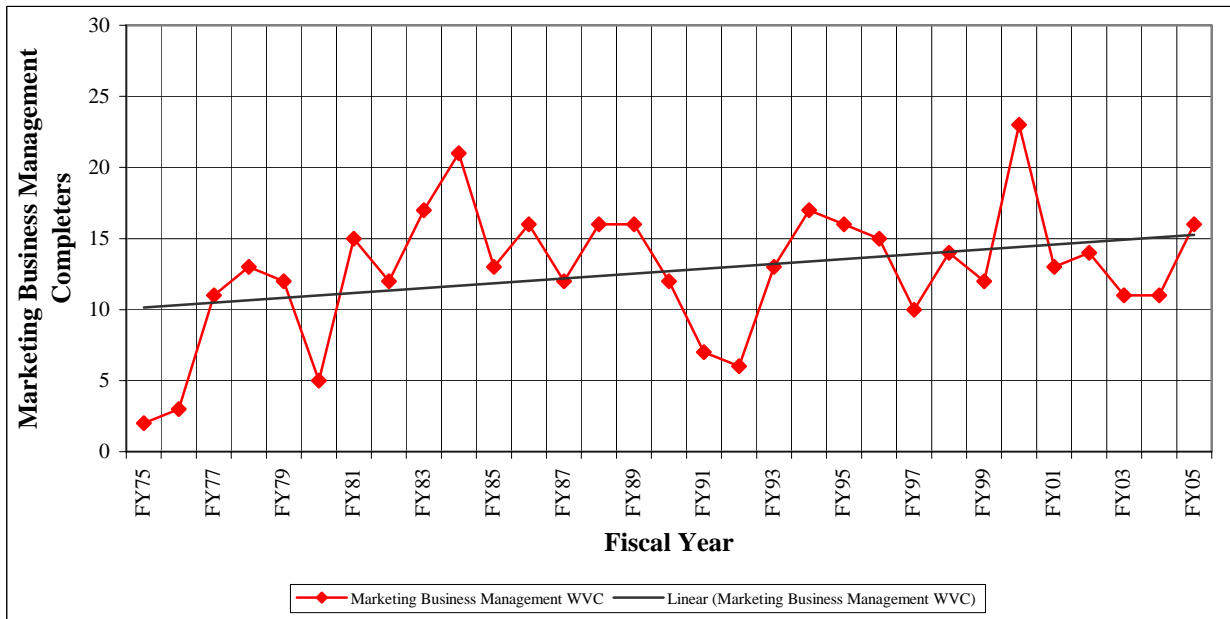


Chart 52: Marketing Business Management Completers

Chart 52 shows that Marketing Business Management Program enrollees have decreased slightly since FY 2000.

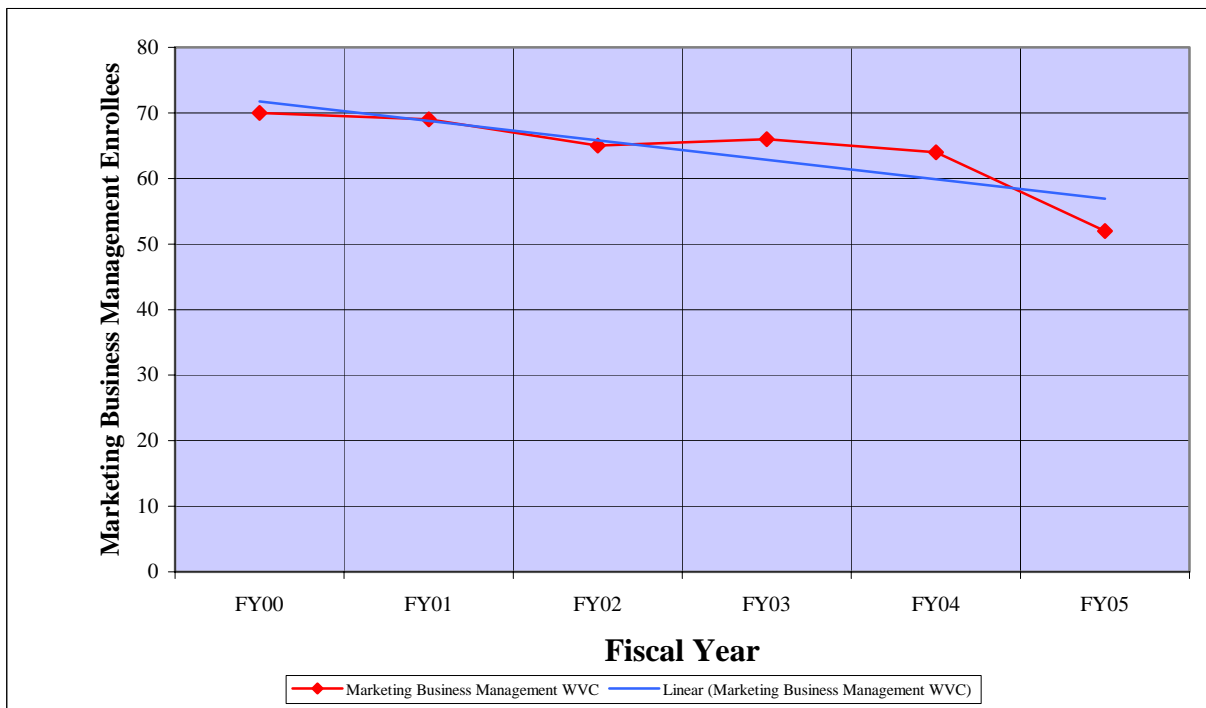


Chart 53: Marketing Business Management Program Enrollees

Chart 54 shows that Coal Mining Technology Program completers have continued to decline since FY 1983.



Chart 54: Coal Mining Technology Completers

Chart 55 shows that the trend for Coal Mining Technology Program enrollees has been on a significant incline since FY 2000.

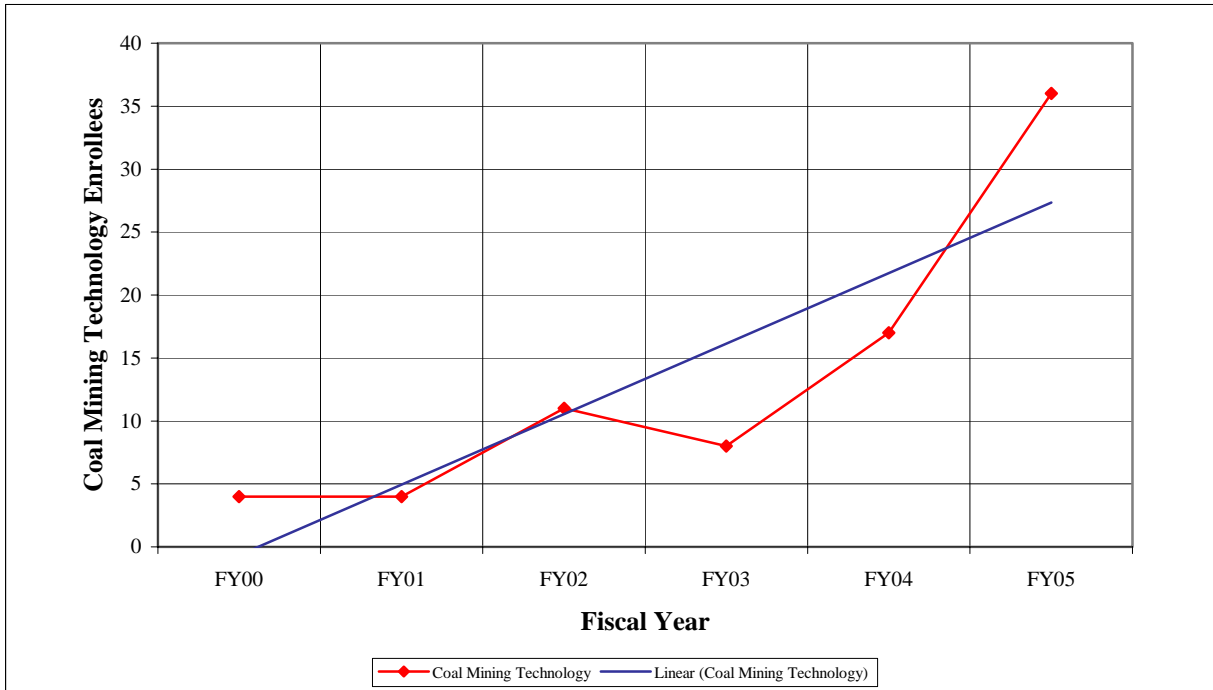


Chart 55: Coal Mining Technology Program Enrollees

Chart 56 shows Electronics Technology Program completers spiked in FY 1992 and again in FY 1995. However, in FY 2004 and 2005, there were very few completers.



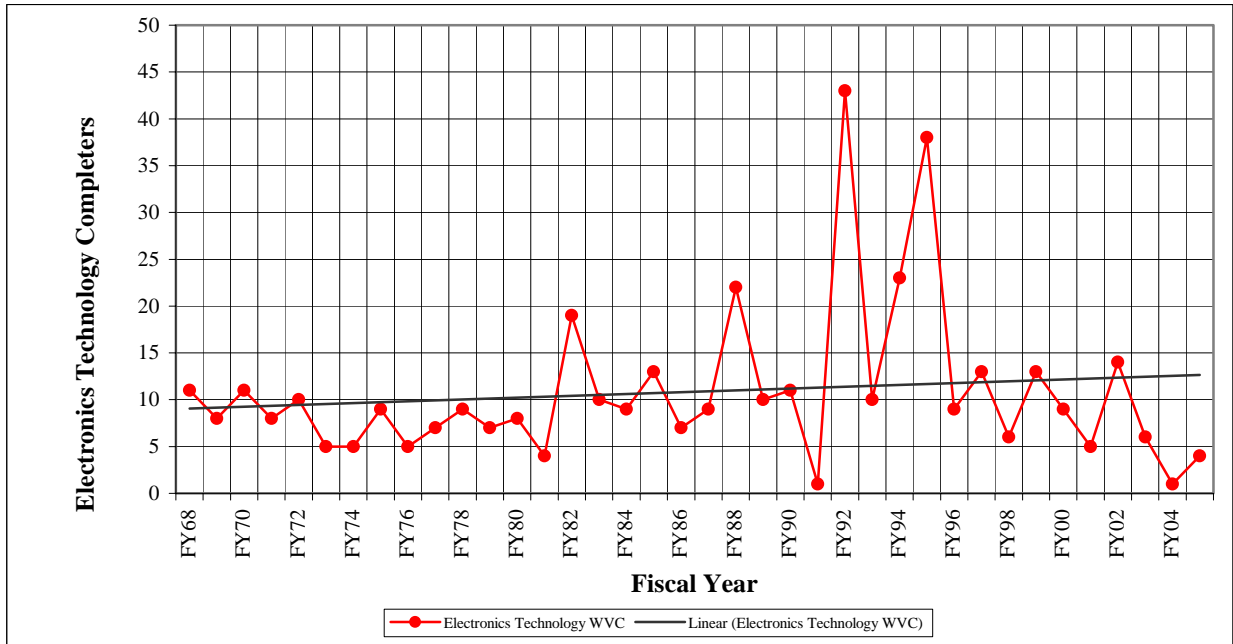


Chart 56: Electronics Technology Completers

Chart 57 shows that the trend for Electronics Technology Program enrollees has been on a steady decline since FY 2000, but rebounded slightly in FY 2005.

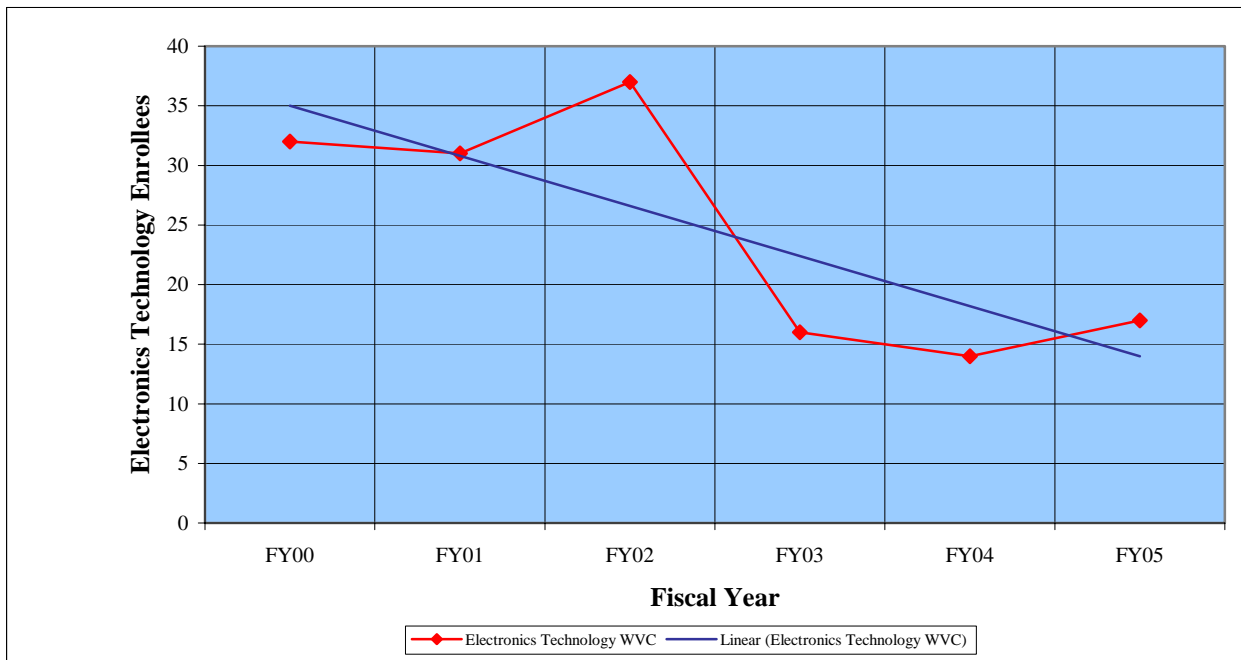


Chart 57: Electronics Technology Program Enrollees

Chart 58 shows that Manufacturing Technologies Program completers have been nearly level since FY 1998.

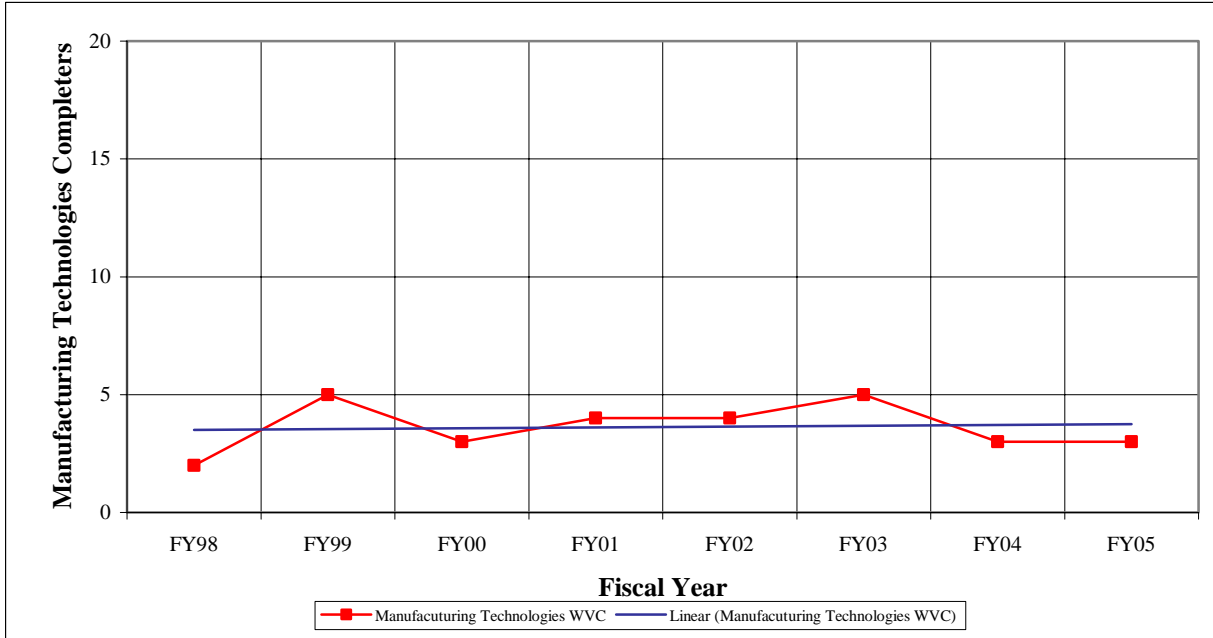


Chart 58: Manufacturing Technologies Completers

Chart 59 shows that the trend for Manufacturing Technologies Program enrollees has been on a slight incline since FY 2000.

