

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 15, 2002



Location:

**Lincoln Trail College
11220 State Highway 1
Robinson, Illinois 62454**

**Dinner – 6 p.m. – Lincoln Room
Meeting – 7 p.m. – Banquet Room**

**Illinois Eastern Community Colleges
Board Agenda**

**January 15, 2002
7:00 p.m.
Lincoln Trail College**

1. Call to Order & Roll Call..... Chairman Lane
2. Disposition of MinutesBruce
3. Recognition of Visitors and GuestsBruce
 - 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. Persistence and Degree Completion Policy
7. Policy Second ReadingBruce
 - A. None
8. Staff Recommendations for Approval
 - A. Foundation Loan (OCC Foundation to OCC).....Bruce
 - B. Cooperative Agreement Between Office of Rehab. Services and IECCBruce
 - C. Affiliation and Preceptor Agreements..... Browning
 - D. Robinson & Lawrence Corrections FacilitiesBruce
9. Bid Committee Report Browning
 - Illinois Eastern Community Colleges
 1. Computers – Desktops and Laptops
 - Frontier Community College
 1. Shelving for New Library
 - Olney Central College
 1. Bleachers

10.	District Finance	
	A. Financial Report.....	Browning
	B. Approval of Financial Obligations	Browning
11.	Chief Executive Officer's Report	Bruce
12.	Executive Session.....	Bruce
13.	Approval of Executive Session Minutes.....	Bruce
14.	Approval of Personnel Report	Bruce
15.	Collective Bargaining	Bruce
16.	Litigation.....	Bruce
17.	Acquisition and Disposition of Property	Bruce
18.	Other Items	
19.	Adjournment	

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, December 11, 2001.

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

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Mr. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Trustees absent at roll call: Mrs. Shirley B. Kessler, Mr. Blake Smith (student trustee). There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Hans Andrews, President of Olney Central College.
Dr. John Arabatgis, President of Lincoln Trail College.
Dr. Harry Benson, President of Wabash Valley College.
Dr. Michael Dreith, President of Frontier Community College.
Mr. Roger Browning, Chief Finance Officer.
Mr. George Woods, Dean of Community Development & Workforce Education.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mrs. Marty Novak, Director of Personnel.
Mr. Harry Hillis, Jr., Board Secretary.

Special Presentation: A special presentation was given on the Transition Center at Olney Central College.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, Tuesday, November 20, 2001, were presented for approval.

Board Action: Mr. Williams made a motion to approve the foregoing open meeting minutes as prepared. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

AGENDA #3 – “Recognition” –

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

#3-B. IECCEA Representative: Mr. Dan Tahtinen was present, representing Illinois Eastern Community Colleges Education Association.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

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

AGENDA #6 – “Policy First Readings (and Possible Approval)” – None.

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

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

#8-A. Earthquake Monitoring Equipment Installation: The CEO recommended approval for St. Louis University to place a seismograph station on the campus of Olney Central College. St. Louis University will be responsible for all costs and maintenance. The permit is for the period December 12, 2001 to December 31, 2002 and may be terminated at any time upon 15 day written notice.

Board Action: Mr. Williams made a motion to approve a permit for St. Louis University to place a seismograph station at OCC 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Payment of End of Year Bills: Since this Board of Trustees meeting is being held on December 11, bills will be received that should be paid before the close of the year. The CEO recommended approval be given to pay bills received after the Board meeting.

Board Action: Miss Wolfe made a motion to approve payment of bills received in December after this Board meeting. Mr. 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

Change Order of Agenda: Without objection, the Chair directed that the order of the agenda be changed, to consider agenda item #8-G, Resolution for Reinstatement of Higher Education Programs for Correctional Centers, at this time.

#8-G. Resolution for Reinstatement of Higher Education Programs for Correctional Centers: The CEO recommended adoption of the following resolution, which is the beginning of a campaign for restoration of funding for reinstatement of higher education programs at correctional centers.

Whereas, Governor George Ryan’s budget cuts eliminated the higher education programs for the Department of Corrections at 10 Illinois community colleges: Black Hawk, Carl Sandburg, Illinois Central, Illinois Eastern, Illinois Valley, Kaskaskia, Lake Land, Rend Lake, Richland, and Southeastern and two private higher education institutions: MacMurray and Roosevelt.

Whereas, Illinois Eastern Community Colleges is a provider of higher education programs for correctional facilities at Robinson and Lawrence.

Whereas, the elimination of higher education programs will have a devastating effect on Illinois Eastern Community Colleges and its educational programs.

Whereas, 15 employees of the District’s full-time workforce will be laid-off by eliminating higher education programs at Robinson and Lawrence correctional centers.

Whereas, Lincoln Trail College is currently educating 226 inmates with 157 FTEs being generated by students enrolled in higher education programs.

Whereas, Lincoln Trail College, since FY1997 has enrolled more than 1,346 inmates in higher education courses.

Whereas, since Fall 1997, 2,137 certificates and degrees have been awarded to inmates from the higher education programs at Lincoln Trail College.

Whereas, the College's budget could be impacted by loss of State funding of enrollment driven grants such as Advanced Technology Equipment, Special Populations, and Workforce Development Grant for Business and Industry.

Whereas, Governor Ryan indicated that higher education programs for corrections was a priority when he appointed a statewide task force addressing the employability of ex-offenders, for which the State has received federal research funds.

Whereas, a 1997 Study by the Illinois Department of Corrections and Illinois Council on Vocational Education concluded that postsecondary vocational education reduces recidivism. According to the study, the group that received postsecondary education had a recidivism rate of 13.1 percent, far less than the rate for the general prison population at 39.2 percent.

Whereas, the same study concluded that reducing recidivism translates into cost savings in Illinois' correctional facilities. "In 1996, there were 22,097 exits from prisons. In theory, if the rate of return continues as that of the general prison population, in three years, 8,661 former inmates would return to prison at a cost of \$144,725,310 (annually) to the taxpayer. If postsecondary education is used and recidivism is reduced to a rate of 13.1% only 2,894 would recidivate, costing taxpayers \$48,358,770. This lower recidivism rate would result in an annual savings of \$96,366,570 at the current rate of the general prison population's recidivism.

Whereas, statewide, this cut will eliminate 275 full-time and 300 part-time employees, and affect 10 community colleges and two private colleges.

Whereas, the elimination of the higher education programs at correctional centers will affect every Illinois taxpayer and community when ex-offenders return to their home communities and can't find employment because they do not have employable skills.

Now, therefore, Be It Resolved, that the Board of Trustees of Illinois Eastern Community Colleges urges the State of Illinois Governor George Ryan and the Illinois State Legislature to reinstate the higher education programs at Illinois correctional facilities.

Board Action: Mr. Rost made a motion to adopt the foregoing resolution 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Corrections Educational Programs: On December 3, 2001, the Department of Corrections notified the District that they would terminate all funding for correctional educational programs, effective February 1, 2002. Because of the lack of funding of these programs, the CEO recommended that the Board of Trustees terminate IECC's educational programs at the Robinson Correctional Facility and the Lawrence County Correctional Facility, effective February 1, 2002, subject to funding at a later date. The Personnel Report will list the names of employees presently hired by the District to operate these programs. The CEO recommended that these employees be honorably discharged from service to the District.

Board Action: Mr. Williams made a motion to terminate educational programs at correctional facilities as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: Mrs. Culver. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried.

#8-D. Internet/Telecourse Tuition Rates: The CEO recommended approval of the following Internet and telecourse tuition rates, effective immediately.

In-District: \$40/per credit hour.

Illinois Resident/Out-of-District: \$75/per credit hour.

U.S. Resident/Out-of-State: \$75/per credit hour.

Non U.S. Resident: \$108/per credit hour.

Board Action: Dr. Fischer made a motion to approve the foregoing Internet and telecourse tuition rates as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Student Satisfaction Survey: Results of the Fall 2001 Student Satisfaction Survey were reviewed. All four campuses were asked to survey 100 students, 50 each in transfer and technical programs. The Board of Trustees accepted the survey.

#8-F. Designation of Tax Levy Year: Under the new accounting guidelines prescribed by 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 the GASB rules, taxes for the year 2001 will be collected in 2002 and that such levy will be allocated 100% to fiscal year 2003. Upon recommendation of the Chief Finance Officer, the CEO recommended adoption of the following clarifying resolution.

Resolution Setting Forth Tax Levies for 2001

Be it resolved by the Board of Trustees of Illinois Eastern Community College 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 2001 concerning tax levies and extensions

Be it further resolved by the Board of Trustees of Illinois Eastern Community College 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 Eight Hundred Thirty-seven Thousand Five Hundred Dollars (\$1,837,500) be levied as a tax for Educational purposes; and the sum of Seven Hundred Eighty-seven Thousand Five Hundred Dollars (\$787,500) be levied as a tax for Operations and Maintenance purposes; and the sum of One Hundred Forty Thousand Dollars (\$140,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Forty-five Thousand Dollars (\$45,000) be levied as a special tax for Financial Audit purposes; and the sum of Two Hundred Thousand Dollars (\$200,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of One Hundred Twenty Thousand Dollars (\$120,000) 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 2001 to be collected in the year 2002; and that the levy for the year 2001 be allocated 100% for Fiscal Year 2003.

Board Action: Miss Wolfe made a motion to adopt the foregoing resolution 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” –

#9-A. Frontier Community College – Automobile: The Bid Committee recommended acceptance of the low bid received that meets all specifications, from Eagleson Olds-Cadillac-Chevrolet, Olney, IL, for a 2001 Chevrolet with 13,300 miles for a total of \$10,780.00. Source of Funds: Education Fund. Department: Staff.

#9-B. Frontier Community College – Mini-Van: The Bid Committee recommended acceptance of the low bid received that meets all specifications, from Burger Chrysler-Plymouth-Dodge, Olney, IL, for a 2000 Dodge Grand Caravan with 7,581 miles, for a total of \$14,875.00. Source of Funds: Education Fund. Department: Staff.

#9-C. Olney Central College – Pickup: The Bid Committee recommended acceptance of the low bid received that meets all specifications, from Ford Square of Mt. Vernon, Ltd, Mt. Vernon, IL, for a 2002 Ford F350 Supercab Pickup, for \$26,921.40. Source of Funds: Insurance Claim. Department: Maintenance.

Board Action: Mr. Rost made a motion to approve the foregoing recommendations of the Bid Committee and authorize purchase of an automobile and mini-van for FCC and pickup for OCC 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$3,032,078.72, as of November 30, 2001.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of December, 2001, totaling \$625,570.55, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of the district financial obligations for the month of December, 2001, in the amounts listed, and payments from the revolving fund for the month of November, 2001. 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Business and Industry Training.
2. Economic Impact Study – November 28.
3. Enrollment Report.
4. IECC.EDU Application.
5. Projected Increase in High School Graduates.
6. Student Advantage Network Summary.
7. EIU Advisory Committee.

AGENDA #12 – “Executive Session” – The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(5) of the Open Meetings Act for setting of a price for purchase or lease of real property; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act; and to conduct the semi-annual review of closed meeting minutes as mandated by Section 2.06 of the Act.

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

Dr. Fischer, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: Mrs. Culver. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried and a closed meeting was held beginning at 8:45 p.m.

#12-B. Closed Meeting Ended: Mr. Williams made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:40 p.m.

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

AGENDA #13 – “Approval of Executive Session Minutes” – Miss. Wolfe made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, November 20, 2001, but that closed meeting minutes of that date remain closed and not be opened to public inspection at this time. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

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

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, January 16, 2001.
9. Tuesday, February 20, 2001.
10. Tuesday, March 20, 2001.
11. Tuesday, April 17, 2001.
12. Tuesday, June 19, 2001.
13. Tuesday, July 17, 2001.
14. Tuesday, August 21, 2001.
15. Tuesday, September 18, 2001.

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

1. Tuesday, May 15, 2001.

Board Action: Mrs. Culver made a motion to approve the foregoing recommendations as outlined, for minutes of closed meetings held on the dates listed. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Selection of Dean for LTC & OCC – (See Addendum)

400.2. Change in Employment Status

A. Professional/Non-Faculty

1. Jervaise McGlone, from Interim Dean of the College at Lincoln Trail College to Program Director, Title III Coordinator/Activity Director at the District Office. Based upon \$38,000 per fiscal year effective January 2, 2002. Employment is based upon grant funding and Department of Education approval.

400.3. Reduction in Force

A. LTC Educational Program – Robinson Correctional Center – Effective February 1 2002

1. Amy Bowler, Food Service Instructor
2. Kay Conour, Office Assistant
3. Larry Conour, Computer Technology Instructor
4. Glen Donaldson, Associate Dean
5. Alice Holtzhouser, Business Management Instructor
6. Harvey Ricker, Commercial Custodial Instructor
7. Paul Stouse, Horticulture Instructor
8. Carol Watts, Records Assistant

B. LTC Educational Program – Lawrence Correctional Center – Effective February 1 2002

1. Beverly Hemrich, Office Assistant
2. Larry Nelson, Commercial Custodial Instructor
3. Mary Roard, Computer Technology Instructor
4. Tim Watson, Correctional Site Director

400.4. Withdrawal of Employment Offer

A. LTC Educational Program – Robinson Correctional Center

1. Amber Ramsey, Youthful Offender Counselor

B. LTC Educational Program – Lawrence Correctional Center

1. Ida McVaigh, Business Management Instructor
2. Jody Rusk, Youthful Offender Counselor

PERSONNEL REPORT ADDENDUM

400.1. Selection of Dean for LTC & OCC

A. Administrative

1. Gayle Lawn-Day – Dean of the College, Lincoln Trail College
2. Jennifer Mathes – Dean of Instruction, Olney Central College

400.2. Employment of Personnel

A. Classified

1. Debbie Wolfe: Initial full-time employment as International Student Liaison. Wages: Based upon \$20,540 per fiscal year. Effective: January 2, 2002.

#14-A. Board Action to Adopt Addendum to Personnel Report: Mrs. Culver made a motion to amend the Personnel Report to add the Addendum as presented. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#14-B. Board Action to Approve Amended Personnel Report: Mr. Rost made a motion to approve the foregoing Personnel Report as amended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: Mrs. Culver. Trustees absent: Mrs. Kessler, Mr. Smith. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Mr. Rost made a motion to adjourn. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:45 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

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)

Persistence and Degree Completion Policy

Persistence and Degree Completion

Illinois Eastern Community Colleges recognizes the diverse needs of students for educational opportunities for life-time learning. It is the goal of Illinois Eastern Community Colleges to assist students and support statewide initiatives for the completion of educational goals.