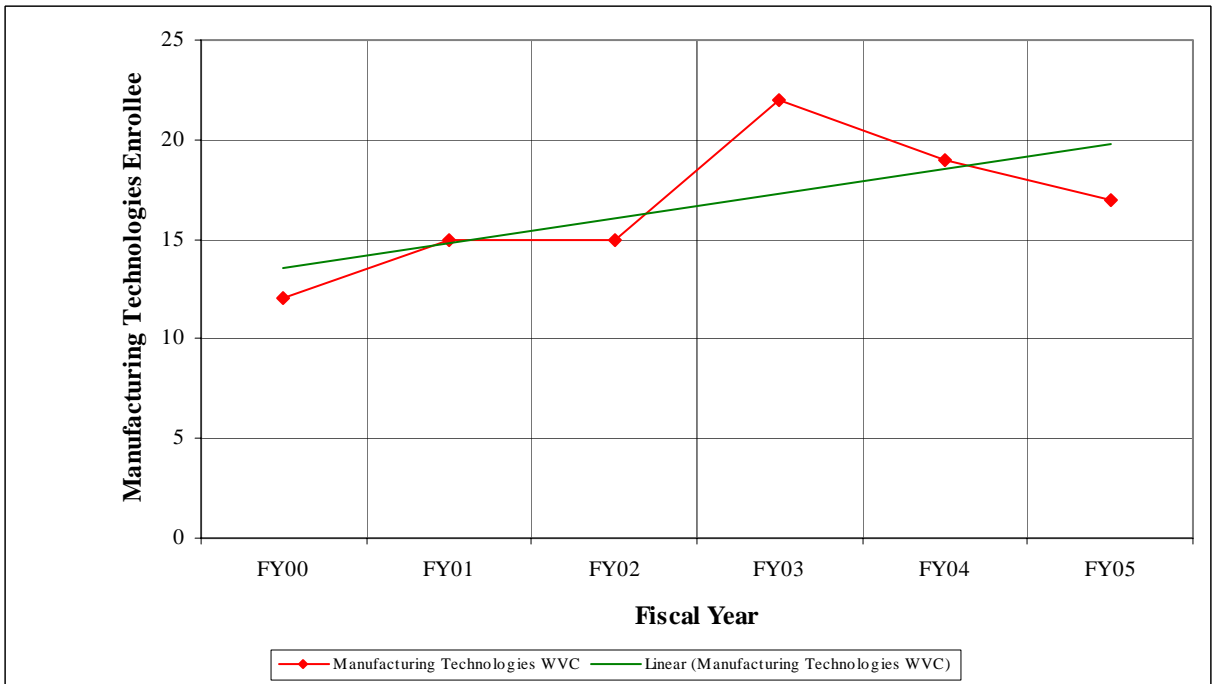


Chart 59: Manufacturing Technologies Program Enrollees

Chart 60 shows that Early Childhood Development Program completers, although relatively cyclic, have declined significantly since the high in FY 1987.

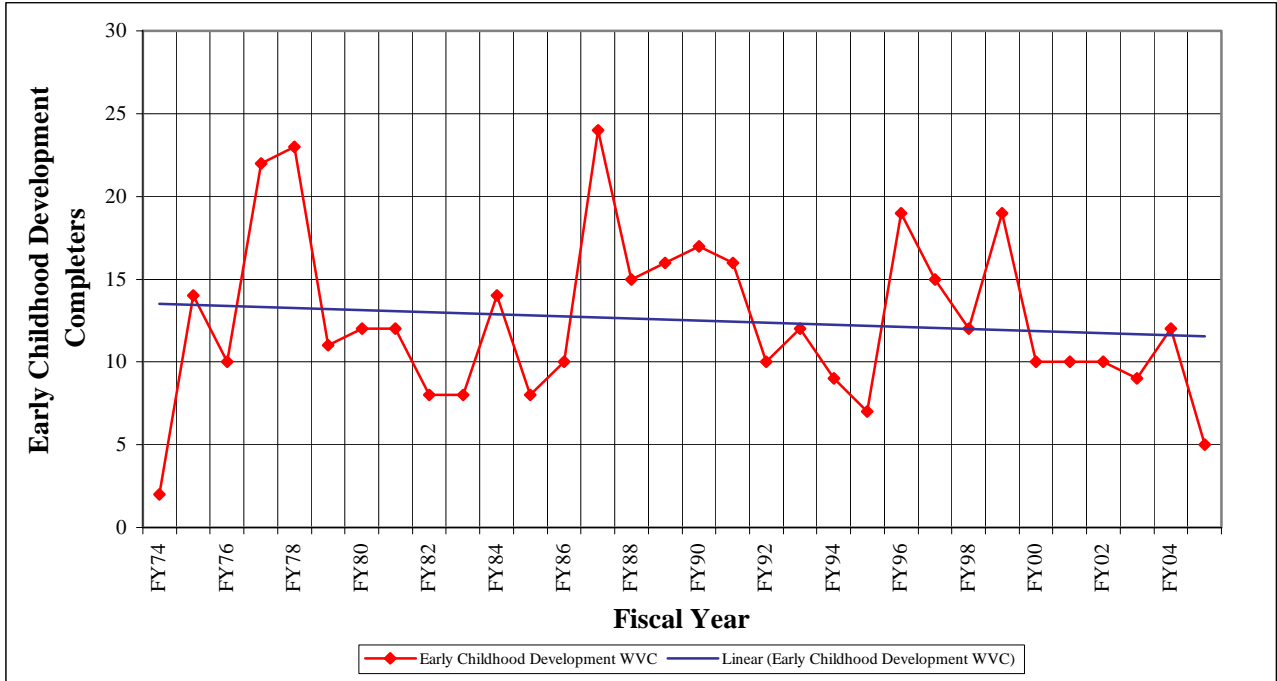


Chart 60: Early Childhood Development Program Completers

Chart 61 shows that the trend for Early Childhood Development Program enrollees has declined only very slightly since FY 2000.

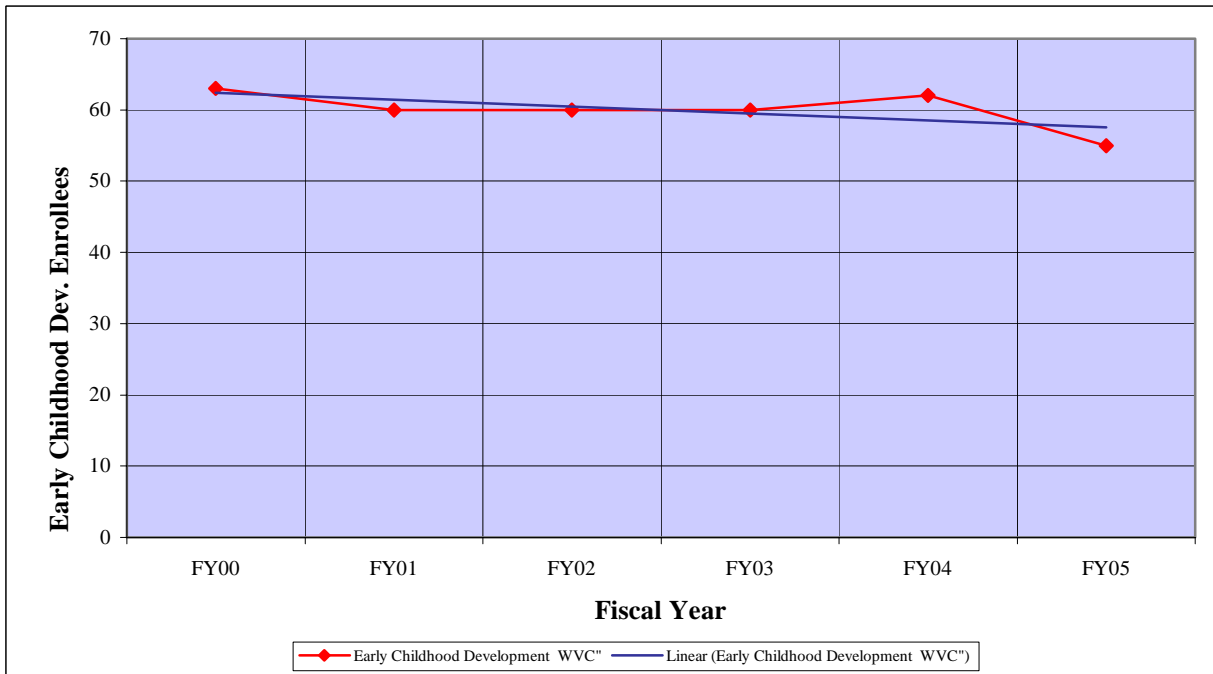


Chart 61: Early Childhood Development Program Enrollees

Chart 62 shows that Social Services Specialist Program completers, although somewhat cyclic, has nearly doubled since 1995.

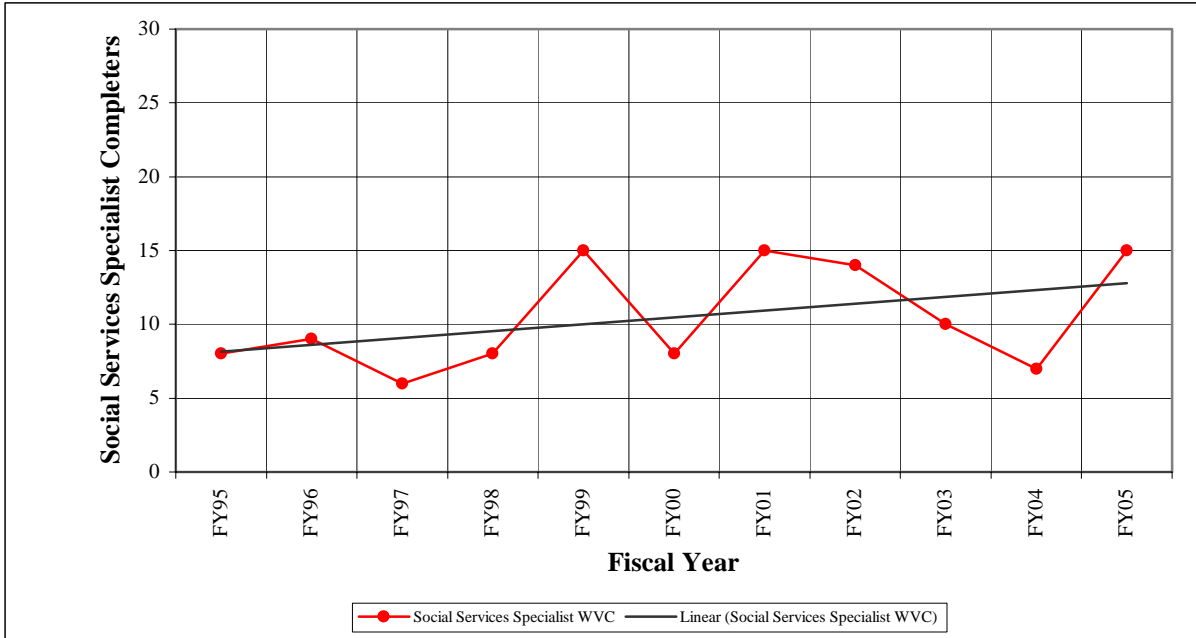


Chart 62: Social Services Specialist Program Completers

Chart 63 shows that the trend for Social Services Specialist Program enrollees has been on a slight incline since FY 2000.

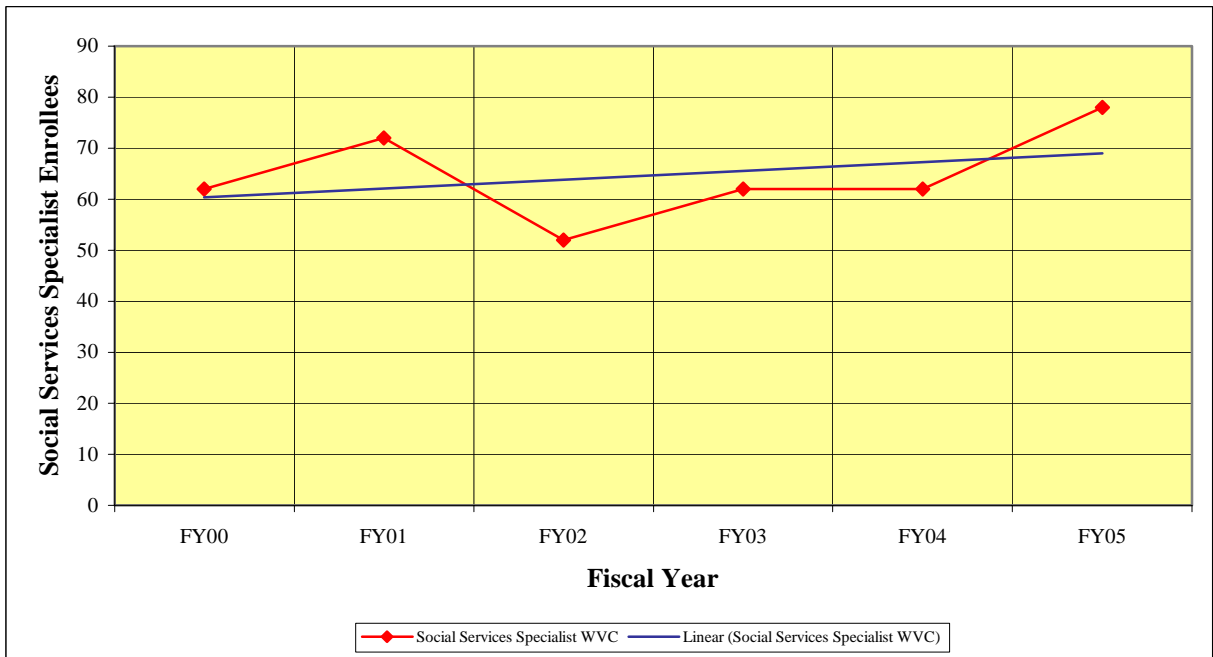


Chart 63: Social Services Specialist Program Enrollees

Chart 64 shows that the trend for Psychiatric Rehabilitation Program completers has declined. However, due to the small amount of data available, it is not advisable to attach much inference from the plotted trend line.

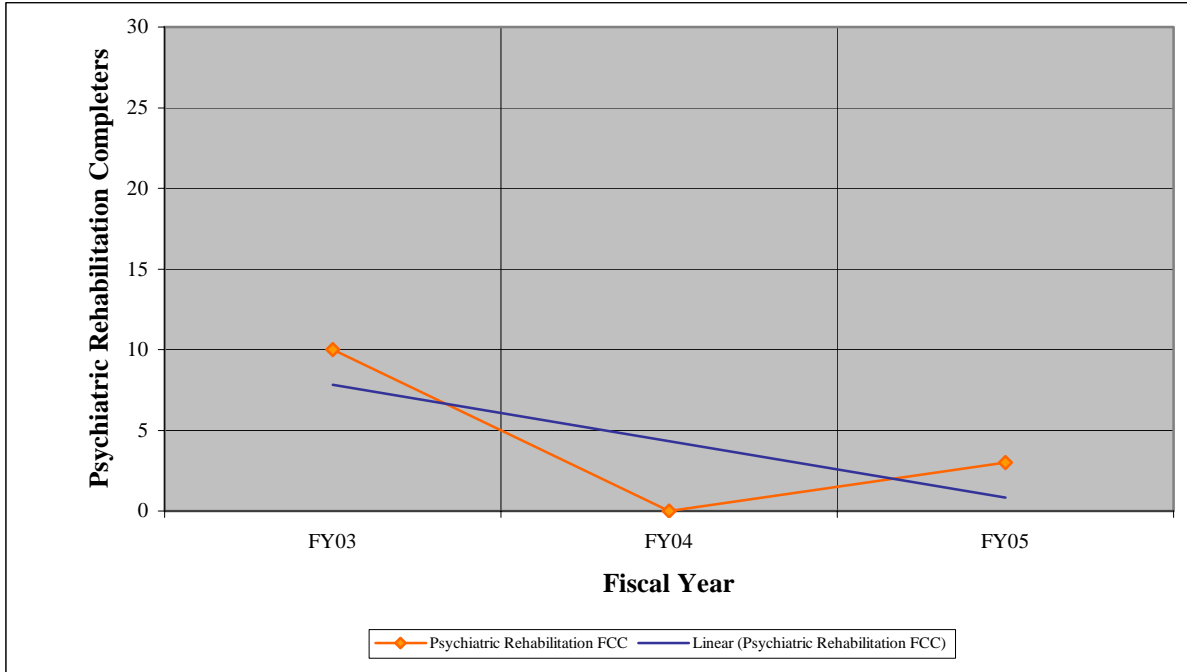


Chart 64: Psychiatric Rehabilitation Program Completers

Chart 65 shows that the trend for Psychiatric Rehabilitation Program enrollees is increasing. Again, due to the small amount of data available, it is not advisable to attach much inference from the plotted trend line.

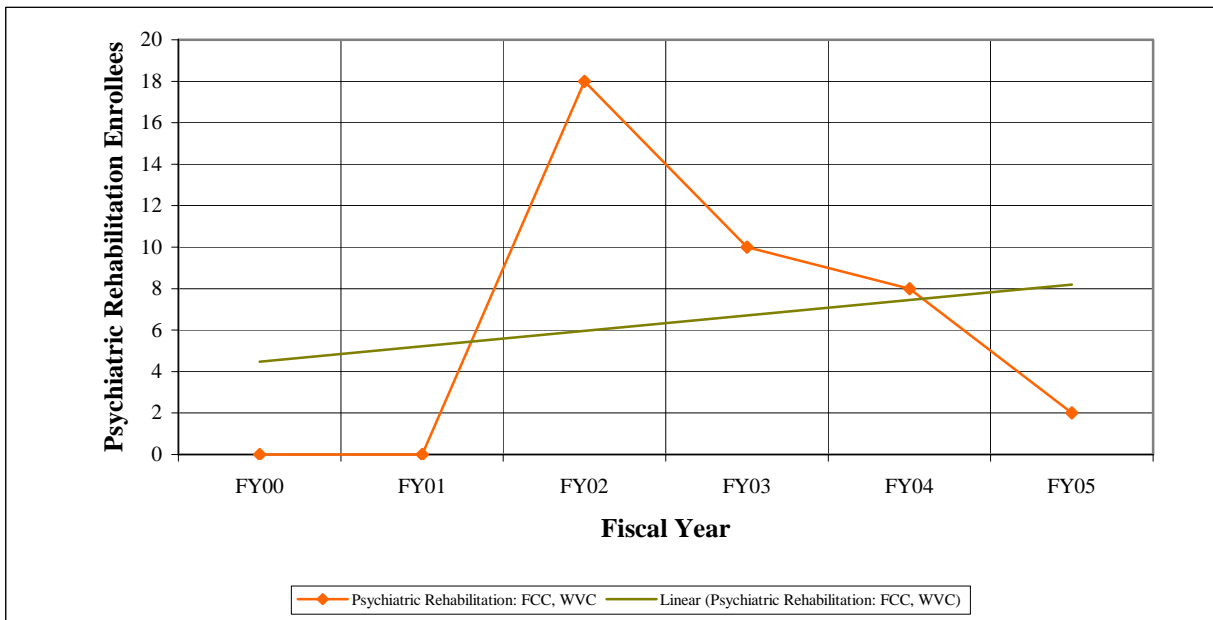


Chart 65: Psychiatric Rehabilitation Program Enrollees

Chart 66 shows that Industrial Maintenance Technology Program completers experienced a high in FY 2002. However, the trend indicates significant growth.