In an effort to improve persistence and degree completion, Illinois Eastern Community College will implement the following strategies:

Expand access and opportunity, to maintain affordability, while accommodating the diversity of students that have jobs and family responsibilities, academically under-prepared students, immigrants, underrepresented racial and ethnic populations, and economically disadvantaged students.

Recognize diverse educational objectives, attendance patterns, and support needs of all students, and to emphasize the values of life-long learning.

Strengthen and expand partnerships and cooperative agreements among colleges and universities and between higher education and elementary and secondary schools to improve preparation, expand opportunities for advanced placement, dual-enrollment, program articulation, capstone programs, and improving retention in the higher education system, and facilitating re-entry of former students.

Support and strengthen communication, coordination, budget development, information collection, program approval and review, and grant administration functions among institutions serving students to provide continuous supportive services to students in order to achieve educational goals.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Foundation Loan (OCC Foundation to OCC)

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2002
RE: OCC Foundation Loan

Olney Central College is proposing to borrow the sum of \$6,500 from the OCC Foundation for the purchase of a mower for the baseball diamond. Olney Central plans to repay the loan to the Foundation over a four-year period.

TLB/rs

Agenda Item #8B

**Cooperative Agreement between the Office of Rehabilitation Services
And Illinois Eastern Community Colleges**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2002-01-09
RE: Cooperative Agreement Between ORS and IECC

Because of recent changes to the federal Rehabilitation Act, our Regional Office of Rehabilitation Services Administration has developed a new agreement in which there is a shared responsibility for the provision of auxiliary aids.

Mr. Chairman, I recommend approval of this cooperative agreement.

TLB/rs

Agenda Item #8B

Cooperative Agreement between the Office of Rehabilitation Services located at Olney, and Mt. Vernon, Illinois and (Illinois Eastern Community Colleges)

Introduction:

Recent changes to the federal Rehabilitation Act call for the development of cooperative agreements among the state Vocational Rehabilitation Agency and its community partners who serve mutual customers/students. Guidance from the Regional Office of the Rehabilitation Services Administration serving Illinois is to develop agreements in which there is a shared responsibility for the provision of auxiliary aids.

The mission of Office of Rehabilitation Services (ORS) -Vocational Rehabilitation program is to assist individuals with disabilities in successfully preparing for, obtaining and retaining employment. Vocational Rehabilitation (VR) provides a variety of services pursuant to this mission. In contrast, the mission of higher education is to make available to all students, regardless of disability, the opportunity to acquire knowledge, skills, and/or expertise commensurate with their level of ability. Institutions of higher education provide accommodations to students with disabilities, as necessary, to assure their equal access to such opportunities. While the missions of VR and of higher education are different, they are not mutually exclusive. This agreement seeks to clarify roles and responsibilities of the parties involved in fostering a seamless delivery system for those services that overlap. It is the intent of this agreement to ensure a shared responsibility for funding between ORS and higher education institutions for those eligible for ORS services. Current Third Party Agreements (contracts) with ORS will be excluded from developing a separate agreement.

Although the primary purpose is to clarify relationships between ORS and a college/university, it is equally beneficial to extend these collaborations into high schools. The interagency team developing this agreement encourages the development of a similar agreement between ORS and the secondary educational system. Additional benefits of this agreement are improving communications and increasing dialogue among local parties, including secondary schools that will ultimately improve service to students.

The ORS' responsibilities for funding disability - related services are defined in Sections 101 and 103 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 721 and 794). The educational entities' responsibilities for funding accommodations for students with disabilities are defined under Section 504 of the Rehabilitation Act (20 U.S.C. 794) and Section 202 of the Americans with Disabilities Act (42 U.S.C. 12132). In addition to shared responsibility for funding customers of ORS, the educational institution has responsibility for funding accommodations for students who do not qualify for ORS services or whose eligibility for ORS services has yet to be determined.

Intent:

- To ensure that students with disabilities receive services needed to complete their course of study and to obtain viable employment for independent living.

- To make the most effective use of available resources of the Office of Rehabilitation Services, the community colleges, and four-year colleges and universities to promote learning, academic achievement and employability of students with disabilities.
- To foster collaboration and information sharing among various governmental entities, educational institutions, local service organizations, and students with disabilities and their families.
- To provide a framework for locally based agreements between ORS and educational institutions that will include responsibilities of those parties.

Guiding Principles:

- The primary goal in developing a cooperative agreement is to promote student achievement and employability.
- ORS customers attending educational institutions are a joint responsibility of the local ORS office and the educational institution.
- ORS and educational institutions will collaborate to identify ways to use resources in the most efficient manner.
- Every partner within the higher education system will have an agreement with the local ORS office. This agreement will be annually ~~periodically~~ reviewed (~~at least annually~~) and subject to modification at the initiation of either party. When a college/university serves customers of more than one ORS local office, the decision as to which local ORS office will partner with that educational institution will be determined by the ORS administration and will be determined based upon geography, work load, customer distribution and other pertinent factors.

Representatives from the institution are:

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

Chris Cantwell, Associate Dean, Academic and Student Support Services
Illinois Eastern Community Colleges
233 East Chestnut, Olney, IL 62450

Representatives from ORS are:

Fred Bond, Public Service Administrator

1112 South West Street

Olney, IL 62450

- In order to increase understanding, support efficient resource allocation and foster students' success and goal attainment, ORS and educational institutions will encourage the use of professional meetings, training sessions, customer consultations and resource planning between ORS and the educational institution staff. (see addendum)

- ORS will provide technical assistance to all entities that may assist ORS customers.
Technical assistance from ORS may include:
 - **Assistive devices for persons with hearing impairments and/or visual impairments including computer software and/or hardware**
 - **Physical Accessibility Surveys**
 - **Accommodation Consultation**
 - **Information on CART (Computer Assisted Realtime Captioning)**

General Directives:

- In keeping with their differing missions, the Office of Rehabilitation Services and educational institutions may maintain different requirements regarding eligibility, documentation of disability and assignment of services or accommodations. In addition, nothing within this agreement shall obligate ORS or educational institutions to abandon or alter their policies regarding such matters as are used in guiding the provision of services/support.

- ORS is responsible for provision of vocational rehabilitation services to eligible individuals who attend higher education as part of an Individual Plan for Employment. Please see the directive below regarding access to services.

ORS will conduct a financial analysis (at least once per year) for each student who is an ORS customer. This may result in a financial contribution from the student toward the cost of his or her college training. Depending on the results of the financial analysis, ORS may or may not provide financial support to a student for a particular academic semester. Such students remain ORS customers and may continue to receive counseling and guidance services.

Furthermore, ORS standards of performance regarding course load and cumulative grade point average may affect the financial support provided by ORS to a student.

- ORS and the local educational institution will determine mutual in-service training needs of staff and implement joint staff development/training.

Identified in-service training needs include:

Training for Illinois Eastern Community Colleges staff on Office of Rehabilitation Services administrative rules, ADA reasonable accommodation for IECC staff. Meetings with ORS, and IECC staff and students each semester to discuss issues, ORS eligibility process and IECC admissions process.

- Entities will share information regarding programming, policies and procedures of the ORS and higher education institution within the parameters of rules relative to customer confidentiality.
- ORS and educational institutions will obtain the signatures necessary for release of information from ORS customers to facilitate communication regarding services, when applicable.

ORS and the local educational institutions are encouraged to participate in transition planning activities such as the Transition Planning Committees (as described in state law 20 ILCS 2405) or other planning groups.

- ORS shares a responsibility with the educational institution for provision of auxiliary aids to its customers who participate in college/university training. This joint responsibility means that ORS and the educational institution will share the costs of these services according to a mutually agreed upon method.

Such mutually agreed upon methods may include: shared payment of auxiliary aids for individual students; shared payment for an auxiliary aid that benefits many students; an agreement by which each party would pay for a distinct auxiliary aid as part of a package of necessary auxiliary aids; an annual reconciliation of the cost of auxiliary aids and a negotiated share assigned to each party; or other method reached by the parties.

- Parties to each agreement will define the specific auxiliary aids covered in their agreement.

The educational institution is responsible for assuring that students with disabilities have access to all programs, for goods and services through the use of nondiscriminatory policies and procedures, and for assuring students are provided reasonable accommodations, auxiliary aids and services as indicated necessary by the appropriate documentation of the student's disability.

The parties will emphasize the maximum utilization of comparable benefits defined as services that are provided or paid for, in whole or in part, by other Federal, State, or local public resources, which are available to the student.

- While present funding arrangements include a wide variation of participation on the part of ORS and educational institutions, a target of equitable funding should be pursued. Initially, shared percentages should range from 30 to 70 percent for the parties to the agreement.

Both ORS and IECC acknowledge and agree either party may request to negotiate cost percentages due to unforeseen budget constraints during the effective period of this cooperative agreement.

The fiscal responsibilities agreed upon are :

IECC and ORS will share in the total costs of auxiliary services, including but not limited to readers, scribes, interpreters and note takers at a 50% level. The costs of some services that ORS cannot pay for will be transferred to other eligible costs so that a total, overall level of funding will be 50% for each party. These services may include but are not limited to readers, scribes, interpreters, (ORS can only pay for *certified* and *registered* deaf interpreters). If the auxiliary service is a personal item that the customer will need to take with them on a job, ORS will pay 100%.

Large IECC cost services need prior written approval by Chris Cantwell and/or Terry Bruce.

Representatives of both parties will appoint liaison personnel who will be responsible for (1) recommending needed changes, (2) implementing the agreement, and (3) making recommendations for resolutions of dispute. ORS personnel will initiate the contact with staff designated by the president of the educational institution to negotiate the agreement. State agency and institutional services will continue during the resolution of disputes. Each agreement will include the necessary steps to resolve the disputes. It is recommended that the ORS designated negotiator identify by name the appropriate Zone Manager, the Bureau Chief and the Associate Director of ORS as the parties who will address disputes. It is recommended that the negotiator for the educational institution identify by name the parties who will address disputes up to and including the college/university president.

ORS dispute resolution staff:

Gerrado Jiminez, Assistant Bureau Chief, Zone C

Jeff Standerfer, Bureau Chief

Carl Sutter, Associate Director of ORS

College/university dispute resolution staff:

Frontier Community College

Jerry Hefley, Dean

Michael Dreith, President

Terry Bruce, Chief Executive Officer

Lincoln Trail College

Gayle Lawn-Day, Dean

John Arabatgis, President

Terry Bruce, Chief Executive Officer

Olney Central College

Chris Webber, Assistant Dean for Student Services

Hans Andrews, President

Terry Bruce, Chief Executive Officer

Wabash Valley College

Diana Spear, Assistant Dean, Student Services

Harry Benson, President

Terry Bruce, Chief Executive Officer

ADDENDUM

Expected Outcomes

The following activities and outcomes will occur as a result of this agreement:

- All local agreements will be initiated in a timely manner and completed by the end of the current semester. For colleges and universities which will be facing budget issues related to the agreement, priority should be given to its development and ORS negotiators should meet with college/university staff at the earliest possible time.
- Cost sharing will occur by Fall 2001.
- Meetings and training for ORS staff liaison and the educational institution will occur at least two times per year. This may include local, regional and statewide meetings.
- An assessment system will be implemented to measure students' academic achievement, persistence and goal attainment.
- ORS will monitor the employment, employment retention and earnings of ORS customers.
- Communication, collaboration and understanding among ORS field staff and institutional personnel will improve.
- ORS will renew discussion with the Illinois State Board of Education on effective transition services (defined in PL105-17, Individuals with Disabilities Education Act of 1997).

This agreement is intended as a point of departure to clarify cooperative relations between ORS and higher educational institutions, rather than a final destination. The agreement is a work in progress with an expectation that continued refinements will lead to increasingly effective collaborative ventures. The end result will be consistent and effective procedures between ORS and educational institutions, enhanced communication among partners, and improved services to students.

Agenda Item #8C

Affiliation and Preceptor Agreements

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2002
SUBJECT: Affiliation and Preceptor Agreements

Attached are affiliation and preceptor agreements with Springhill Medical Center, and Hope Center located in Terre Haute, Indiana and an affiliation agreement with Good Samaritan Regional Health Center located in Mt. Vernon.

Mr. Chairman, I recommend approval of these affiliation and preceptor agreements.

TLB/rs

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 4th day of January,
2002, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,
FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and
WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program (hereinafter
referred to as DISTRICT #529) and Hope Center
Terre Haute, IN Agency
(City) (State) (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the
nursing 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
of patient care for observation and participation by the students and faculty
of the DISTRICT #529, Associate Degree Nursing 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 Department Head of the Associate Degree
Nursing Program on behalf of DISTRICT #529 and the Administrator, and the
Director of Nursing 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 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

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

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

Nursing students and Nursing 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 race, color, sex, religion, national origin, marital status, age or handicap 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 of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty

member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

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

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

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

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

12. 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 Associate Degree Nursing 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 nursing 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 4th day of January, 2002.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE
LINCOLN TRAIL COLLEGE

Cam Walker, RN OCN
Vice President or
Director of Nursing Services

Sandra Buntion
Department Head of Nursing, ADNP

[Signature]
Administrator, Hospital or Agency

Donna C. Henry
Associate Dean of Nursing & Allied
Health

[Signature]
President, Olney Central College

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

Revised: 08/02/89; 08/25/92
08/17/94; 10/05/94;
12/12/94

TLG:nvs
c: wp\aaq.frm

**OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE
NURSING PROGRAM PRECEPTOR AGREEMENT**

AMENDMENT TO AGENCY AFFILIATION AGREEMENT

This Amendment to Agency Affiliation Agreement is entered into this 4th day of January, 2000, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE, and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program, (hereinafter sometimes referred to as "District #529) and HOPE CENTER of TERRE HAUTE, IN, (hereinafter sometimes referred to as "Agency")

Whereas, the parties have previously entered into an Agency Affiliation Agreement,

NOW, THEREFORE, in consideration for the mutual covenants and agreements contained herein, the parties agree to the following terms and conditions for a Preceptorship Program.

1. DEFINITION OF TERMS FOR:

A. Preceptorship: A teaching/learning method in which a student is assigned to a preceptor for the purpose of experiencing individualized clinical supervision.

B. Preceptor: A registered nurse with greater than or equal to two years clinical experience with demonstrated competency who has been recommended by the supervisor nurse manager. A preceptor uses the title "Voluntary Clinical Teaching Associate for Olney Central College Associate Degree Nursing Program." The preceptor retains ultimate responsibility for the comprehensive care of assigned clients and functions as a role model for professional practice.