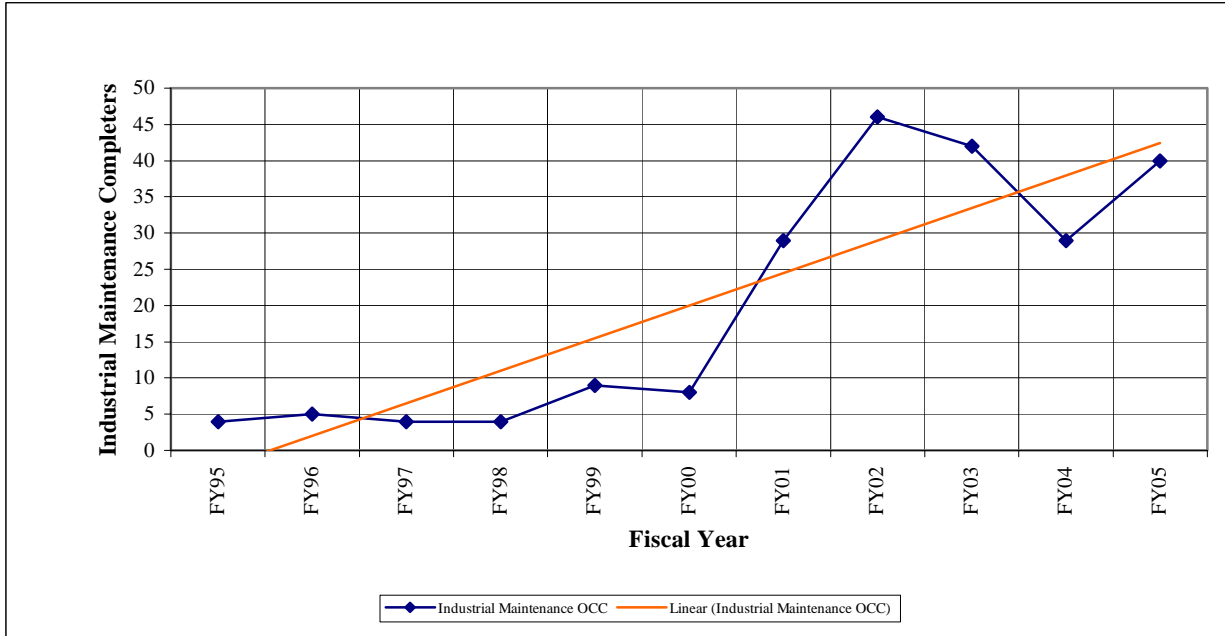


Chart 66: Industrial Maintenance Program Completers

Chart 67 shows that the trend for Industrial Maintenance Technology Program enrollees, although showing an increase in enrollments since FY 2003, has, over a five-year period, been on a slight decline.

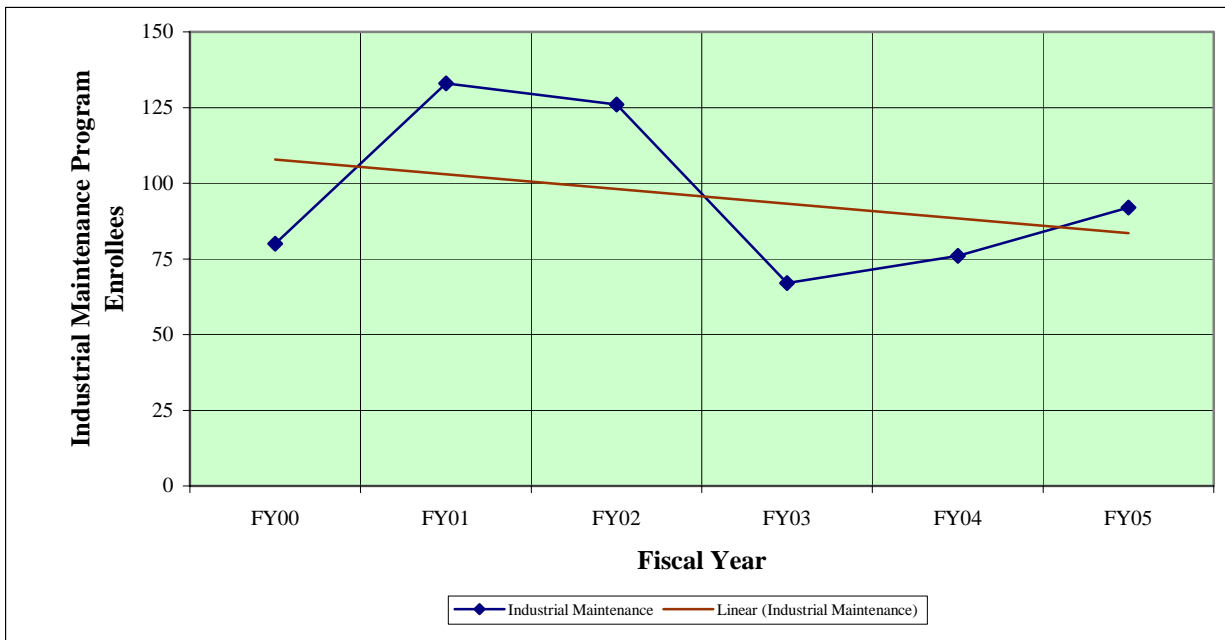


Chart 67: Industrial Maintenance Program

The Administrative Assistant and Information Processing Degrees have been combined into the Administrative Information Technology Degree Program starting in FY 2006. Chart 68 shows that completers, although cyclic, have been on a slight increase since FY 1988.

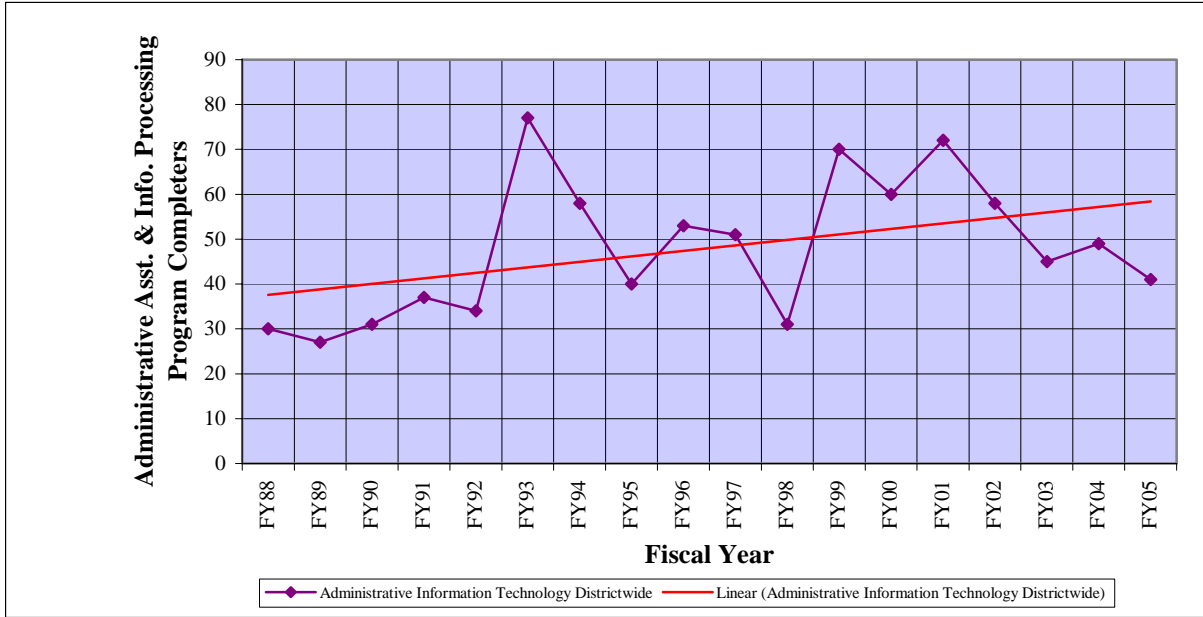


Chart 68: Administrative Assistant & Information Processing Program Completers

Chart 69 shows that the trend for Administrative Assistant & Information Processing Program enrollees has been on a slight decline since FY 2000.

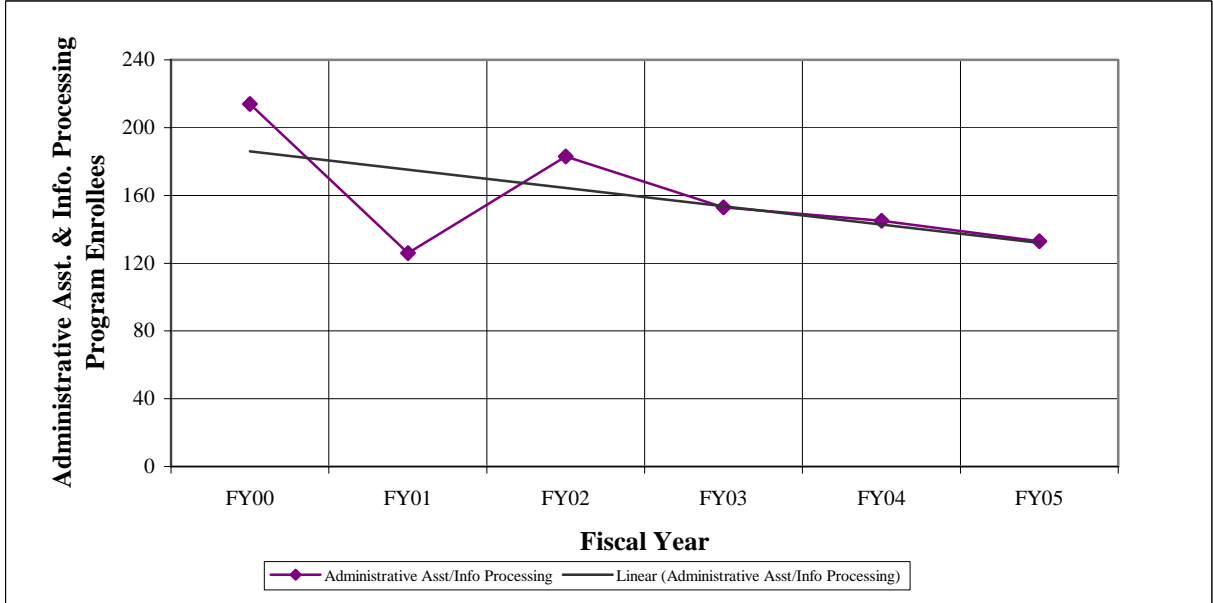


Chart 69: Administrative Assistant & Information Processing Program Enrollees

Chart 70 shows that Collision Repair Technology Program completers, although cyclic since FY 1978, have increased slightly but steadily since FY 2000.

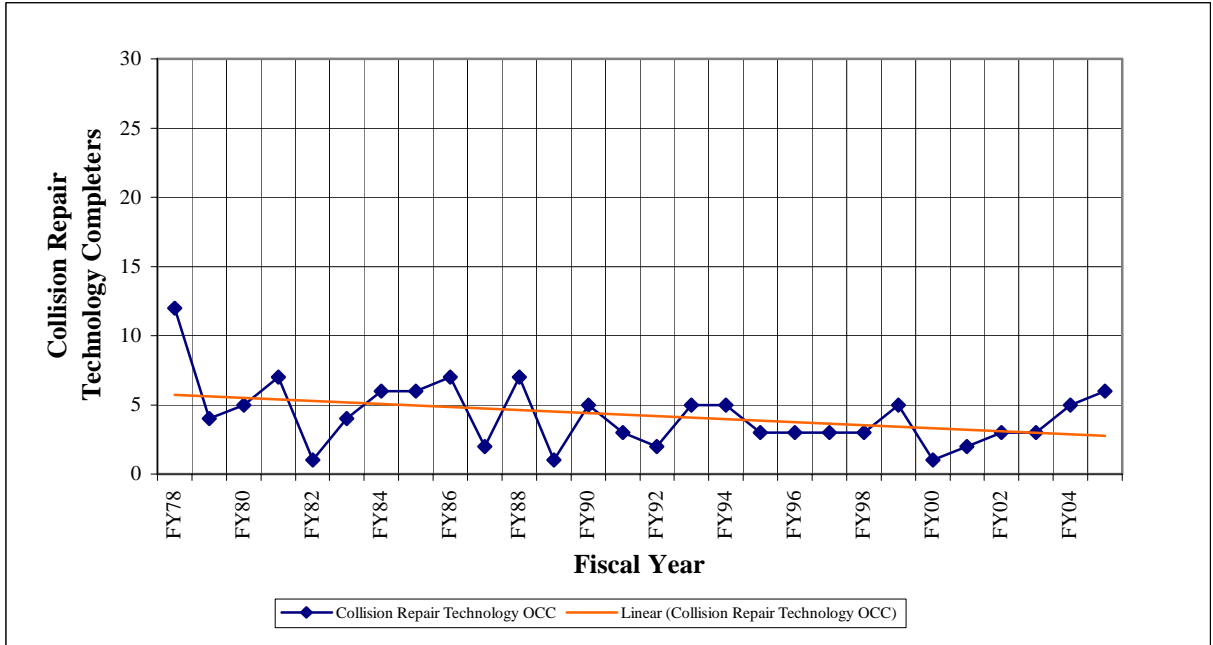


Chart 70: Collision Repair Technology Completers

Chart 71 shows that the trend for Collision Repair Technology Program enrollees has increased significantly since FY 2000.

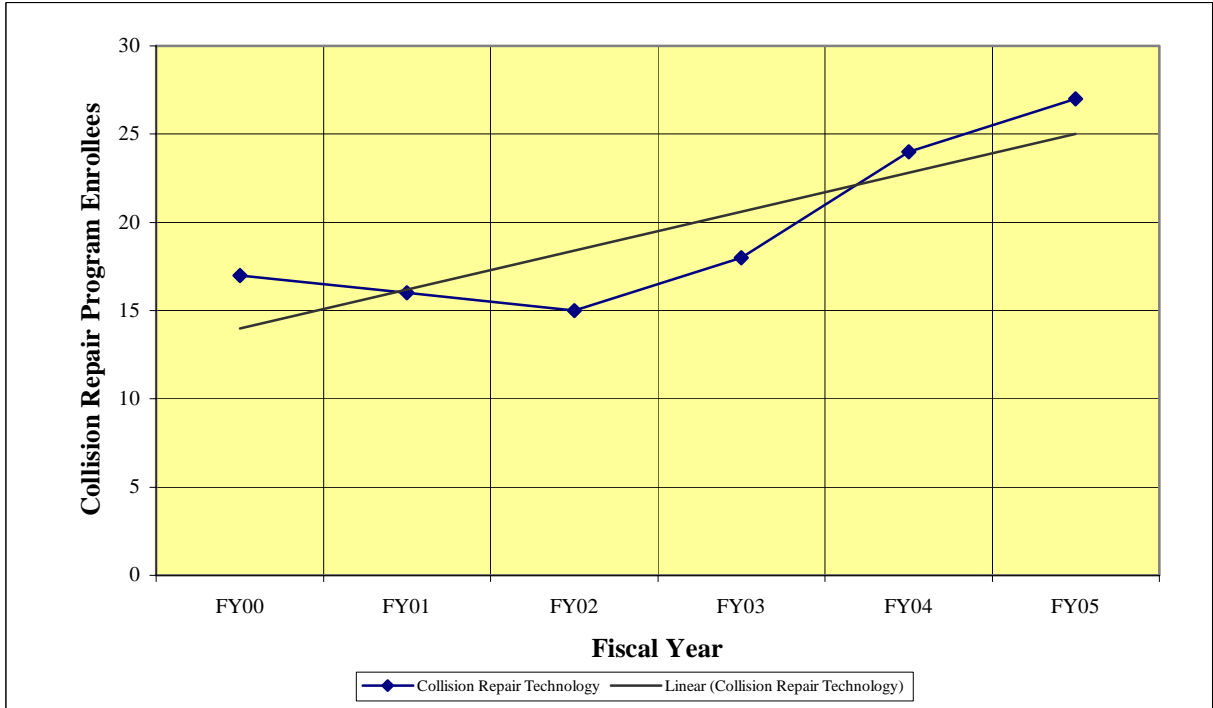


Chart 71: Collision Repair Technology Program Enrollees

Chart 72 shows that Diesel Equipment Technology Program completers, although cyclic, have increased slightly since FY 1973.