C. Preceptee: A student responsible for providing nursing care to assigned clients under the supervision of an approved preceptor.

APPROVED BY THE BOARD OF TRUSTEES
July 16, 1996

D. Faculty Liaison: A nursing instructor who collaborates with a preceptor to facilitate and evaluate student learning in clinical experiences. The nursing instructor assumes ultimate accountability for application of theory, evaluates overall student learning experiences, and assigns the student's final grade.

E. Preceptor Setting: The environment in which nursing care is delivered during preceptorship experiences.

F. Preceptorship Clinical Objectives: Desired student outcomes for a clinical experience. Clinical objectives are specified in each student's course module.

G. Educational Outcomes: The knowledge, skill, and attitudes demonstrated by the associate degree nurse as the result of associate degree nursing education. Educational outcomes encompass those competencies expected at the time of graduation as well as those anticipated after six months of practice as a registered nurse.

2. PRECEPTOR SELECTION: The nurse preceptor should be:

A. Licensed as a RN with greater than or equal to two years clinical experience with demonstrated competency.

B. Recommended by supervisor/nurse manager.

C. Willing to serve as a preceptor to students.

D. Supportive of the philosophy of the OCC-ADN Program.

3. PRECEPTOR RESPONSIBILITIES: Each preceptor shall have the following responsibilities:

A. Complete orientation as provided by District #529.

B. Supervise patient care according to clinical objectives.

C. Choose the preceptee's patient assignment based on clinical objectives.

D. Review his or her daily assignments and confer periodically with the faculty liaison regarding the complexity of nursing tasks assigned.

E. Review preceptee's daily objectives and facilitate his/her learning through selection of increasingly complex duties in order to meet clinical objectives.

F. Supervise and guide the student in the clinical area.

G. Teach patient-centered care to the preceptee.

H. Act as a role model for the preceptee by adhering to nursing policies and procedures when giving patient care.

I. Assist the preceptee in organizing and prioritizing daily patient care routines.

J. Provide feedback to the preceptee and evaluate the preceptee's progress toward fulfilling designated clinical objectives on a weekly basis.

K. Collaborate with the faculty liaison as necessary to evaluate progress and address any additional educational issues.

L. Provide written evaluation to the preceptee at mid-rotation and the end of the experience.

4. PRECEPTOR TITLE:

Voluntary Clinical Teaching Associate for
Olney Central College
Associate Degree Nursing Program

5. PRECEPTORSHIP: District #529 will ensure that its faculty will serve as liaison to Agency nurse preceptors and will:

A. Provide guidance and support to the preceptor.

B. Be responsible for student learning experiences.

6. PRECEPTOR ASSISTANCE: District #529 Nursing Faculty will:

A. Help to identify learning experiences needed for the individual student.

B. Meet with the preceptor on a regularly scheduled basis to discuss the student's progress.

C. Be available by telephone for consultation during times agreed to by the instructor and the preceptor.

D. Help with student evaluation process.

E. Be a resource and support person in guiding the preceptor in his/her role.

F. Assign on a weekly clinical rotation, no more than TWO STUDENTS in a clinical group to preceptors. Preceptors and students will be assigned on a 1:1 ratio.

G. Assign the same clinical objectives as for other students.

H. Recruit preceptors for this experience.

I. Orient preceptors to the OCC-ADN philosophy; objectives, roles, and responsibilities.

J. Be available to the preceptor when preceptor is working directly with the student.

K. Be responsible for the final determination of the student's successful completion of the objectives.

L. Collaborate with the preceptor in evaluation of the student's clinical experience.

M. Faculty is responsible for providing the preceptor with his/her telephone number and information about where to be contacted.

N. Student hours with preceptorship shall be no more than ten (10) hours per week.

O. Ask students to apply for clinical areas of interest.

7. PRECEPTEE (STUDENT) RESPONSIBILITIES: Each student who enters the preceptorship program shall have the following responsibilities:

A. Confer daily with preceptor for mutual evaluation of daily patient care activities.

B. Accept accountability for nursing judgment and care of patient.

C. Achieve clinical objectives at a predetermined satisfactory level.

D. Work under the supervision of an approved preceptor with faculty functioning in a liaison role.

E. Share clinical objectives with preceptor. Failure to present and share clinical objectives indicates that the student is not prepared for clinical.

F. Ask for feedback regarding clinical performance.

G. Self-evaluate clinical experiences.

H. Present to the preceptor skills performance check-off list from OCC-ADN nursing program at each clinical. Failure to present this list indicates that student is not prepared for clinical.

I. Students will be allowed to implement with a preceptor only nursing skills that have been satisfactorily checked off on in the campus lab. These skills will be noted on a check-off sheet that was previously signed by the nursing instructor. Students will be responsible for taking this check-off sheet with them when working with the preceptor.

J. Student must have the clinical instructor's telephone number and be able to contact them should the need arise.

K. Notify instructor if assigned to a preceptor where student is also employed.

8. INSURANCE: Nursing students assigned to a preceptor will be covered by the insurance applicable to the current Agency Affiliation Agreement.

9. LIABILITY: Liability will be the same as written in the current Agency Affiliation Agreement.

In Witness Whereof, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the day and year first above written.

AGENCY:

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE

Jan Welker RNOCN
Vice President or
Director of Nursing Services

Lincoln Trail College

Sandra Burton
Department Head of Nursing, ADN

Dana C. Jones
Associate Dean of Nursing & Allied
Health

[Signature]
Administrator, Hospital
or Agency

Joeli L. Laird
President, Olney Central College

Illinois Eastern Community Colleges, District #5 29, does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 3rd day of January,
20 02, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,
FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and
WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program (hereinafter
referred to as DISTRICT #529) and Springhill Medical Center
Terre Haute, IN (City) Agency (State) (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the
nursing 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
of patient care for observation and participation by the students and faculty
of the DISTRICT #529, Associate Degree Nursing 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 Department Head of the Associate Degree
Nursing Program on behalf of DISTRICT #529 and the Administrator, and the
Director of Nursing 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 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

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

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

Nursing students and Nursing 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 race, color, sex, religion, national origin, marital status, age or handicap 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 of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty

member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

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

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

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

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

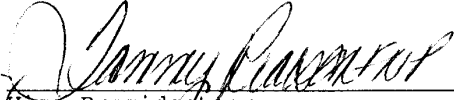
12. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Associate Degree Nursing Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their nursing 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 2nd day of


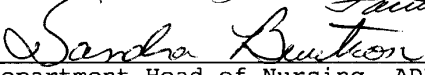
January, 2002

AGENCY

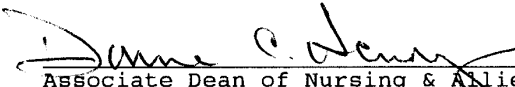
ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE
LINCOLN TRAIL COLLEGE



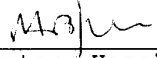
Vice President or
Director of Nursing Services

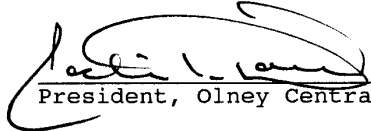
Department Head of Nursing, ADNP



Associate Dean of Nursing & Allied
Health

X 

Administrator, Hospital or Agency



President, Olney Central College

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

Revised: 08/02/89; 08/25/92
08/17/94; 10/05/94;
12/12/94

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**OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE
NURSING PROGRAM PRECEPTOR AGREEMENT**

AMENDMENT TO AGENCY AFFILIATION AGREEMENT

This Amendment to Agency Affiliation Agreement is entered into this 2nd day of January, 2002, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE, and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program, (hereinafter sometimes referred to as "District #529) and SPRINGHILL MEDICAL CENTER, of TERRE HAUTE, IN, (hereinafter sometimes referred to as "Agency")

Whereas, the parties have previously entered into an Agency Affiliation Agreement,

NOW, THEREFORE, in consideration for the mutual covenants and agreements contained herein, the parties agree to the following terms and conditions for a Preceptorship Program.

1. DEFINITION OF TERMS FOR:

A. Preceptorship: A teaching/learning method in which a student is assigned to a preceptor for the purpose of experiencing individualized clinical supervision.

B. Preceptor: A registered nurse with greater than or equal to two years clinical experience with demonstrated competency who has been recommended by the supervisor nurse manager. A preceptor uses the title "Voluntary Clinical Teaching Associate for Olney Central College Associate Degree Nursing Program." The preceptor retains ultimate responsibility for the comprehensive care of assigned clients and functions as a role model for professional practice.

C. Preceptee: A student responsible for providing nursing care to assigned clients under the supervision of an approved preceptor.

APPROVED BY THE BOARD OF TRUSTEES
July 16, 1996

D. Faculty Liaison: A nursing instructor who collaborates with a preceptor to facilitate and evaluate student learning in clinical experiences. The nursing instructor assumes ultimate accountability for application of theory, evaluates overall student learning experiences, and assigns the student's final grade.

E. Preceptor Setting: The environment in which nursing care is delivered during preceptorship experiences.

F. Preceptorship Clinical Objectives: Desired student outcomes for a clinical experience. Clinical objectives are specified in each student's course module.

G. Educational Outcomes: The knowledge, skill, and attitudes demonstrated by the associate degree nurse as the result of associate degree nursing education. Educational outcomes encompass those competencies expected at the time of graduation as well as those anticipated after six months of practice as a registered nurse.

2. PRECEPTOR SELECTION: The nurse preceptor should be:

A. Licensed as a RN with greater than or equal to two years clinical experience with demonstrated competency.

B. Recommended by supervisor/nurse manager.

C. Willing to serve as a preceptor to students.

D. Supportive of the philosophy of the OCC-ADN Program.

3. PRECEPTOR RESPONSIBILITIES: Each preceptor shall have the following responsibilities:

A. Complete orientation as provided by District #529.

B. Supervise patient care according to clinical objectives.

C. Choose the preceptee's patient assignment based on clinical objectives.

D. Review his or her daily assignments and confer periodically with the faculty liaison regarding the complexity of nursing tasks assigned.

E. Review preceptee's daily objectives and facilitate his/her learning through selection of increasingly complex duties in order to meet clinical objectives.

F. Supervise and guide the student in the clinical area.

G. Teach patient-centered care to the preceptee.

H. Act as a role model for the preceptee by adhering to nursing policies and procedures when giving patient care.

I. Assist the preceptee in organizing and prioritizing daily patient care routines.

J. Provide feedback to the preceptee and evaluate the preceptee's progress toward fulfilling designated clinical objectives on a weekly basis.

K. Collaborate with the faculty liaison as necessary to evaluate progress and address any additional educational issues.

L. Provide written evaluation to the preceptee at mid-rotation and the end of the experience.

4. PRECEPTOR TITLE:

Voluntary Clinical Teaching Associate for
Olney Central College
Associate Degree Nursing Program

5. PRECEPTORSHIP: District #529 will ensure that its faculty will serve as liaison to Agency nurse preceptors and will:

A. Provide guidance and support to the preceptor.

B. Be responsible for student learning experiences.

6. PRECEPTOR ASSISTANCE: District #529 Nursing Faculty will:

A. Help to identify learning experiences needed for the individual student.

B. Meet with the preceptor on a regularly scheduled basis to discuss the student's progress.

C. Be available by telephone for consultation during times agreed to by the instructor and the preceptor.

D. Help with student evaluation process.

E. Be a resource and support person in guiding the preceptor in his/her role.

F. Assign on a weekly clinical rotation, no more than TWO STUDENTS in a clinical group to preceptors. Preceptors and students will be assigned on a 1:1 ratio.

G. Assign the same clinical objectives as for other students.

H. Recruit preceptors for this experience.

I. Orient preceptors to the OCC-ADN philosophy; objectives, roles, and responsibilities.

J. Be available to the preceptor when preceptor is working directly with the student.

K. Be responsible for the final determination of the student's successful completion of the objectives.

L. Collaborate with the preceptor in evaluation of the student's clinical experience.

M. Faculty is responsible for providing the preceptor with his/her telephone number and information about where to be contacted.

N. Student hours with preceptorship shall be no more than ten (10) hours per week.

O. Ask students to apply for clinical areas of interest.

7. PRECEPTEE (STUDENT) RESPONSIBILITIES: Each student who enters the preceptorship program shall have the following responsibilities:

A. Confer daily with preceptor for mutual evaluation of daily patient care activities.

B. Accept accountability for nursing judgment and care of patient.

C. Achieve clinical objectives at a predetermined satisfactory level.

D. Work under the supervision of an approved preceptor with faculty functioning in a liaison role.

E. Share clinical objectives with preceptor. Failure to present and share clinical objectives indicates that the student is not prepared for clinical.

F. Ask for feedback regarding clinical performance.

G. Self-evaluate clinical experiences.

H. Present to the preceptor skills performance check-off list from OCC-ADN nursing program at each clinical. Failure to present this list indicates that student is not prepared for clinical.

I. Students will be allowed to implement with a preceptor only nursing skills that have been satisfactorily checked off on in the campus lab. These skills will be noted on a check-off sheet that was previously signed by the nursing instructor. Students will be responsible for taking this check-off sheet with them when working with the preceptor.

J. Student must have the clinical instructor's telephone number and be able to contact them should the need arise.

K. Notify instructor if assigned to a preceptor where student is also employed.

8. INSURANCE: Nursing students assigned to a preceptor will be covered by the insurance applicable to the current Agency Affiliation Agreement.

9. LIABILITY: Liability will be the same as written in the current Agency Affiliation Agreement.

In Witness Whereof, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the day and year first above written.

AGENCY:

x
Vice President or
Director of Nursing Services

x
Administrator, Hospital
or Agency

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE

Department Head of Nursing, ADN

Associate Dean of Nursing & Allied
Health

President, Olney Central College

Illinois Eastern Community Colleges, District #5 29, does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

**CLINICAL EDUCATION AFFILIATION AGREEMENT
BETWEEN
GOOD SAMARITAN REGIONAL HEALTH CENTER,
A MISSOURI NON-PROFIT ORGANIZATION
AND
OLNEY CENTRAL COLLEGE - FCC CAMPUS**

This CLINICAL EDUCATION AFFILIATION AGREEMENT ("Agreement"), is made into and entered into as of the 1st day of January, 2002, by and between GOOD SAMARITAN REGIONAL HEALTH CENTER, A MISSOURI NON-PROFIT CORPORATION, and OLNEY CENTRAL COLLEGE - FCC CAMPUS ("School").