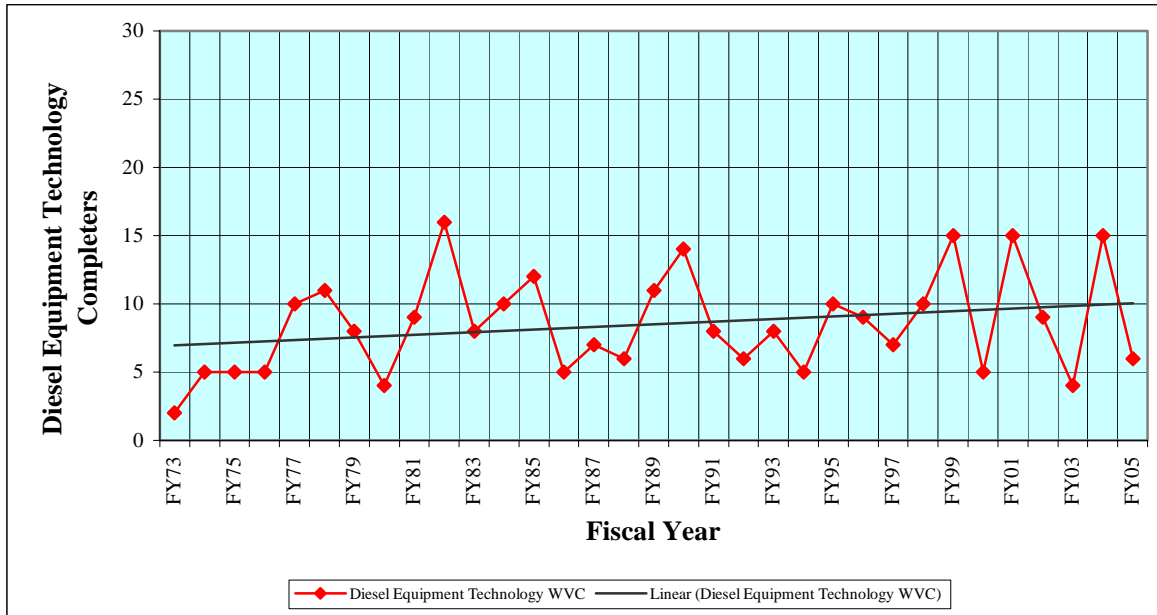


Chart 72: Diesel Equipment Technology Program Completers

Chart 73 shows that the trend for Diesel Equipment Technology Program enrollees has been on a slight decline since FY 2000.

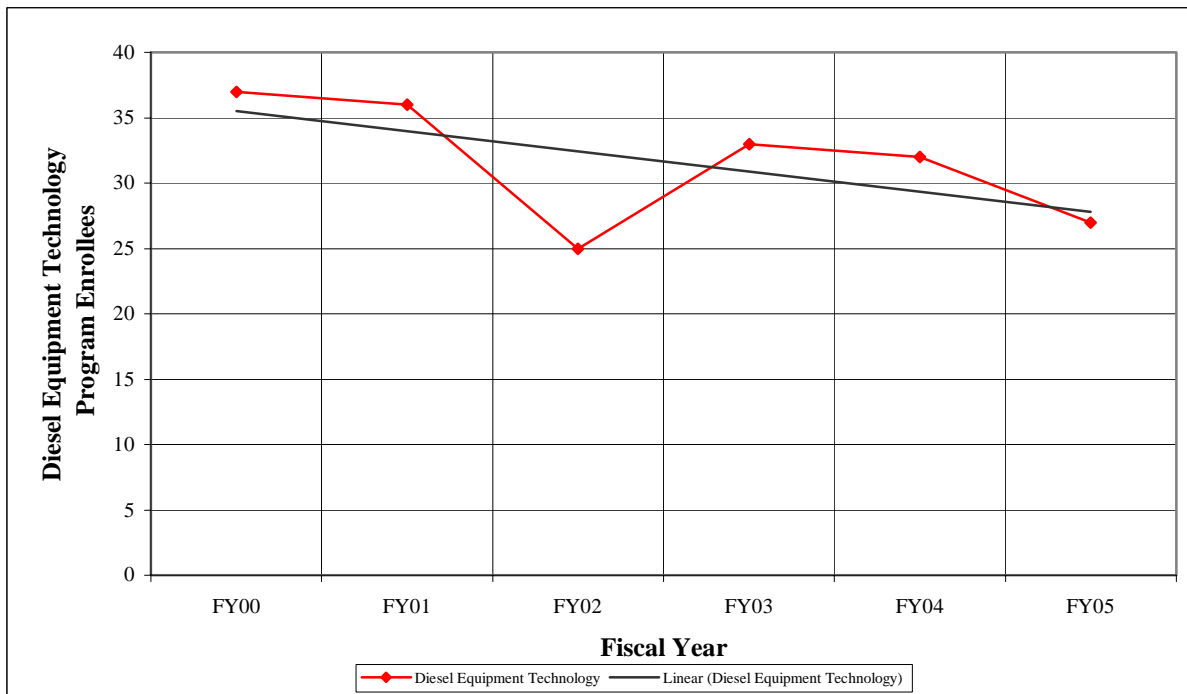


Chart 73: Diesel Equipment Technology Program Enrollees

Chart 74 shows that Automotive Service Technology Program completers, although cyclic with a declining trend since FY 1971, have increased significantly since FY 2002.

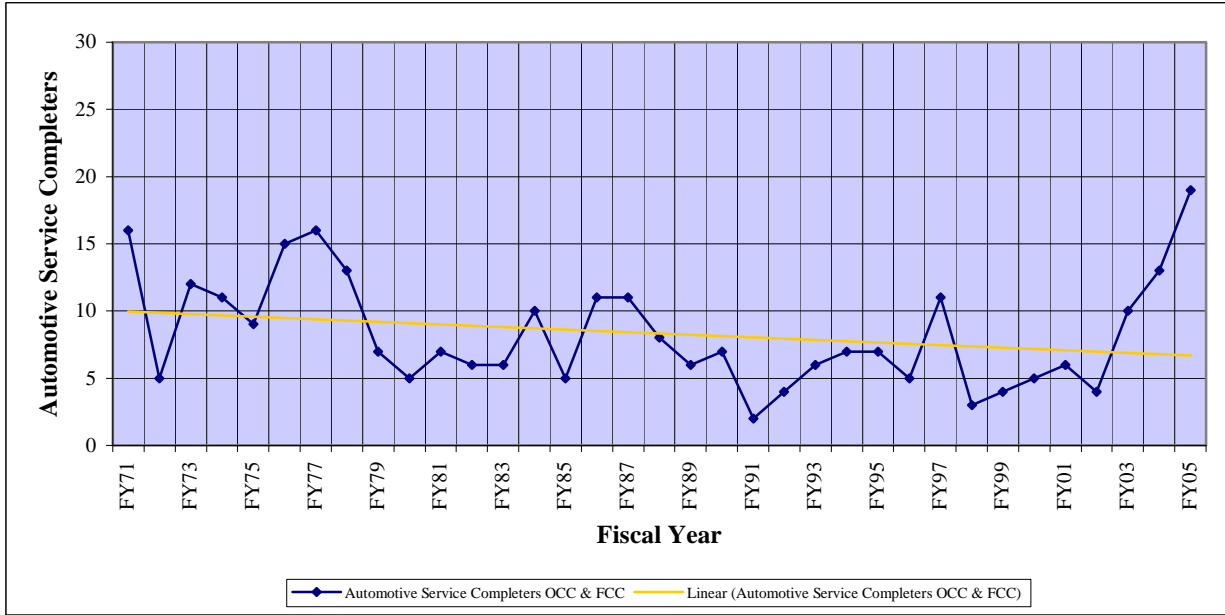


Chart 74: Automotive Service Technology Program Completers

Chart 75 shows that the trend for Automotive Service Technology Program enrollees has increased significantly since FY 2000.

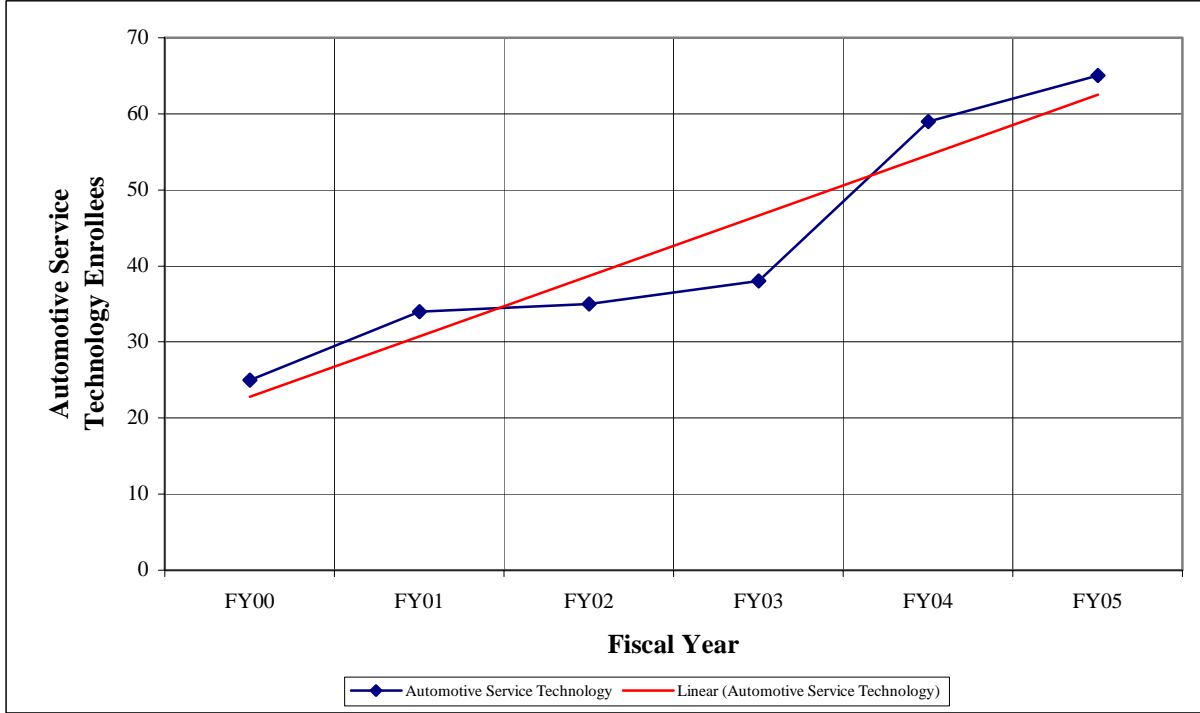


Chart 75: Automotive Service Technology Program Enrollees

Chart 76 shows that Districtwide Automotive and Diesel Program enrollees have been on a slight incline since FY 2000.

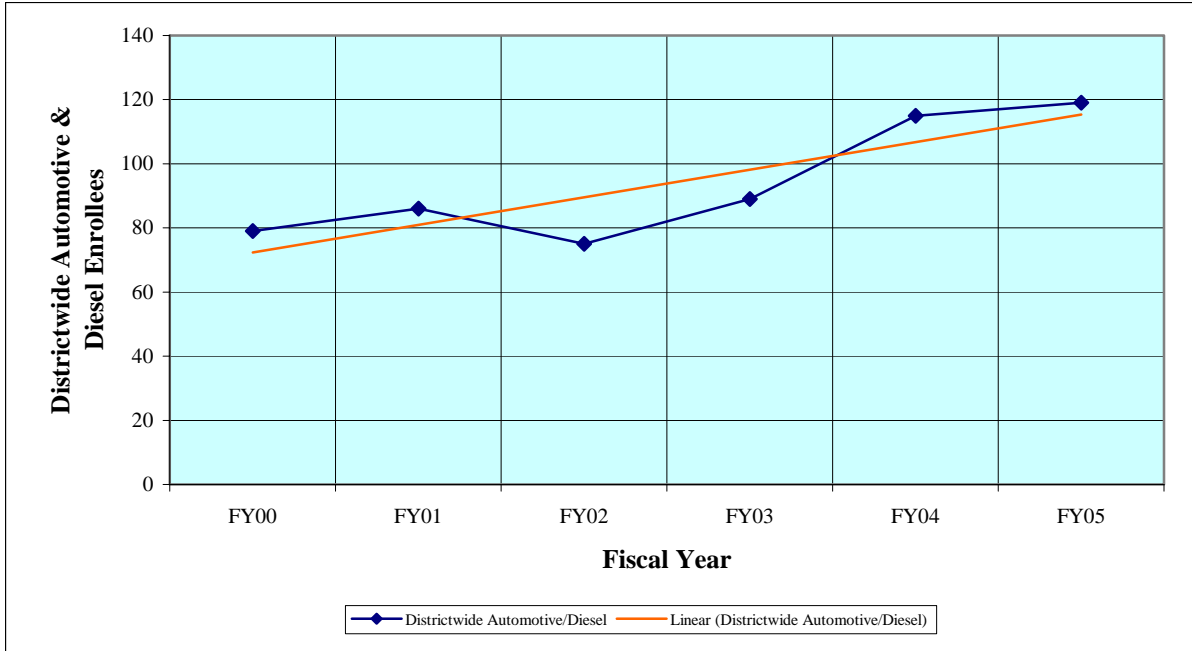


Chart 76: Districtwide Automotive/Diesel Program Enrollees

Chart 77 shows that the trend for Food Service Technology Program completers is on a significant incline.

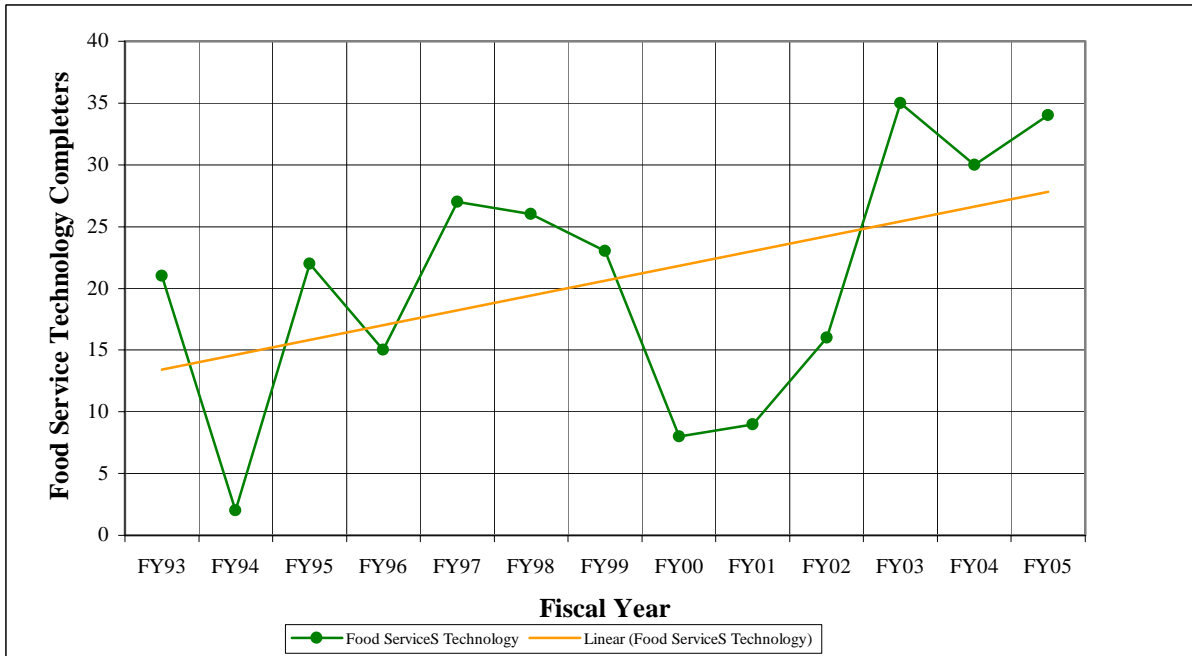


Chart 77: Food Service Technology Program Completers

Chart 78 shows that the Hospitality Management Program, after having had a high of four completers in FY 2000, has had no completers since FY 2002.

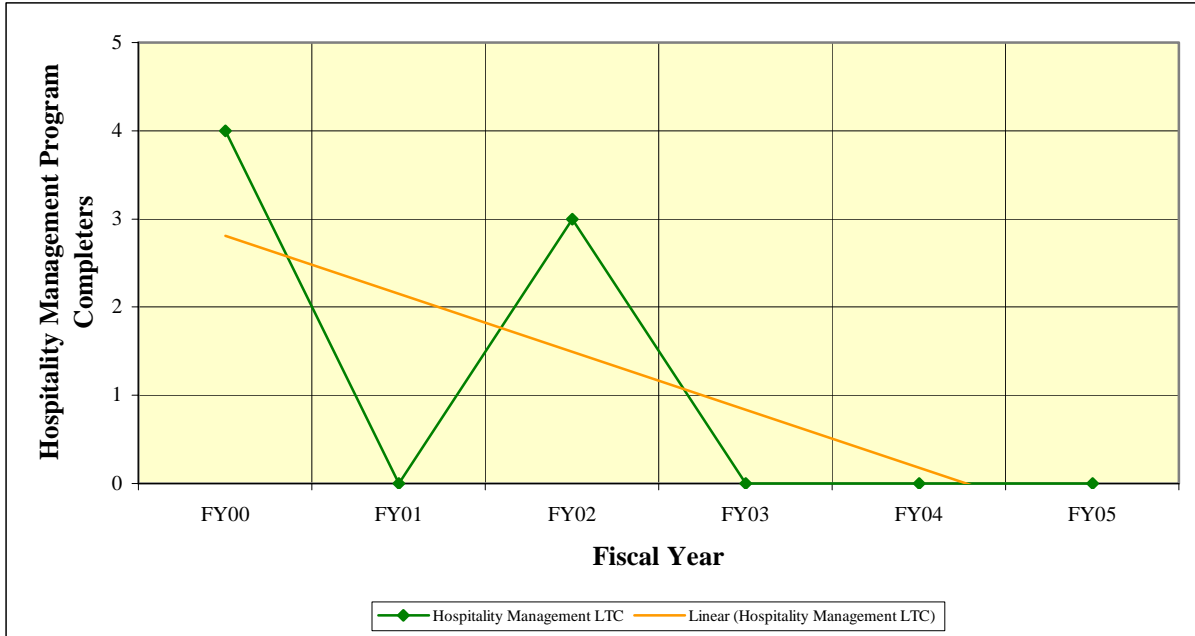


Chart 78: Hospitality Management Program Completers

Chart 79 shows that the trend for Hospitality Management Program enrollees has been on a slight decline since FY 2000.