WITNESSETH

WHEREAS, the SCHOOL and the HOSPITAL desire to cooperate for the purpose of providing clinical experience and training in nursing programs for students of the SCHOOL at the HOSPITAL.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the parties agree as follows:

The SCHOOL will:

1. Acquaint HOSPITAL personnel with the objectives and programs of the SCHOOL and inform them of matters of mutual concern.
2. Provide the faculty members to develop the program at the HOSPITAL and guide and supervise students in the program. The faculty members shall be subject to the approval of the HOSPITAL, which approval shall not be unreasonably withheld.
3. Be responsible for planning the schedule of student assignments and notify the HOSPITAL in advance of its planned schedule, including the dates, number of students and faculty instructors.
4. Be responsible for assuring that each student shall:
 - a. Have satisfactorily completed prerequisite educational courses;
 - b. Be in good physical condition, including meeting the HOSPITAL's infectious disease policy, with any exception being mutually agreed upon by the parties;
 - c. Comply with the HOSPITAL requirements, including dress and identification badges;

- e. Promptly report illness and absence from the program;
 - f. Not discriminate in the provision of patient care pursuant to this Agreement on the basis of race, religion, sex, creed, national origin or handicap;
 - g. Adhere to all HOSPITAL policies regarding the confidentiality of patient information and HOSPITAL operations. Breach of the HOSPITAL's confidentiality policies may constitute grounds for dismissal from the utilization of the hospital facilities.
5. Assign students to the HOSPITAL for the period of time agreed upon by the HOSPITAL and the SCHOOL and provide to the HOSPITAL a roster of such students with any other information reasonably requested by the HOSPITAL.
6. Be responsible, through faculty for:
- a. The selection of student learning experiences in cooperation with designated HOSPITAL personnel;
 - b. Guidance, supervision and evaluation of the learning experience.
7. Ensure that every student and faculty member participating in the program attends an orientation program by the SCHOOL prior to performing any services pursuant to this Agreement. The orientation program shall include distribution and discussion of the HOSPITAL policies and procedures which the HOSPITAL provides to the SCHOOL for inclusion in the orientation. In addition, throughout the term of the Agreement, the SCHOOL shall ensure that students and faculty update themselves and remain current of any changes or additions to the HOSPITAL policies.
8. Advise all students each semester that chemicals which may be hazardous to the health of workers are used within the HOSPITAL's facilities and that any questions concerning chemical exposure should be directed to the HOSPITAL's Risk Manager.
9. Assure that the SCHOOL, the faculty and each student are covered by professional and general liability insurance on an occurrence basis covering their activities in connection with the program in the minimum amounts of \$1,000,000.00 per occurrence with an annual aggregate of \$3,000,000.00 per occurrence and that a certificate of insurance showing that such coverage is in effect throughout the term of this Agreement shall be provided to the HOSPITAL.

The HOSPITAL will:

1. Make available facilities which provide for the learning experiences of students as determined by the faculty in collaboration with HOSPITAL personnel.
2. Provide competent and qualified supervisory and patient care personnel in patient care units to which students are assigned.
3. Have written policies and procedures for HOSPITAL personnel and students prepared for all patient care areas and evidence of implementation of these policies and procedures.

The SCHOOL and HOSPITAL mutually agree:

1. That the clinical services provided at the HOSPITAL are the responsibility of the HOSPITAL. The HOSPITAL holds all authority incident to the operation of the HOSPITAL, including the authority to determine general and fiscal policies, to employ personnel it considers necessary to operations and to restrict those activities not considered to be in the best interest of patient care, except as otherwise provided and specified in this Agreement.
2. That the HOSPITAL may request the removal of a student or faculty member from hospital facility at any time. The HOSPITAL shall not take any action affecting a student or faculty member without prior notice to the SCHOOL unless an emergency occurs which reasonably precludes such prior notification. The HOSPITAL and the SCHOOL agree to use their best efforts to resolve any disagreement about the removal of a student or faculty member from the program but in a case where the parties are unable to agree, the SCHOOL shall comply with the HOSPITAL's request for removal of such student or faculty member.
3. That the students and faculty members subject to this Agreement are not agents or employees of the HOSPITAL. No student or faculty member shall be eligible to participate in any benefit program provided by the HOSPITAL for its employees. The SCHOOL hereby releases the HOSPITAL from, and shall protect, defend, indemnify, reimburse and hold harmless the HOSPITAL, from and against any and all claims that the

HOSPITAL is responsible for the payment or filing of any payments, withholdings, contributions, taxes, documents and returns, including, but not limited to, employee benefit program payments, Social Security taxes and income tax withholding obligations with respect to students and/or faculty.

4. To agree mutually to the number of students to be assigned for practice during the year.
5. Each to designate a representative to be accountable for the administration of this Agreement.
6. When feasible, to hold an annual meeting to evaluate the experience offered and to formulate plans and suggest changes for the succeeding year.
7. To review this Agreement annually.
8. This Agreement may be terminated by either party upon six (6) months written notice.
9. This Agreement shall be interpreted in accordance with the laws of the State of Illinois.
10. This Agreement constitute the entire agreement between the SCHOOL and the HOSPITAL with respect to the subject matter hereof and supersedes all prior proposals, representations and other communications between the SCHOOL and the HOSPITAL, with respect to the subject matter hereof, whether oral or written.
11. This Agreement may not be amended or modified except by a subsequent written agreement between duly authorized representatives of the SCHOOL and the HOSPITAL.
12. Confidentiality: During the term of this Agreement and thereafter, HOSPITAL and SCHOOL and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement or by federal law: patient records and peer review and utilization review documents; the terms of this Agreement; and the finances, earnings, volume of business, systems, practices, plans, contracts and similar information of each party.

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

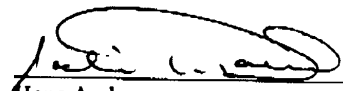
GOOD SAMARITAN REGIONAL HEALTH CENTER, A MISSOURI NON-PROFIT CORPORATION



Leo F. Childers, Jr.
President

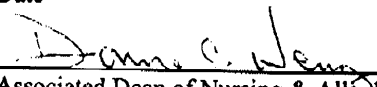
1/10/2002
Date

OLNEY CENTRAL COLLEGE - FCC CAMPUS

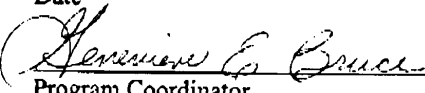


Hans Andrews
President

1-11-02
Date


Associated Dean of Nursing & Allied Health

1-11-02
Date


Program Coordinator

1/10/2002
Date

Agenda Item #8D

Robinson and Lawrence Corrections Facilities

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2002
RE: Corrections Funding

The ten community colleges with corrections programs, in cooperation with Joe Cipfl, President and CEO of the Illinois Community College Board, are working with the Office of the Governor and the Bureau of the Budget to secure partial funding for the correctional educational programs.

At present, the negotiations have not concluded, but I may be able to bring to the Board a proposal which may allow Board action to reinstate, fully or partially, the educational programs for the current fiscal year. Funding for the next fiscal year is even less clear.