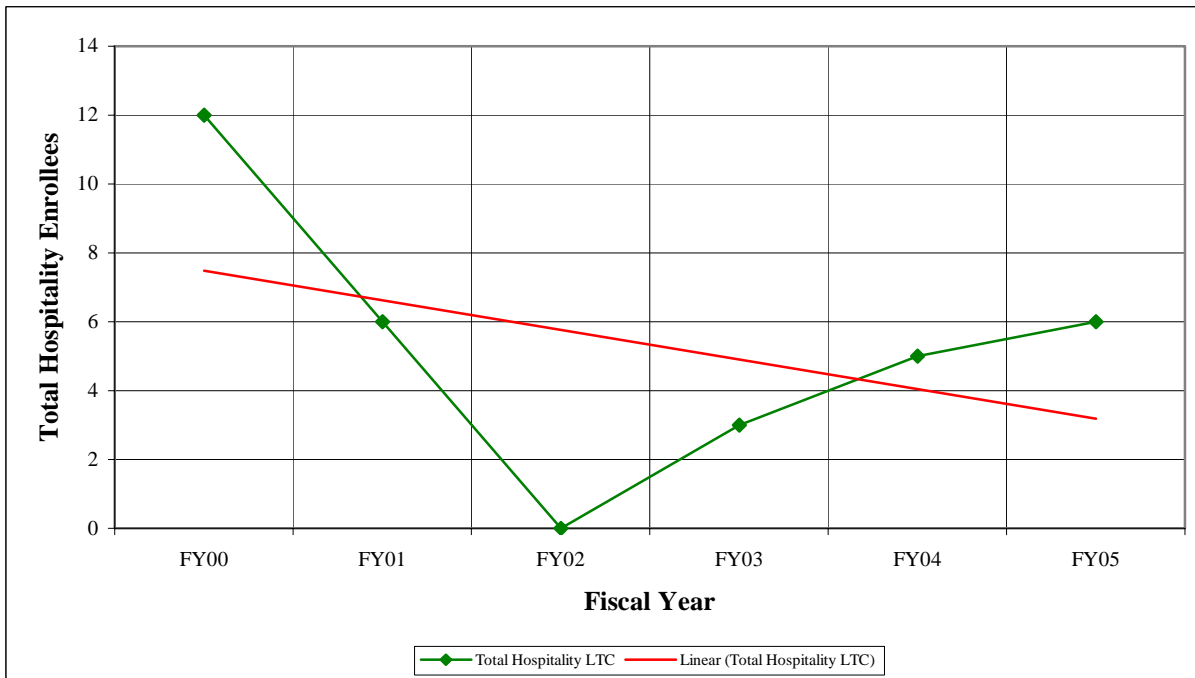


Chart 79: Hospitality Management Program Enrollees

Chart 80 shows that Microcomputer Support Specialist Program completers have been declining since FY 2000.

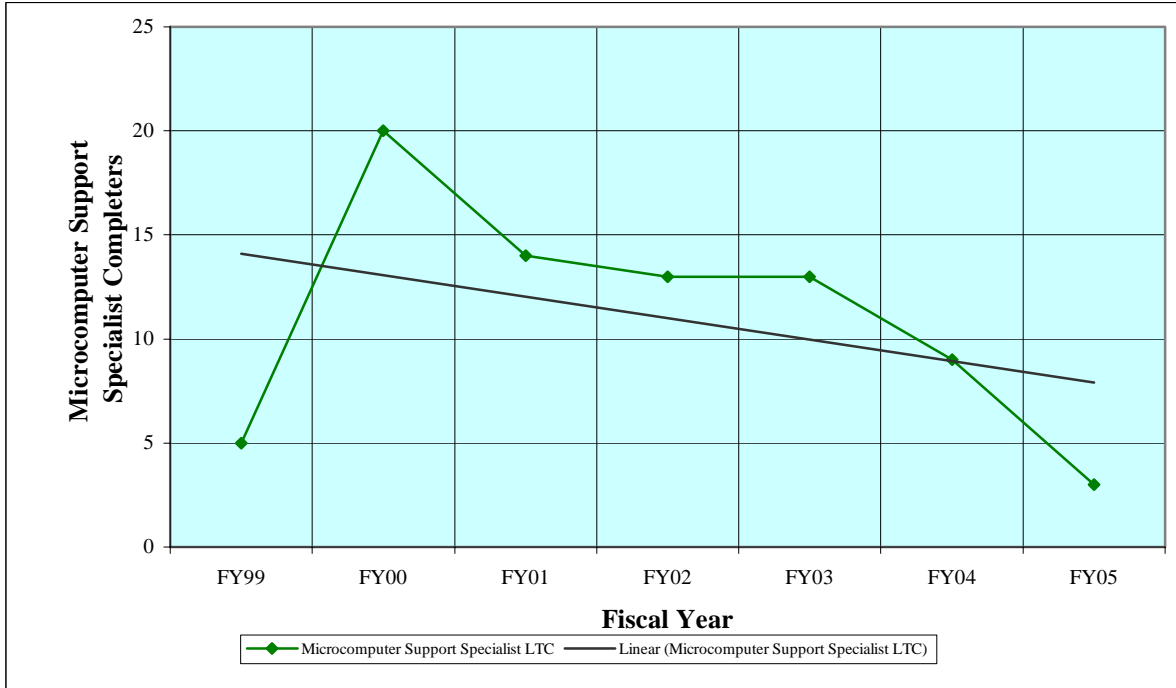


Chart 80: Microcomputer Support Specialist Completers

Chart 81 shows that the trend for Microcomputer Support Specialist Program enrollees has declined significantly since FY 2000.

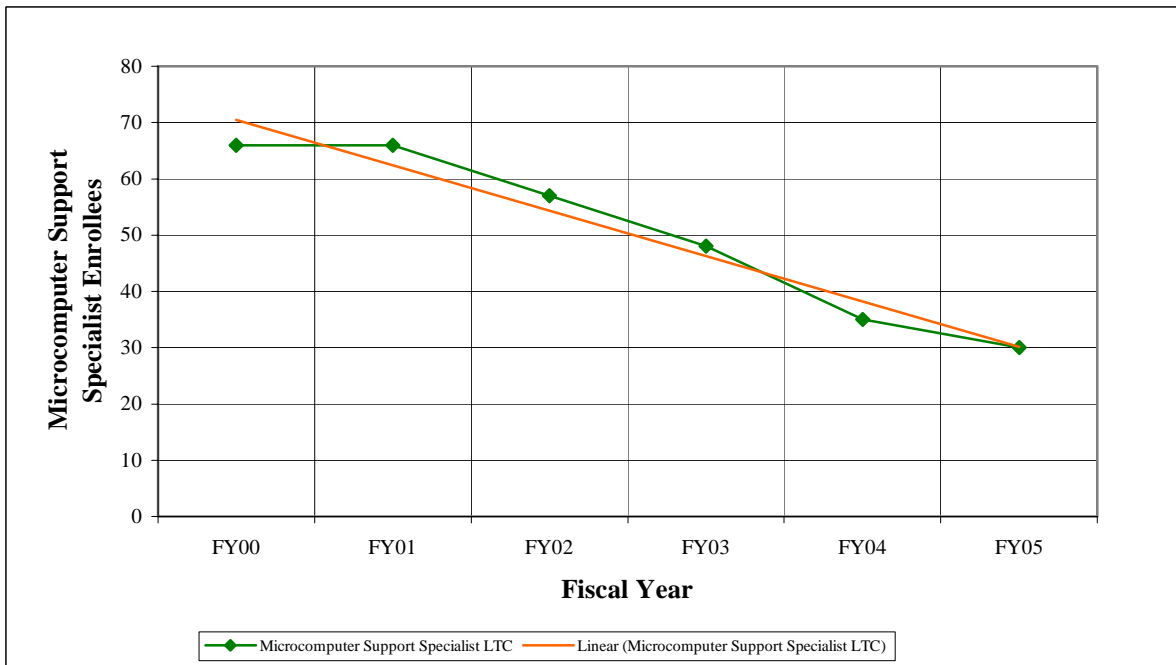


Chart 81: Microcomputer Support Specialist Program Enrollees

## SUMMARY AND RECOMMENDATIONS

This environmental scan is designed to provide the District and the colleges with a snapshot of the specified environmental demographic items that can be used by decision-makers to

plan for the future. The conclusions reached in this environmental scan, when combined with local information and community input, will assist the District in developing the annual Strategic Plan, in completing the Program Review process, and in developing the Institutional Effectiveness Plan.

The analysis of the historical data indicates that the District's population, including the number of high school graduates, is declining. High school graduates in Indiana border counties are relatively stable and, with reciprocity agreements, more efforts to capture this population of students should be made. Online student enrollments have increased steadily since the District began offering courses in this format in fiscal year 2002. Online courses are not limited to times or distance. Increasing the number of online offerings could provide an untapped source of student population for the District. Additional dual credit offerings at area high schools can provide another source of student enrollments.

Equalized Assessed Valuation is decreasing, and may decrease significantly next year. State reimbursement is decreasing. Unemployment rates have decreased slightly, but the average per capita income of District 529 has not increased at a rate comparable to other Illinois residents. Reimbursable credit hour grant generation is forecast to remain steady within the next several years. It would appear that future revenue increases will need to come from two sources; student tuition increases and state funding.

Given that the residents of District #529 are less well off than the average Illinoisan and the average American, it would appear that increases in student tuition will need to continue to be both incremental and small. Increasing the number of online offerings as well as raising the tuition for these types of courses for Out-of-District and Out-of-State students could be an untapped source of revenue for the District. With more and more students relying more and more on financial aid to meet college expenses, the District's financial aid offices should do everything possible to help students gain their maximum benefits to keep students in college. Generating more reimbursable credit hours continues to be a way that the District can receive more state funding, even though the rate of this funding is declining. Absent an increase in state funding, the District will simply have to become more efficient with existing resources.

The analysis of the employment data and career/technical program data provide much food for thought. While farm employments within the District are steadily declining, the District may want to consider developing and providing instructional programs and training in agriculture and associated areas to stem the loss of jobs. According to the "National Profile of Community Colleges Trends and Statistics 2005", the largest decline in the number of jobs available in the U.S. projected through 2012 includes farmers at 21%. Providing instructional opportunities for displaced farm workers should be a priority for the District.

Although the forecast for manufacturing employments indicates relatively level employment, manufacturing employments represent the largest single block of employments within the District. The District should continue to support local manufacturing entities through programs and courses offered through the colleges as well as the District's Workforce Education and Business and Industry Training departments. Educational Services employments from District #529 and ROE #12 both indicate steady increases. The District should consider what programs and services could be provided to these two groups.

District enrollment data indicates that both full and part time enrollments increased last year. What is notable about the male and female enrollment patterns is that from 1993 to 2005 male enrollments have decreased while female enrollments have increased with a gross gender change of about 52%. Student age range information should be evaluated by each college to determine marketing strategies as well as additional course offerings. Student support services departments should evaluate enrollment information to determine if the noted above changes may require changes to existing services and support programs. Completer data from the District indicates an increase of 27% in the total number of degree completers from 1983 to 2005.

The analysis of career/technical program data indicates only slight increases or decreases in enrollment and completion trends. The exception to this is the Computer Network Specialist Degree and Network Support Specialist Certificate Program. Both enrollees and completers have declined. This is in part because LTC and WVC have dropped the Networking Support Specialist certificate as of Fall 2005 and FCC will drop it in Spring 2006. The continuation of both the degree and certificate programs should be closely examined. Personnel involved in the program review process should analyze the completion and enrollment data for their programs. All program data combines degree and certificate enrollers and completers.

Other factors that come into consideration when interpreting the data in this report include the employment needs in neighboring Indiana counties, as well as national statistics, and a report from the Center for Tax and Budget Accountability. Several of District #529 residents commute to jobs in Indiana. This would suggest that the colleges should continue efforts to reach students by offering programs that are in demand relative to our southwestern Indiana neighbors as well as within the district.

Additional statistics gathered from the "National Profile of Community Colleges Trends and Statistics 2005" indicate the fastest growing occupations in the United States projected from 2002 to 2012 include Medical Assistant (59%), Network Analyst (57%), Physician Assistant (49%). The largest growth in the number of jobs available in the United States includes Registered Nurse (27%), Food Service (23%), and Nurse's Aide (25%). Expansion of our current programs in these areas might be considered.

In a report developed by the bipartisan Center for Tax and Budget Accountability in Chicago and Northern Illinois University, the only workers in Illinois who scored sizeable wage gains since 1980 were those with college degrees. The report also states that Illinois' median income of \$46,132 in 2004, when adjusted for inflation, is about the same as it was in 1989. "Job creation is the single most important economic issue we've got in the state," Illinois Chamber of Commerce President Douglas Whitley said in the report.

The FY 2005 environmental scan indicates that, although the District's base population is declining, District #529 colleges must continue to offer educational programs and services that prepare students to meet demands of an ever-changing job market. By doing so, the District will benefit the local economy, which, in turn, will better serve the residents of District #529.

## **DATA SOURCES**

The data for this environmental scan were extracted, in whole or in part, from one or more of the following sources:

Federal Reserve Bank of Minneapolis  
Illinois Community College Board  
Illinois Department of Employment Security  
Illinois Eastern Community Colleges' Administrative Databases  
National Profile of Community Colleges: Trends & Statistics (2005), 4<sup>th</sup> Ed.  
ROE #12 Databases  
United States Census Bureau  
United States Bureau of Economic Analysis



**Agenda Item #8C**

**Medical Assistant Program Fees**

**Agenda Item #8C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Medical Assistant Program Fees

IECC has established a new Medical Assistant Program. The Board needs to establish fees for this new program.

It is proposed that fees be established as follows: a \$10 per lab hour fee; a \$5 handbook fee; and a \$15 per academic year liability insurance fee.

I ask approval for these fees for the Medical Assistant Program.

TLB/rs

**Agenda Item #8D**

**Pharmacy Technician Program Fees**

**Agenda Item #8D**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Pharmacy Technician Program Fees

IECC has established a new Pharmacy Technician Program. The Board needs to establish fees for this new program.

It is proposed that fees be established as follows: a \$10 per lab hour fee; a \$5 handbook fee; and a \$15 per academic year liability insurance fee.

I ask approval for these fees for the Pharmacy Technician Program.

TLB/rs

**Agenda Item #8E**

**Phlebotomy Affiliation Agreement - Clay County Hospital - Flora**

**Agenda Item #8E**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Phlebotomy Affiliation Agreement - Clay County Hospital - Flora

Clay County Hospital in Flora, Illinois, has asked for approval of our standard phlebotomy affiliation agreement.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE PHLEBOTOMY PROGRAM**

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_,

by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,

Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529)  
and Clay County Hospital (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy 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 Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
  - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
  - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor;
- and

- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

7. DISTRICT #529 will provide orientation for 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. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;



10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

\_\_\_\_\_  
Associate Dean of Nursing &  
Allied Health

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
President, Olney Central College

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

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Adopted 6-2005

**Agenda Item #8F**

**Phlebotomy Affiliation Agreement - Good Samaritan Hospital - Vincennes**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Phlebotomy Affiliation Agreement - Good Samaritan Hospital - Vincennes

Good Samaritan Hospital in Vincennes, Indiana, has asked for approval of their phlebotomy affiliation agreement.

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

TLB/rs

Attachment

AFFILIATION AGREEMENT

BETWEEN

ILLINOIS EASTERN COMMUNITY COLLEGES,  
District #529  
Olney Central College Phlebotomy Program

AND

GOOD SAMARITAN HOSPITAL  
520 SOUTH 7TH STREET  
VINCENNES, IN 47591

This AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2005, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, Olney Central College, hereinafter referred to as the "College", and Good Samaritan Hospital, hereinafter called the "Clinical Agency",

WITNESSETH:

WHEREAS, the College operates a Phlebotomy Technician Program and in which its students learn to become proficient in the skills and techniques of phlebotomy, with such students hereinafter for convenience being referred to as Phlebotomy Technician students or individually as Phlebotomy Technician student; and

WHEREAS, the Clinical Agency maintains and operates a healthcare facility and laboratory and is suited for clinical education of Phlebotomy Technician students; and

WHEREAS, the purpose of this AGREEMENT is to guide and direct a working relationship between the College and the Clinical Agency in providing clinical education experiences for the Phlebotomy Technician students; and

WHEREAS, it is the desire of the College and the Clinical Agency to cooperate in developing, promoting and operating an Phlebotomy Technician Program which programs shall hereinafter be referred to as the "Programs", with the College providing instruction and leadership in the training of Phlebotomy Technician students entering into this field and with the Clinical Agency providing clinical education experiences; and

WHEREAS, the Clinical Agency will derive benefit from services rendered by the students during the course of the time spent in their respective clinical education experiences.

NOW, THEREFORE, for and in consideration of the premises and the mutual AGREEMENTs of the parties do hereby agree as follows:

**1. TERM OF AGREEMENT**

The term of this AGREEMENT shall be two (2) years commencing, notwithstanding the date hereof, on the \_\_\_\_\_ **day of** \_\_\_\_\_, **2005** and terminating on the \_\_\_\_\_ **day of** \_\_\_\_\_, **2007**. The parties agree that this AGREEMENT is to be effective immediately and to remain in effect for two years, (subject to annual review), until such time as either party to this AGREEMENT shall terminate same by delivery to the other of a written notice of not less than twelve (12) months prior to the \_\_\_\_\_ day of \_\_\_\_\_ of the second year. However, said termination shall not be effective as to any students then enrolled and participating in the educational programs and they shall be allowed to continue their clinical use of the Clinical Agency facilities until their educational studies are completed. It is understood that the parties hereto may revise or modify this AGREEMENT by written amendments whenever the same shall be mutually agreed upon.

**2. COLLEGE'S RESPONSIBILITIES**

A. The College assumes full responsibility for the planning, execution, and functioning of the Programs, including, but not limited to, the programming, administration, development of curriculum content, appointment classroom instructor, establishment of requirements and criteria for certificate completion, and criteria for graduation of Phlebotomy Technician students enrolled in the Program.

B. To provide written objectives for the Phlebotomy Technician clinical education experience to the Clinical Agency.

C. To provide the Clinical Agency in advance with information regarding the levels of competency, previous experience and necessary phlebotomy clinical education experience requirements of each Phlebotomy Technician student assigned to the Clinical Agency for a clinical education experience.

D. To keep all records and reports of Phlebotomy Technician students' clinical education experiences.

E. To be responsible for all information of a confidential nature to which the Phlebotomy Technician students may be exposed, and the College agrees to thoroughly instruct all Phlebotomy Technician students on the necessity for respecting the confidential nature of all

information which may come to their knowledge in regards to patients of the Clinical Agency and patient's records which may come into their hands.

F. To schedule and coordinate, through its instructor and the Clinical Agency, the rotation of Phlebotomy Technician students in the clinical setting.

G. To send only instructors and/or students who are, to the College's knowledge, in good health at the time of reporting to the Clinical Agency for participation in the clinical education experience. The College further agrees to ensure that any students assigned to the Clinical Agency will have: **(1)** documentation of no significant "negative tuberculin skin test" within one (1) year of the affiliation with the Clinical Agency and annually thereafter from date of first skin test. This shall also apply to any instructor, or **(2)** for all past skin test reactors, medical documentation of completion of an adequate course of therapy or a medical statement dated within one (1) year of affiliation with the Clinical Agency, indicating that the faulty member or Phlebotomy Technician student is free of signs and symptoms of tuberculosis; **(3)** proof of immunity to rubella, either by serologic testing (titer) or by documented history of vaccination at one year or older and **(4)** documentation of hepatitis B vaccination or signed disclaimer.

The College will also retain the above data on each faculty member and Phlebotomy Technician student assigned to the Clinical Agency, which verifies that all assigned students assigned to the Clinical Agency have met the above criteria.

H. To give sufficient notice to the Clinical Agency of the student assignments prior to attending clinical.

I. To withdraw Phlebotomy Technician students from the assigned clinical education experience when, in the College's judgment, the nursing clinical education experiences are not meeting the needs of the students.

J. To assign Phlebotomy Technician students on a non-discriminatory basis without regard to race, sex, creed, national origin, or physical handicap.

### **3. CLINICAL AGENCY'S RESPONSIBILITIES**

A. To provide the Phlebotomy Technician students with the experience necessary for completion of the Phlebotomy Technician clinical education requirements of the Programs and to meet the philosophies and objectives of the College and the Clinical Agency.

B. To provide necessary first aid and/or emergency medical and nursing care to a Phlebotomy Technician student while said student is undergoing the Phlebotomy

Technician clinical education experience on the premises of the Clinical Agency, provided, however, that the Phlebotomy Technician student will be responsible for paying the Clinical Agency its usual and customary charges for such care.

C. To maintain the standards required for accreditation by the Joint Commission on Accreditation of Health Care Organizations, if applicable.

#### **4. GENERAL PROVISIONS**

A. The liaison between the College and the Clinical Agency for the Programs shall be the

College's Phlebotomy Technician Program Director.

B. The College and the Clinical Agency shall cooperate to provide assessments of the effectiveness of Phlebotomy Technician student use of clinical facilities toward the end of providing maximum benefit for the Phlebotomy Technician students.

C. Neither the College nor the Clinical Agency consider any Phlebotomy Technician student as an employee of the Clinical Agency, but rather, for all purposes, each Phlebotomy Technician student is considered to be a student of the College who is an individual in the clinical phase of his/her professional education. Accordingly, it is understood that the Clinical Agency will not provide any financial compensation to the Phlebotomy Technician students during their respective clinical education experiences, notwithstanding the fact that the Clinical Agency may derive some benefit from services performed by the Phlebotomy Technician students during the course of the phlebotomy clinical education experiences.

D. Phlebotomy Technician students assigned for clinical education experiences under the terms of this AGREEMENT shall not provide services to patients in the Clinical Agency apart from those rendered under supervision of the Clinical Agency for their educational value in accordance with the objectives of the Phlebotomy Technician clinical education experience as set forth in this AGREEMENT.

F. The rules and regulations of the Clinical Agency shall be applicable to each assigned Phlebotomy Technician student during the clinical education experience.

G. The College maintains the privilege of visiting the Clinical Agency before, after, and/or during any phlebotomy clinical education experience.



H. The Clinical Agency retains the ultimate responsibility for patient care and related duties.

I. The College and the Clinical Agency agree that in every aspect of the Program and the Phlebotomy Technician clinical education experiences provided for under this AGREEMENT, they and each of them will adhere to a policy of non-discrimination on the basis of race, sex, creed, national origin, physical handicap, age, or political affiliation.

## **5. STUDENTS' OBLIGATIONS**

A. To follow the schedule established by the College.

B. To provide health insurance, and be accountable for payment of all medical treatment required by the Phlebotomy Technician student from the Clinical Agency during the course of the Phlebotomy Technician students' clinical education experiences at the agency.

C. To complete health forms which may be requested by the Clinical Agency; to follow

administrative policies of the Clinical Agency; to provide the necessary and appropriate uniform required but not provided by the Clinical Agency; to notify the Clinical Agency upon arriving and to report to the designated individual of the Clinical Agency.

D. To work toward meeting the goals and objectives set forth by the College and the Clinical Agency.

## **6. LIABILITY AND INSURANCE PROTECTION**

The College, at its sole cost and expense shall procure and maintain a policy of Professional Liability Insurance with limits of at least \$1,000,000 per claim, \$1,000,000 annual aggregate, and shall provide Clinical Agency with insurance certificate copy. The coverage of such Professional Liability Insurance shall extend to and cover all liability incurred by employees, Phlebotomy Technician students and faculty and students and faculty of the College to the extent that such liability arises out of and during the course of their respective activities under the terms of this AGREEMENT. If such coverage does not extend to and cover liability incurred by the Phlebotomy Technician students, then, the College shall cause each Phlebotomy Technician student assigned for phlebotomy clinical education experiences at the Clinical Agency to obtain and maintain in force during the term of his/her assignment at the Clinical Agency, personal professional liability insurance in an insurer satisfactory to the Clinical Agency for limits not less than \$1,000,000 per claim, \$3,000,000 in the aggregate annually. Such insurance, whether included in the coverage of the

College's professional liability insurance or provided personally by a Phlebotomy Technician student shall cover incidents, claims and suits arising from activities performed pursuant to this AGREEMENT during the AGREEMENT period, as well as those claims and suits arising pursuant to this AGREEMENT but reported after this AGREEMENT has been terminated. To the extent that such insurance is personally provided by a Phlebotomy Technician student, the College agrees that a certificate in evidence of that insurance protection will be on file with the College prior to the time that the Phlebotomy Technician student commences activities pursuant to this AGREEMENT. Further, the College, at its sole cost and expense shall procure and maintain policies of Comprehensive General Liability Insurance, including Products' Liability, Completed Operation and Blanket Contractual Liability, Worker's Compensation Insurance, and Automobile Liability Insurance, or, satisfy the Clinical Agency that it is self-insured for liability that would be covered by any such insurance. The Comprehensive General Liability coverage shall be with limits of at least \$1,000,000 each occurrence for bodily injury and with limits of at least \$250,000 each occurrence for property damage. The Workers' Compensation coverage shall provide for all employees of the College providing services under the terms of this AGREEMENT, covering any liability under the Indiana Workers' Compensation Act and the Indiana Occupational Disease Act and including not less than \$100,000 Employers' Liability coverage. The Automobile Liability coverage shall be with limits of at least \$1,000,000 Combined Single Liability per occurrence. All such policies of insurance (including but not limited to the Professional Liability Insurance) shall be with companies acceptable to the Clinical Agency. All of such policies of insurance shall provide that the insurance carrier under each policy is required to give the Clinical Agency not less than thirty (30) days written notice prior to cancellation of any policy. Prior to the expiration and/or cancellation of any such policy, the College shall secure replacement of such insurance coverage, upon the same terms and provisions, and furnish the Clinical Agency with a memorandum certificate as heretofore described.

## 7. INDEMNITY

The College agrees to indemnify the Clinical Agency, its affiliates and their respective officers, directors, employees, and agents against, and hold the same harmless from all liability, losses, damages, obligations, judgments, claims, causes of action and expenses associated therewith (including judgments, settlements, court costs and attorney's fees) resulting from or arising out of, directly or indirectly, any negligent or intentional act or omission by

College, its faculty or students. This covenant shall survive any termination of this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

**AGENCY**

Good Samaritan Hospital

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Matthew Bailey  
President/CEO

**COLLEGE**

Illinois Eastern Community Colleges,  
District #529  
Olney Central College

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Phlebotomy Instructor

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Associate Dean of Nursing &  
Allied Health

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President, Olney Central College

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Chairman, Board of Trustees

**Agenda Item #8G**

**2006-2007 Holiday Schedule**

**Agenda Item #8G**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: 2006-2007 Holiday Schedule

The 2006-2007 Holiday Schedule has been prepared for Board approval. There are no changes from our prior holiday schedules.

I ask Board approval of the 2006-2007 Holiday Schedule.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

2006-2007 Fiscal Year Holidays for  
 Administrative, Technical,  
 Professional Non-Faculty,  
 Clerical & Maintenance Staff

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2006	Tuesday	July 4	Independence Day
	Monday	September 4	Labor Day
	Monday	October 9	Columbus Day
	Friday	November 10	Veteran's Day
	Thursday	November 23	Thanksgiving
	Friday	November 24	
	Tuesday thru Friday	December 19 thru the 22	Winter Break
	Monday	December 25	Christmas
	Tuesday thru Friday	December 26 thru December 29	Winter Break
2007	Monday	January 1, 2007	New Year's Day
	Monday	January 15	Martin Luther King Jr. Day
	Monday	February 19	President's Day
	Friday	April 6	Spring Break
	Monday	May 28	Memorial Day
	_____	Prior to June 30, 2007	<b>Floating Day -</b>  This replaces the former "Pulaski Day" holiday. Refer to Personnel Policy 400.4 (K) for details.

**Agenda Item #8H**

**2+2 Nursing Agreement between IECC and McKendree College**

**Agenda Item #8H**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: 2+2 Nursing Agreement between IECC and McKendree College

President Jack Davis, Dean Donna Henry, and Associate Dean Kathy Pampe have worked with McKendree College, Lebanon, Illinois to develop a 2+2 Nursing Agreement. Nurses who complete the appropriate coursework at IECC will be able to make a seamless transfer to McKendree College to complete a Bachelor's Degree in Nursing.

I ask Board approval of this 2+2 Agreement with McKendree College.

TLB/rs

Attachment



**McKendree College**  
**2 + 2 Program Articulation Agreement**  
**for**  
**RN-BSN Completion Program**  
**McKendree College & Illinois Eastern Community Colleges: Olney Central**  
**College**

**Statement of Intent:**

This document serves as a formal arrangement for students who complete an associate degree in nursing from Olney Central College to transfer with ease into the McKendree College RN-BSN Completion Program.

**Requirements:**

1. Olney Central College graduates will be admitted to the McKendree College RN-BSN program when the following associate degree requirements are fulfilled:
  - a. Maximum of 70 transferable hours;
  - b. Cumulative grade point average of 2.0 on a 4.0 scale; and
  - c. Active Registered Nursing license; students may be conditionally accepted before the NCLEX-RN exam is taken, but must pass the exam and obtain a license to remain in the program.
2. Students are required to complete a minimum of 58 hours with a senior institution. A total of 128 hours must be completed with a minimum overall 2.0 grade point average prior to completion of the BSN degree. Students must achieve a grade of C or higher in all required nursing courses.
3. Appendix A outlines the curriculum to be completed with the McKendree College RN-BSN program.
4. Should changes occur in course offerings, each institution agrees to notify the other of planned changes at least 45 days prior to said changes becoming effective.
5. Upon successful completion of all degree requirements and fulfillment of all policies and regulations established in the McKendree College catalog, Olney Central College students will earn the Bachelor of Science in Nursing degree from McKendree College.

2 + 2 Program Articulation Agreement  
RN-BSN Completion Program  
McKendree College and IECC: Olney Central College

**Signatures**

**IECC: Olney Central College**

\_\_\_\_\_  
Associate Dean of Nursing and Allied Health

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Olney Central College

\_\_\_\_\_  
Date

\_\_\_\_\_  
IECC Board of Trustees

\_\_\_\_\_  
Date

**McKendree College**

\_\_\_\_\_  
Chair of the Nursing Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
President McKendree College

\_\_\_\_\_  
Date

Appendix A  
Courses Required for the RN-BSN Degree Completion  
(based on the current Olney Central College RN curriculum)

**NURSING CURRICULUM**

**PART-TIME**

**1<sup>ST</sup> SEMESTER FALL**

NSG 301 Nursing Theory and Research (4 cr. hrs)

NOTE: MTH 310 Statistics is a prerequisite or a co-requisite for NSG 301  
(This course is available online)

**2<sup>ND</sup> SEMESTER SPRING**

NSG 350 Health Assessment (3 cr. hrs)  
(includes a clinical component)

NSG 370 Pathophysiology (4 cr. hrs)

**3<sup>RD</sup> SEMESTER SUMMER**

NSG 320 Evidence Based Practice (2 cr. hrs)

NSG 345 Transcultural Nursing (3 cr. hrs)

**4<sup>TH</sup> SEMESTER FALL**

NSG 420 Family Health Nursing (3 cr. hrs)

NSG 450 Community Health Nursing (4 cr. hrs)

**5<sup>TH</sup> SEMESTER SPRING**

NSG 400 Leadership and Management (3 cr. hrs)

NSG 470 Practicum in Community Health (4 cr. hrs)  
(CLINICAL COURSE)

**ANY SEMESTER**

Nursing Elective (1 or more cr. hrs)

**FULL-TIME**

**1<sup>ST</sup> SEMESTER FALL**

NSG 301 (MTH 310 Statistics Prerequisite or Co-requisite)

NSG 420, NSG 450

**2<sup>ND</sup> SEMESTER SPRING**

NSG 370, NSG 350 (Clinical)

NSG 400, NSG 470 (Clinical)

**3<sup>RD</sup> SEMESTER SUMMER**

NSG 320, NSG 345

**ANY SEMESTER**

Nursing Elective (1 or more credit hours)

## **CORE CURRICULUM\*\***

ENGLISH COMPOSITION I	3 HOURS
ENGLISH COMPOSITION II (OR NSG 307 WRITING FOR NURSES)	3 HOURS
LITERATURE	3 HOURS
FINE ARTS	3 HOURS
PHILOSOPHY OR RELIGION	3 HOURS
ETHICS (Medical or NSG 405 Ethical/Legal Issues in Nursing)	3 HOURS
POLITICAL SCIENCE OR ECONOMICS OR HISTORY (Or NSG 355 Health Policy and Economics)	3 HOURS
PSYCHOLOGY/SOCIOLOGY	6 HOURS
SCIENCE/MATH	16 HOURS

(7 hours must be in science and 1 science class must have a lab and must have at least 1 math course)

Statistics	3 hours
Computer Science (3 types of software applications)	3 hours

Must have basic competency in:  
Anatomy and Physiology  
Microbiology  
Chemistry

**\*\* CORE CURRICULUM DOES NOT NEED TO BE COMPLETED BEFORE ENTERING THE PROGRAM**

**Agenda Item #8I**

**Joint Agreement between IECC and Lake Land College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Joint Agreement between IECC and Lake Land College

Our annual joint agreement with Lake Land Community College is attached. There is no change in the agreement.

I ask approval of the attached agreement.

TLB/rs

Attachment

A JOINT AGREEMENT FOR EDUCATION COOPERATION

between  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
and  
LAKE LAND COLLEGE, DISTRICT #517

This agreement is made this \_\_\_ day of \_\_\_\_\_, 2005 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LAKE LAND COMMUNITY COLLEGE, DISTRICT #517, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan – Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

INSTITUTIONAL IDENTIFICATION

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District”, and the college receiving students from another district will be referred to as the “Receiving District”.

EDUCATIONAL PROGRAMS

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LAKE LAND COLLEGE, DISTRICT #517, in the following programs:

Emergency Prep/Vol. Firefighter II (Frontier)	Certificate
Collision Repair Technology (Olney Central)	AAS
Welding & Cutting (Olney Central)	Certificate
Assoc in Fine Arts-Music Education (Lincoln Trail and Olney Central)	AAS
Assoc in Fine Arts-Music Performance (Lincoln Trail and Olney Central)	AAS
Hospitality Management (Lincoln Trail)	AAS
Radiography (Olney Central)	AAS

LAKE LAND COLLEGE, DISTRICT #517, agrees to accept students from ILLINOIS

EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

	<b>Civil Engineering Technology</b>	<b>AAS</b>
Dental Hygiene		AAS

Physical Therapy Assistant  
Intro to GIS  
GIS Raster  
GIS Vector

AAS  
Certificate  
Certificate  
Certificate

## **STUDENT ENROLLMENT AND RESPONSIBILITY**

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The students will pay tuition, fees and any other charges applicable to the Receiving District's students. The students from the Sending District will assume the same responsibilities and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

### **RECEIVING DISTRICT'S RESPONSIBILITIES**

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records which include the student's transcript, grades and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

## **V. FINANCE**

The Receiving District shall claim apportionment (excluding equalization), DAVTE reimbursement and other state and any other federal reimbursement normally received for a student of its district. The Sending District will claim equalization, if appropriate. The Sending District will not pay charge-back to the Receiving College for any programs contained in this agreement.

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

## **VI. PUBLICITY AND CATALOG**





**Agenda Item #8J**

**Joint Agreement between IECC and Lewis & Clark College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Joint Agreement between IECC and Lewis & Clark College

Our annual joint agreement with Lewis & Clark College is attached.

Lewis and Clark have agreed to accept IECC students into two additional programs: Paralegal AAS/Certificate; Process Operations Technology AAS.

I ask approval of the attached joint agreement.

TLB/rs

Attachment

A JOINT AGREEMENT FOR EDUCATION COOPERATION

between

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529

and

LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536

This agreement is made this 23rd day of December, 2005 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536 for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan – Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

INSTITUTIONAL IDENTIFICATION

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District”, and the college receiving students from another district will be referred to as the “Receiving District”.

EDUCATIONAL PROGRAMS

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, in the following programs:

Diesel Equipment Technology	AAS
Mining Technology	AAS
Radiography	AAS
Telecommunications Technology	AAS & Certificate

LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Dental Assisting	Certificate
Dental Hygiene	AAS/Certificate
Exercise Science	AAS

Occupational Therapy Assistant  
Paralegal  
Process Operations Technology

AAS  
AAS/Certificate  
AAS

## **STUDENT ENROLLMENT AND RESPONSIBILITY**

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The students will pay tuition, fees and any other charges applicable to the Receiving District's students. The students from the Sending District will assume the same responsibilities and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

The Receiving District shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution, as well as for Illinois State Military Scholarships and Illinois State Scholarship Commission Grants.

## **RECEIVING DISTRICT'S RESPONSIBILITIES**

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records which include the student's transcript, grades and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

## **V. FINANCE**

The Receiving District shall claim apportionment (excluding equalization), DAVTE reimbursement and other state and any other federal reimbursement normally received for a student of its district. The Sending District will claim equalization, if appropriate. The Sending District will not pay charge-back to the Receiving College for any programs contained in this agreement.

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.



**Agenda Item #8K**

**Reduction in Scope of PHS Project**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 13, 2005  
RE: Reduction in Scope of PHS Project

The Board previously approved a PHS project for HVAC and ventilation work at WVC and OCC. The work included one HVAC unit at WVC, five HVAC units at OCC, and an air ventilation system for both the cadaver lab and the art room at OCC.

Because of increased costs that were not apparent during the initial project design phase, the bids received exceeded the project budget approved by the Board of Trustees and accepted by the Illinois Community College Board (ICCB).

Therefore, after discussions with Marion Poggas and OCC President Jack Davis we are recommending that the scope of the project be reduced to exclude the air ventilation system, described above. This reduction in scope should bring bids down to within the approved budget.

The ICCB has been informed of this reduction in scope of work and will make an adjustment in the approved project following IECC Board approval of this reduction in scope for this particular project.

I would ask Board approval of the reduction in the scope of the project.

TLB/rs



**Agenda Item #9**

**Bid Committee Report**

BID COMMITTEE REPORT

DECEMBER 13, 2005

IECC

1. PBX Maintenance Contract
2. Postage Mailing System - District Office
3. Protection, Health & Safety Compliance Work –Phase 8

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – PBX Maintenance Contract  
DATE: December 13, 2005

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from Consolidated Communications, Mattoon, IL for a total of \$97,087.62 for a 3 year maintenance contract.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning  
Alex Cline  
Jack Dunn  
Harry Hillis, Jr.

Source of Funds: Operations & Maintenance

Department: Districtwide

Rationale for Purchase: Telephone system maintenance

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

**PBX MAINTENANCE CONTRACT  
BID TABULATION**

Company	OPTION 1			Total for 3 Years	OPTION 2 Includes bid to supply standard business hours maintenance services and proactive 24 x 7 alarm monitoring service			One-Time Setup Fee	Total for 3 Years
	1 Year Maintenance	2 Year Maintenance	3 Year Maintenance		1 Year Maintenance	2 Year Maintenance	3 Year Maintenance		
Consolidated Communications Mattoon, IL	\$29,291.71	\$26,362.54	\$26,362.54	\$79,087.62	\$29,291.71	\$26,362.54	\$26,362.54	\$18,000.00	\$97,087.62
Heart Technologies East Peoria, IL	44,976.00	42,727.20	40,478.40	\$128,181.60	50,357.40	45,721.20	40,478.40		\$136,557.00
SBC Alton, IL	50,747.00	50,747.00	50,747.00	\$152,241.00	53,079.24	53,079.24	53,079.24		\$159,237.72
STL Communications St. Louis, MO	37,656.00	33,656.00	33,656.00	\$104,968.00	37,656.00	37,656.00	37,656.00	\$2,400.00	\$115,368.00
Verizon Bloomington, IL	32,785.44	33,769.00	34,782.07	\$101,336.51	33,308.88	34,308.15	35,337.39		\$102,954.42

Illinois Eastern Community College District # 529 is seeking bids to maintain an established voice communications network. The District operates four separate campuses, serving all or portions of twelve east-central Illinois counties in downstate Illinois, and includes 17 high school districts. The four campuses are located in Mt. Carmel, Olney, Robinson and Fairfield, Illinois.

The network consists of seven Nortel PBXs and a Nortel Call Pilot voice mail system. System details and locations are listed below.

**Support requirements include:**

- Vendor shall provide maintenance services for all equipment and software listed above. Vendor will repair or replace equipment or materials covered under the agreement to maintain system functionality.
- Support hours will be 8:00 am -5:00 pm Monday –Friday.
- Vendor must respond to any reported issues no more than 4 hours from time of notification.
- Any equipment added by outside vendors will be compatible with the current system. Vendor supplying maintenance support will be required to provide written approval to other vendors to add or change hardware and software.
- Vendor will replace line or trunk cards when a single port fails to function properly.
- Contract will not be affected if additional hardware or software is added and the new equipment is covered under a manufacturer or reseller warranty.
- Vendor must be an authorized Nortel Channel Partner and remain so for the duration of the contract.

Additional information may be obtained by contacting Jack Dunn, Communications Analyst at 618-393-2982 ext. 5588 or dunnj@iecc.edu.

**SYSTEM DESCRIPTION**

**Site 1 - IECC District Office**  
 233 E Chestnut St Olney, IL 62450

**Site Equipment and Software to be covered**

- Nortel Meridian 1 Option 11C PBX
- Software Version: 2121
- Software Release: Succession 4
- Software Issue: 00 T +

**Port Counts:**

Port Type	Equipped	Working
Analog Station	32	11
Digital Station	46	35
Console	1	1
IP Telephone	--	0
Analog Trunk	16	9
Digital Trunk	23	23
IP Trunk	0	0
DTR	16	16
Phantom	--	0
Totals	134	95

**System Memory:**

- SRAM 128 KB
- DRAM 32 MB
- Program Store 32 MB
- Primary Flash Drive 16 MB

**Main Cabinet:**

- NTAK11

**Cards:**

Quantity	Part Number	Description
1	NTDK20	Small System Controller
3	NT8D02EA	Digital Line Card
1	NT8D09AK	Analog Message Waiting Line Card
1	NT8D09AL	Analog Message Waiting Line Card
2	NT8D14BB	Universal Trunk Card
1	NTAK09	1.5 MB DTI/PRI Card

**Site 2 - Lincoln Trail College**

11220 State Highway 1 Robinson, IL 62454

**Site Equipment and Software to be covered**

- Nortel PBX Option 11C
- Software Version: 2121
- Software Release: Succession 4
- Software Issue: 00 T +

**Port Counts:**

Port Type	Equipped	Working
Analog Station	48	24
Digital Station	158	138
Console	1	1
IP Telephone	0	0
Analog Trunk	24	16
Digital Trunk	23	23
IP Trunk	0	0
DTR	16	16
Phantom	0	0
Totals	270	218

**System Memory:**

- SRAM 128 KB
- DRAM 32 MB
- Program Store 32 MB
- Primary Flash Drive 16 MB

**Main Cabinet:**

- NTAK11

**Cards:**

Quantity	Part Number	Description
1	NTDK20	Small System Controller
9	NT8D02EA	Digital Line Card
1	NT8D02EB	Digital Line Card
1	NT8D09AK	Analog Message Waiting Line Card
2	NT8D09AL	Analog Message Waiting Line Card
3	NT8D14BB	Universal Trunk Card
1	NTAK09	1.5 MB DTI/PRI Card

**Site 3 - Lincoln Trail College/South Campus**

9998 State Highway 1 Robinson, IL 62454

**Site Equipment and Software to be covered**

- Nortel PBX Option 11C
- Software Version: 2121
- Software Release: Succession 4
- Software Issue: 00 T +

**Port Counts:**

Port Type	Equipped	Working
Analog Station	16	7
Digital Station	32	20
Console	0	0
IP Telephone	--	0
Analog Trunk	8	7
Digital Trunk	23	7
IP Trunk	0	0
DTR	16	16
Phantom	--	0
Totals	95	57

**System Memory:**

- SRAM 128 KB
- DRAM 32 MB
- Program Store 32 MB
- Primary Flash Drive 16 MB

**Main Cabinet:**

- NTAK11

**Cards:**

Quantity	Part Number	Description
1	NTDK20	Small System Controller
2	NT8D02EA	Digital Line Card
1	NT8D09AK	Analog Message Waiting Line Card
1	NT8D14BB	Universal Trunk Card
1	NTAK09	1.5 MB DTI/PRI Card

**Site 4 - Olney Central College**

305 N. West St Olney, IL 62450

**Site Equipment and Software to be covered**

- Nortel PBX Option 61C
- Software Version: 2921
- Software Release: Succession 4
- Software Issue: 00 T +

**Port Counts:**

Port Type	Equipped	Working
Analog Station	56	36
Digital Station	219	188
Console	1	1
IP Telephone	--	0
Analog Trunk	32	25
Digital Trunk	115	99
IP Trunk	0	0
DTR	8	8
Phantom	--	1
Miscellaneous	3	3
Call Pilot	--	26
Totals	434	387

**System Memory:**

Memory Location	Memory Size
Bank 0 - Slot 0	16 MB
Bank 1 - Slot 0	16 MB
Bank 0 - Slot 1	16 MB
Bank 1 - Slot 1	16 MB
Flash	64 MB



**Cards:**

Quantity	Part Number	Description
2	NT5D21	Core/Network Module
2	NT8D37	IPE Module
2	NT5D03FB	Call Processor Card
2	NT5D61AB	Input/Output Disk Unit with CD Rom
2	NT6D65AA	Core-to-Network Interface Card
2	NT8D01BC	Controller Card
1	NT8D04BA	Superloop Network Card
2	NT8D17	Conference/TDS Card
1	QPC414	Network Card
3	QPC414/NT5D12	PRI/DTI Network Cards
2	QPC43	Peripheral Signaling
2	QPC441	Three-Port Extender
2	QPC471	Clock Controller
14	NT8D02EA	Digital Line Card
2	NT8D09AK	Analog Message Waiting Line Card
2	NT8D09AL	Analog Message Waiting Line Card
4	NT8D14BB	Universal Trunk Card
1	NT8D16AB	Digitone Receiver Card
1	NTRB18CA	CallPilot Mgate card
5	QPC720	Primary Rate Interface Card

**Site 5 - Wabash Valley College**

2200 College Drive Mt.Carmel, IL 62863

**Site Equipment and Software to be covered**

- Nortel PBX Option 11C
- Software Version: 2121
- Software Release: Succession 4
- Software Issue: 00 T +

**Port Counts:**

Port Type	Equipped	Working
Analog Station	48	48
Digital Station	221	191
Console	1	1
IP Telephone	--	0
Analog Trunk	24	23
Digital Trunk	23	23
IP Trunk	0	0
DTR	16	16
Phantom	--	0
Totals	333	302

**System Memory:**

- SRAM 128 KB
- DRAM 32 MB
- Program Store 32 MB
- Primary Flash Drive 16 MB

**Main Cabinet:**

NTAK11

**Cards:**

Quantity	Part Number	Description
1	NTDK20	Small System Controller
12	NT8D02EA	Digital Line Card
2	NT8D02GA	Digital Line Card
3	NT8D09AK	Analog Message Waiting Line Card
1	NT8D14AH	Universal Trunk Card
2	NT8D14BB	Universal Trunk Card
1	NTAK09	1.5 MB DTI/PRI Card

**Site 6 - Frontier Community College**

2 Frontier Drive Fairfield, IL 62837

**Site Equipment and Software to be covered**

- Nortel Meridian 1 Option 11C PBX
- Software Version: 2121
- Software Release: Succession 4
- Software Issue: 00 T +

**Port Counts:**

Port Type	Equipped	Working
Analog Station	56	22
Digital Station	126	106
Console	1	1
IP Telephone	0	0
Analog Trunk	24	19
Digital Trunk	23	23
IP Trunk	0	0
DTR	16	16
Phantom	0	0
Totals	246	187

**System Memory:**

- SRAM 128 KB
- DRAM 32 MB
- Program Store 32 MB
- Primary Flash Drive 16 MB

**Main Cabinet:**

- NTAK11

**Cards:**

Quantity	Part Number	Description
1	NTDK20	Small System Controller
1	NT1R20AA	Intelligent OPS Line Card
1	NT8D02AA	Digital Line Card
2	NT8D02EA	Digital Line Card
1	NT8D02EB	Digital Line Card
4	NT8D02GA	Digital Line Card
1	NT8D09AK	Analog Message Waiting Line Card
1	NT8D09AL	Analog Message Waiting Line Card
1	NT8D09BB	Analog Message Waiting Line Card
1	NT8D14AA	Universal Trunk Card
2	NT8D14BB	Universal Trunk Card
1	NTAK09	1.5 MB DTI/PRI Card

**Bids should be submitted in the following format:**

**Option 1**

Maintenance for One Year \_\_\_\_\_

Maintenance for Two Years \_\_\_\_\_

Maintenance for Three Years \_\_\_\_\_

**Option 2**

**For option 2, please include bid to supply standard business hours maintenance services and proactive 24 X 7 alarm monitoring service.** The vendor shall remotely monitor covered equipment 24 hours a day, 7 days a week including holidays. Any system alarms should notify vendor supported operations center by telephone. The vendor will then notify a designated IECC employee.

Maintenance for One Year \_\_\_\_\_

Maintenance for Two Years \_\_\_\_\_

Maintenance for Three Years \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX NO. \_\_\_\_\_

DATE \_\_\_\_\_

The purpose of this addendum is to clarify the number and type of switch ports to be covered under the maintenance agreement. An updated list of ports counts for each location is listed below. **IECC requests that all proposals be based on maintaining equipped ports.**

**Site 1 - IECC District Office**

233 E Chestnut St Olney, IL 62450

**Port Counts:**

Port Type	Equipped	Working
Analog Station	16	7
Digital Station	48	37
Console	1	1
IP Telephone	--	0
Analog Trunk	16	9
Digital Trunk	23	23
IP Trunk	0	0
DTR	16	16
Phantom	--	0

**Site 2 - Lincoln Trail College**

11220 State Highway 1 Robinson, IL 62454

**Port Counts:**

Port Type	Equipped	Working
Analog Station	32	24
Digital Station	160	140
Console	1	1
IP Telephone	0	0
Analog Trunk	24	16
Digital Trunk	23	23
IP Trunk	0	0
DTR	16	16
Phantom	0	0

**Site 3 - Lincoln Trail College/South Campus**

9998 State Highway 1 Robinson, IL 62454

**Port Counts:**

Port Type	Equipped	Working
Analog Station	16	7
Digital Station	32	20
Console	0	0
IP Telephone	--	0
Analog Trunk	8	7
Digital Trunk	23	7
IP Trunk	0	0
DTR	16	16
Phantom	--	0

## Site 4 - Olney Central College

305 N. West St Olney, IL 62450

### Port Counts:

Port Type	Equipped	Working
Analog Station	56	36
Digital Station	224	192
Console	1	1
IP Telephone	--	0
Analog Trunk	32	25
Digital Trunk	115	99
IP Trunk	0	0
DTR	8	8
Phantom	--	1
Miscellaneous	3	3
Call Pilot	--	26

## Site 5 - Wabash Valley College

2200 College Drive Mt.Carmel, IL 62863

### Port Counts:

Port Type	Equipped	Working
Analog Station	48	48
Digital Station	208	192
Console	1	1
IP Telephone	--	0
Analog Trunk	24	23
Digital Trunk	23	23
IP Trunk	0	0
DTR	16	16
Phantom	--	0

## Site 6 - Frontier Community College

2 Frontier Drive Fairfield, IL 62837

### Port Counts:

Port Type	Equipped	Working
Analog Station	32	12
Digital Station	128	108
Console	1	1
IP Telephone	0	0
Analog Trunk	24	19
Digital Trunk	23	23
IP Trunk	0	0
DTR	16	16
Phantom	0	0

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Postage Mailing System - District Office  
DATE: December 13, 2005

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **Phoenix Imaging & Office Products, Evansville, IN** as listed below:

**5 year lease/purchase – Total \$9,000.00**  
**Neopost IJ70 mailing machine**  
**\$126.00 per month – first 12 months**  
**\$156.00 per month – next 48 months**

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning  
Harry Hillis, Jr.  
Eva Hubble  
Chris Raley  
Renee Smith

Source of Funds: Educational Fund

Department: District Office

Rationale for Purchase: We have experienced several breakdowns with the postage machine we are currently using. Also, an upgraded system will enable us to be USPS compliant with present and known future postal regulations.

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

**Postage Mailing System  
Bid Tabulation**

<b>Company</b>	<b>Bid Per Month Charge</b>	<b>Brand/Model</b>	<b>Repair Service Response Time</b>	<b>Attachment to the Bid (Other Options Bid)</b>
Phoenix Imaging & Office Products Evansville, IN	\$126 1 <sup>st</sup> 12 mo. \$156 next 48 mo.  Total \$9,000 - 5 yr. lease	Neopost IJ70	Approx. 4-5 hours	Supplies no charge for the 1 <sup>st</sup> year. Ink Cartridge \$103.95 Strip Tape \$9.95 Seal Solution \$16.95
Pitney Bowes Evansville, IN	\$242  Total \$14,520 -5 yr. lease	DM500	8 hours response standard	
Southern Business Machines, Inc. Evansville, IN	\$0 1 <sup>st</sup> 12 mo. \$350 next 48 mo.  Total - \$16,800 – 5 yr. lease	Hasler J150		Ink Cartridge \$120.00 Strip Tape \$10.00

**Mailing System – Bid Specifications** Approximate amount of postage used yearly is \$12,000.

Pitney Bowes DM500 Mailing System with Stacker and Integrated 10lb. Scale (**or equivalent**). Must meet or exceed the following Specifications:

Standard Operating Features

- Auto-Dating
- Multiple Tapes (1-99)
- Low Postage Alert
- High Value Protection
- Original Value Resetting
- Sealant Level Indicator
- Seal Only and No Seal Modes
- Low Ink Alert
- Password Security
- Standard Envelope Advertisements
- Standard Postal Inscriptions
- Maximum Thickness Warning

Benefits

- Drop in roll tape with automatic loading and easy access
- Self-Aligning feed system to ensure precise postage imprinting
- Touch of a button postage refill and rate updates
- Accounting capabilities (up to 25 accounts) optional
- Tip to tip sealing capabilities
- Drop down deck for complete access protecting against damage
- Inkjet printed indicia (whisper quiet)
- Auto postage default to ensure correct posting
- Track postage-by-phone balance through IntelliLink
- Closed flap sealing eliminates nesting
- Integrated weighing through IntelliLink

Dimensions/Sound (**includes stacker**)

- 49 1/2”L x 19”D x 15”H
- Weight: 64lbs.
- Sound Level: less than 68dba

Electrical

- 120V, 60Hz (single outlet)
- ENERGY STAR Compliant
- UL and CSA Approvals

Speed

- Up to 135 letters Per Minute

Envelopes

- Size: Min. 3” x 5”, Max. 10” x 13”
- Thickness: Min. .007”, Max. .625”(5/8”)
- Flap Depth: Min 1”, Max. 3”



Connectivity Requirements

- Connects to standard analog phone line
- Supplied installation kit includes phone line splitter and six foot phone cord
- IntelliLink Control Center easily detaches to simplify connections

Must be Postage Meter USPS compliant through 2008. (Includes USPS meter migrations of 2006 & 2008).

Repair Service Response

Time \_\_\_\_\_

ALL FREIGHT, DELIVERY, INSTALLATION AND TRAINING 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.

MAILING SYSTEM

BRAND/MODEL# \_\_\_\_\_

(submit with your bid a brochure on mailing system being bid)

BID INCLUDES:

60 Month Lease/Purchase Agreement that includes:

- \*Equipment Maintenance on the Postage Machine, Scale, and Meter
- \*Softguard Rate Protection

At end of lease we will own postage machine and scale.

Trade-in of U560 Pitney Bowes Mail machine and B510 10lb. Scale

Bid \_\_\_\_\_ Per Month

(\*Consolidated one monthly payment, may be billed quarterly)

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

DATE \_\_\_\_\_

TO: Board of Trustees  
FROM: Roger Browning  
Re: Protection, Health & Safety Compliance Work – Phase 8  
DATE: December 13, 2005

Based upon the bid tabulation attached and also the recommendation from Marion Poggas, of Image Architects, Inc., the Bid Committee recommends acceptance of the bids as follows:

	<u>Bid</u>
<u>Division I – Roof Work</u>	
Craftmasters, Inc. Decatur, IL	\$777,000.00
<u>Division II – Bleacher Work</u>	
Interkal, LLC Kalamazoo, MI	\$139,328.00

Division III – Mechanical Work

Bid Committee recommends rejecting all bids due to the low bid being in excess of the project budget.

Source of Funds: Phase 8

The "Advertisement for Bids" was placed in the Daily Republican Register, Olney Daily Mail, Robinson Daily News and Wayne County Press for one (1) day.

**IMAGE ARCHITECTS INC.**

**PROTECTION, HEALTH & SAFETY COMPLIANCE WORK – PHASE 8  
ROOF REPLACEMENT & REPAIR – LTC, OCC, WVC  
BLEACHER REPLACEMENT – WVC  
HVAC UPGRADE & SUPPLEMENT – OCC, WVC  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529  
OLNEY, ILLINOIS**

**Bid Tabulation**

**Thursday, December 1, 2005 at 2:00 p.m.  
I.E.C.C. District Office, Olney, IL**

**DIVISION I – ROOF WORK**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDENDA NOS. 1, 2</b>	<b>BASE BID</b>	<b>ALT. BID NO. RW-1 (Replace roofing over LTC Theater) ADD</b>
Jim Taylor, Inc. Belleville, IL	NO BID			
Shay Roofing Millstadt, IL	5% Bid Bond	1, 2	\$781,472.00	\$143,588.00
Industrial Contractors, Inc. Evansville, IN	5% Bid Bond	1, 2	\$930,827.00	\$182,400.00
Lakeside Roofing Collinsville, IL	5% Bid Bond	1, 2	\$820,692.00	\$152,608.00
Craftmasters, Inc. Decatur, IL	5% Bid Bond	1, 2	<b>\$777,000.00</b>	\$146,000.00
Midwest Roofing & Insulation Co., Inc. Evansville, IN	5% Bid Bond	1, 2	\$922,600.00	\$150,400.00
Bade Roofing Co., Inc. St. Louis, MO	NO BID			

**PROTECTION, HEALTH & SAFETY COMPLIANCE WORK – PHASE 8  
 ROOF REPLACEMENT & REPAIR – LTC, OCC, WVC  
 BLEACHER REPLACEMENT – WVC  
 HVAC UPGRADE & SUPPLEMENT – OCC, WVC  
 ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529  
 OLNEY, ILLINOIS**

**DIVISION II – BLEACHER WORK**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDENDA NOS. 1, 2</b>	<b>BASE BID</b>
So. Illinois Bleachers Farina, IL	5% Bid Bond	1, 2	\$160,848.00
Interkal, LLC Kalamazoo, MI (Larson Equipment Co.)	5% Bid Bond	1, 2	<b>\$139,328.00</b>
Bulte Company St. Louis, MO	5% Bid Bond	1, 2	\$144,395.00

**DIVISION III – MECHANICAL WORK**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDENDA NOS. 1, 2</b>	<b>BASE BID</b>	<b>ALT. BID NO. M-1 (2 replacement heating &amp; cooling units at WVC Gym. Conf. Rm.) ADD</b>	<b>ALT. BID NO. M-2 (New heat exchanger in existing Jackson &amp; Church heating unit in WVC Natatorium) ADD</b>
Nogle & Black Mechanical, Inc. Urbana, IL	NO BID				
Swan Sheet Metal Systems Ltd. Mt. Vernon, IL	No	1, 2	\$852,900.00	\$14,750.00	\$7,900.00
Sharp & Williams Mt. Carmel, IL	NO BID				
Merz Sheet Metal, Inc. Effingham, IL	5% Bid Bond	1, 2	\$745,500.00	\$15,985.00	\$6,955.00

*image Architects inc*

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1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901  
618.457.2128 618.549.5725 fax

December 8, 2005

Mr. Roger Browning  
Illinois Eastern Community Colleges  
233 East Chestnut  
Olney, Illinois 62450

Re: Protection, Health & Safety Compliance Work  
Phase 8 Roof Replacement – LTC, OCC, WVC  
Illinois Eastern Community Colleges District No. 529  
Olney, Illinois

Dear Mr. Browning:

We have reviewed the bids submitted for roofing work on the referenced project. We find no reason to prevent award of the work to the lowest responsible and responsive bidder as follows:

Roofing Work	Craftmasters, Inc.	\$ 777,000.00
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Note that this is for Base Bid work only.

If you have any questions, please feel free to contact our office.

Sincerely,

IMAGE ARCHITECTS INC.

Marion J. Poggas, AIA  
Chairman of the Board

*image Architects inc*

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1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901  
618.457.2128 618.549.5725 fax

December 8, 2005

Mr. Roger Browning  
Illinois Eastern Community Colleges  
233 East Chestnut  
Olney, Illinois 62450

Re: Protection, Health & Safety Compliance Work  
Phase 8 Bleacher Replacement - WVC  
Illinois Eastern Community Colleges District No. 529  
Olney, Illinois

Dear Mr. Browning:

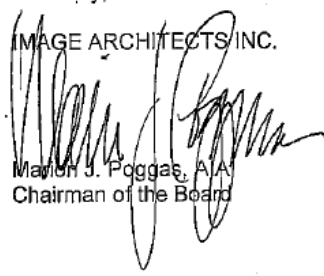
We have reviewed the bids submitted for bleacher work on the referenced project. We find no reason to prevent award of the work to the lowest responsible and responsive bidder as follows:

Bleacher Work InterKal, LLC/Larson Equipment Co. \$ 139,328.00

If you have any questions, please feel free to contact our office.

Sincerely,

IMAGE ARCHITECTS INC.

  
Marlon J. Poggas, AIA  
Chairman of the Board

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT November 30, 2005**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$2,663,886.98
Operations & Maintenance	\$361,437.18
Operations & Maintenance (Restricted)	\$368,592.98
Bond & Interest	(\$51,176.31)
Auxiliary	\$408,025.07
Restricted Purposes	\$103,604.65
Working Cash	\$826.35
Trust & Agency	\$274,885.00
Audit	\$6,217.00
Liability, Protection & Settlement	\$211,632.59
<b>TOTAL ALL FUNDS</b>	<b>\$4,347,931.49</b>

Respectfully submitted,

Marilyn Grove, Treasurer



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**November 30, 2005**

<b>ALL FUNDS</b>	
<b>Fiscal</b>	
<b>Year</b>	
<b>2006</b>	
<b>ASSETS:</b>	
CASH	4,347,931
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	10,617,000
RECEIVABLES	3,498,820
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	99,206
INVENTORY	463,200
OTHER ASSETS	438,608
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>19,488,265</b>
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	112,069
ACCOUNTS PAYABLE	8,502
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	466,895
<b>TOTAL LIABILITIES:</b>	<b>727,416</b>
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,428,160
PR YR BDGTD CHANGE TO FUND BALANCE	406,762
<b>FUND BALANCES:</b>	
FUND BALANCE	8,226,616
RESERVE FOR ENCUMBRANCES	8,699,311
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>18,760,849</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>19,488,265</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF November 30, 2005

ALL FUNDS

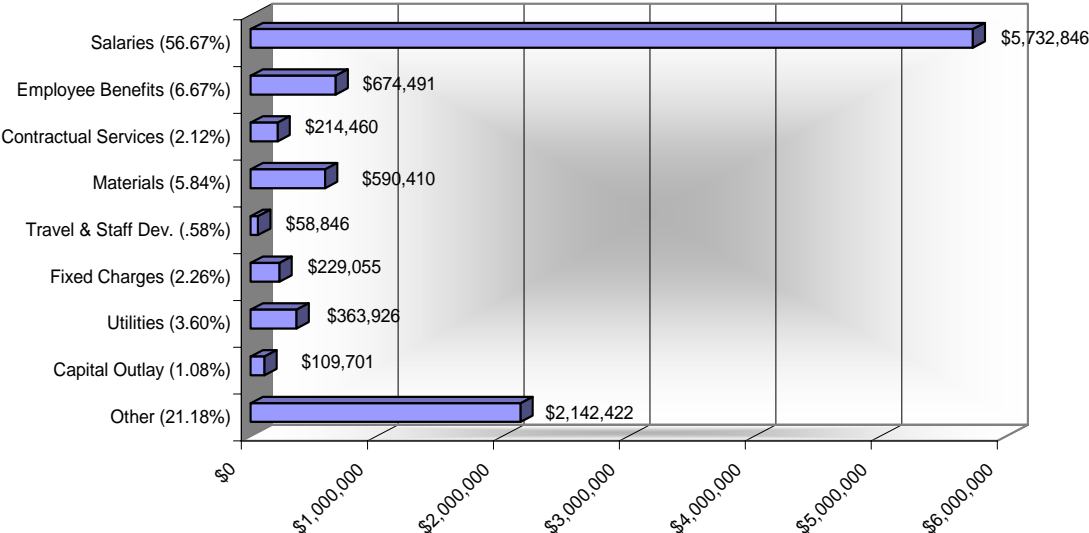
	YEAR-TO-DATE
<b>REVENUES:</b>	
LOCAL GOVT SOURCES	7,622,957
STATE GOVT SOURCES	3,506,330
STUDENT TUITION & FEES	7,342,523
SALES & SERVICE FEES	1,368,648
FACILITIES REVENUE	15,098
INVESTMENT REVENUE	113,007
OTHER REVENUES	79,001
<b>TOTAL REVENUES:</b>	<b>20,047,564</b>
 <b>EXPENDITURES:</b>	
INSTRUCTION	4,205,137
ACADEMIC SUPPORT	195,160
STUDENT SERVICES	515,799
PUBLIC SERV/CONT ED	24,297
OPER & MAINT PLANT	1,005,519
INSTITUTIONAL SUPPORT	3,822,655
SCH/STUDENT GRNT/WAIVERS	2,122,435
AUXILIARY SERVICES	1,918,650
<b>TOTAL EXPENDITURES:</b>	<b>13,809,652</b>
 <b>TRANSFERS AMONG FUNDS:</b>	
INTERFUND TRANSFERS	0
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	<b>0</b>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>	 <b>6,237,912</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
Operating Funds Comparison Report  
FY 2004 - 2006

College	Category	FISCAL YEAR 2004			FISCAL YEAR 2005			FISCAL YEAR 2006			
		Annual Budget	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	% of Year
Frontier	Bills		\$660,892			\$728,614			\$727,321		
	Payroll		742,510			821,123			863,308		
	Totals	\$2,873,567	1,403,402	49%	\$2,828,951	1,549,737	55%	\$3,175,973	1,590,629	50%	42%
Lincoln Trail	Bills		490,114			605,684			557,249		
	Payroll		877,277			918,848			930,140		
	Totals	3,094,155	1,367,391	44%	2,980,418	1,524,532	51%	3,334,405	1,487,389	45%	42%
Olney Central	Bills		719,062			837,996			824,584		
	Payroll		1,400,235			1,514,288			1,665,938		
	Totals	4,886,299	2,119,297	43%	4,835,493	2,352,284	49%	5,521,126	2,490,522	45%	42%
Wabash Valley	Bills		669,700			753,061			831,756		
	Payroll		1,102,715			1,179,896			1,203,188		
	Totals	3,592,981	1,772,415	49%	3,616,953	1,932,957	53%	4,088,097	2,034,944	50%	42%
Workforce Educ.	Bills		476,288			533,191			616,544		
	Payroll		402,844			409,045			415,596		
	Totals	2,027,797	879,132	43%	2,028,794	942,236	46%	2,149,572	1,032,140	48%	42%
District Office	Bills		93,306			97,855			97,268		
	Payroll		353,356			360,868			377,844		
	Totals	1,187,944	446,662	38%	1,217,781	458,723	38%	1,258,704	475,112	38%	42%
District Wide	Bills		811,297			787,361			728,589		
	Payroll		249,369			252,778			276,832		
	Totals	6,110,349	1,060,666	17%	6,915,423	1,040,139	15%	5,690,255	1,005,421	18%	42%
O & M	Bills										
	Payroll										
	Totals										
<b>GRAND TOTALS</b>		<b>\$23,773,092</b>	<b>\$9,048,965</b>	<b>38%</b>	<b>\$24,423,813</b>	<b>\$9,800,608</b>	<b>40%</b>	<b>\$25,218,132</b>	<b>\$10,116,157</b>	<b>40%</b>	<b>42%</b>

Excludes DOC

**Illinois Eastern Community Colleges  
FY2005  
Operating Funds**



Illinois Eastern Community Colleges Dist. #529  
As of November 30, 2005 - \$10,116,157

**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**



## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Terry L Bruce

**DATE:** December 8, 2005

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.3., 400.4., and 400.5. will be mailed under separate cover.

# **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Special Assignment**
- 400.3. FMLA Request (External Report)**
- 400.4. Amended Resignation**
- 400.5. Rescinded Retirement**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Professional/Non-Faculty

1. Lisa Rauch, Clinical Coordinator of Radiography, Allied Health, OCC, effective January 3, 2006.

## 400.2. Special Assignment

### A. Olney Central College

#### **Recommended Academic 2005-06**

Anne Hustad Dept Head, Nursing/OCC      \$2500  
+ 6 hrs release time

## 400.3. FMLA Request (External Report)

## 400.4. Amended Resignation

### A. Professional/Non-Faculty

1. Amy Neikirk, Clinical Coordinator of Radiography, Allied Health, OCC. Original resignation date was December 31, 2005. Amended resignation date is January 30, 2006.

## 400.5. Rescinded Retirement

### A. Faculty

1. Don Mersinger, Ag Technology Instructor, retirement withdrawn.

**Agenda Item #15**

**Agenda Item #15**

**Collective Bargaining**

**Amendment to the Existing Contract with IECCEA**

**Agenda Item #16**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Agenda Item #19**

**Adjournment**



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

	Estimated Budget										
Repair Stairways & Elevators	\$121,460	██████████									
Combustible Wall Panel Replacement	\$178,291	██████████									
Bleacher Repair & Replacement	\$179,850	██████████									
Floor Tile Repair & Replacement	\$38,400	██████████									
Replacement of Greenhouse Glass	\$51,400	██████████									
ADA - Natatorium Renovations	\$245,000	██████████									
Tuckpointing of Exterior Walls	\$37,200	██████████									
Other ADA Compliance Work	\$287,400	██████████									
Roof Repair and Replacement	\$1,013,755	██████████									
Asbestos Survey and Potential Abatement	\$529,507	██████████									
Districtwide Upgrade of Plumbing	\$67,200	██████████									
HVAC Supplement and Upgrade	\$593,505	██████████									
Upgrade of Lighting & Firealarm System	\$154,600	██████████									
<b>GRAND TOTAL</b>	<b>\$3,497,568</b>		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

11/30/2005