TLB/rs

Agenda Item #9

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

JANUARY 2002

Illinois Eastern Community Colleges

1. Computers - Desktops and Laptops

Frontier Community College

1. Shelving for New Library

Olney Central College

1. Bleachers

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Desktop Computers
DATE: January 8, 2002

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

Bid Committee recommends acceptance of the low bid received that meet all specifications from Dell Computer Corp., for 67 desktop computers for a grand total bid of \$70,460.00.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Alex Cline

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

Illinois Eastern Community Colleges

**DESKTOP COMPUTERS
BID TABULATION**

Company	Base Unit	17" CRT Monitor	19" CRT Monitor	15" Flat Panel LCD Monitor	17" Flat Panel LCD Monitor	256 Mb total RDRAM	12x DVD Drive (replacing CDROM)
	51+ Units						
Charley, Inc. Robinson, IL	\$896.00	\$150.00	\$244.00	\$370.00	\$649.00	\$45.00	\$45.00
	851.00	150.00	244.00	370.00	649.00	21.00 SDRAM	45.00
Dell Computer Corp Round Rock, TX	833.00	187.00	301.00	334.00	535.00	402.00	66.00 16x DVD
Gateway Companies Inc North Sioux City, SD	911.00	180.00	270.00	380.00	674.95	70.00	70.00
Liddle's Computer Annapolis, IL	900.00	166.00	258.00	405.00 less speakers	836.00	54.00	25.00

Desktop Computers

	\$833	\$452	\$535	\$301	\$187	\$66	\$402	
Funds/ Rationale	1.5Ghz Base Unit	1.8Ghz Base Unit	17" Flat Monitor	19" CRT Monitor	17" CRT Monitor	DVD	256 Mb Total RDRAM	TOTAL
Workforce Education Fiber Optics Trainer- Detroit/ Needed for training	1	0	0	1	0	1	1	\$1602.00
DO Associate Dean of Institutional Development/ Needed to replace outdated computer	1	0	0	0	0	0	1	\$1235.00
WVC Adult Ed Performance Grant/ Needed to provide training	2	0	0	2	0	0		\$2268.00
DO Education Talent Search/ Needed to replace outdated computer	1	0	0	1	0	0	1	\$1536.00
DO Prog. Dir. Int'l Stu./Dir. Dist. Stu. Recruiting/ Needed to replace outdated computers for staff	5	0	0	0	3	0	0	\$4726.00
LTC Adv. Tech. Grant & Adult Ed Performance Grant/ (12) Needed to replace outdated computers for instructors and (1) needed for Business Windows replacement	13	0	0	0	13	0	0	\$13260.00
OCC Tech Support, Ed Fund and Adult Ed Performance Grant/ Needed to replace outdated computers in LRC and instructional labs, staff	19	0	0	0	18	0	1	\$19595.00
WVC Prog. Improvement, Adv. Tech. and Adv. Tech. Support Grant/ Needed to upgrade computer lab	17	0	0	0	17	0	0	\$17340.00
DO Dir. Business & Industry Training/ Needed to replace outdated computers for employee use	0	2	2	0	0	0	2	\$2778.00
DO Title III/ Needed for Title III staff	4	0	0	0	4	0	0	\$4080.00
DO Stu. Support Services Prog/ Needed to replace outdated computers for staff & students	2	0	0	0	2	0	0	\$2040.00
TOTAL	65	2	2	4	57	1	6	\$70460.00

DESKTOP COMPUTER BASE SPECIFICATIONS

Processor: Intel Pentium IV 1.5 Ghz
 Systemboard: 400Mhz , ATX (Pentium IV capable)
 RAM: 128 Mb total RDRAM
 Fixed Disk: minimum 20 GB 7200 RPM EIDE ATA 100 Hard Drive (**NTFS** format)
 Video: 16 MB AGP 3D Video Card
 Diskette: 1.44 MB Diskette Drive
 CD-ROM: minimum 48x CD-ROM drive
 Sound Card: 16-bit, 64 voice
 Speakers: 2 speaker set
 Keyboard: 104 Key Enhanced
 Mouse: button mouse with scroll wheel and mouse pad
 Case: mid-tower w/ minimum 250W Power Supply
 Other: 10/100-BaseT Ethernet Card (UTP RJ -45)
 Operating System: Microsoft Windows 2000 Professional,
 with most recent Service Pack installed

	<u>Per Unit</u>	<u>26-50 Units</u>	<u>51+ Units</u>
Base Unit Pricing (monitor not included)	_____	_____	_____

Monitor Options: NI .28 dot pitch or less, LCD monitors should be supported by base or optional video card
(indicate amount to add to base unit price)

17" CRT monitor	_____	_____	_____
19" CRT monitor	_____	_____	_____
21" CRT monitor	_____	_____	_____
15" Flat Panel LCD Monitor	_____	_____	_____
17" Flat Panel LCD Monitor	_____	_____	_____
18" Flat Panel LCD Monitor	_____	_____	_____

	<u>Per Unit</u>	<u>26-50 Units</u>	<u>51+ Units</u>
Upgrade Options (indicate amount to <u>add</u> to base unit price)			

Pentium IV 1.7 Ghz	_____	_____	_____
Pentium IV 1.8 Ghz	_____	_____	_____
256 Mb total RDRAM	_____	_____	_____
512 Mb total RDRAM	_____	_____	_____
30 Gb 7200 RPM ATA100 EIDE HD	_____	_____	_____
40 Gb 7200 RPM ATA100 EIDE HD	_____	_____	_____
32MB AGP 3D Video Card	_____	_____	_____
12x DVD Drive (replacing CDRom)	_____	_____	_____

Warranty and Support:

30 day unconditional return privilege; 1-year, next -business-day, on-site service provided problem cannot be resolved by phone with technical support; warranty issues to be resolved in less than one week; 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; Telephone technical support 18 hour, 6-days-a-week required.

All hardware shall be Windows 2000 compatible and must have current drivers available if necessary.

Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system /systems with no restocking charge. Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid.

Any exception to warranty & support requirements or failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge. Any exception to warranty & support requirements or failure to comply will be considered non-responsive.

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

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Laptop Computers
DATE: January 8, 2002

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

Bid Committee recommends acceptance of the only bids received that meets all specifications from Gateway Companies, Inc., in N. Sioux City, SD for 20 laptop computers for a total of \$32,564.00.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Alex Cline

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

Illinois Eastern Community Colleges

**LAPTOP COMPUTERS
BID TABULATION**

Company	12.1" Display & PIII 700Mhz	14.1" Display & PIII 1.00Ghz	15.0" Display & PIII 1.06Ghz	15.7 Display & PIII 1.13Ghz	Upgrade Options		
					Add'l 128Mb SDRAM	PCMCIA 56K V.90 Modem	Carrying Case
	15 or more						
Dell Computer Corp Round Rock, TX	\$1,486.00	\$1,643.00	N/A	N/A	\$80.00	Included	\$39.00
Gateway Companies Inc North Sioux City, SD	N/A	1,465.00	1,729.00	1,465.00	100.00	Included	59.00

***lower bid that did not meets specs not listed.**

LAPTOP COMPUTERS

	\$1729	\$1465	\$100	included	\$59	
Funds/ Rationale	15.0" Monitor Quantity	14.1" Monitor Quantity	Add'l 128 Ram Quantity	56K modem Quantity	Carrying Case Quantity	Total
DO Upward Bound/ To provide technology based instruction/tutoring for Upward Bound Participants	0	7	7	7	5	\$11250.00
DO EducationTalent Search/ To provide participants access to computer technology training.	0	7	0	7	7	\$10668.00
LTC Adv.Tech/ Adult Ed Performance Grant To be used by instructors and LSC	2	0	0	2	2	\$3576.00
OCC- Adult Ed Performance Grant To be used with LCD projector in Cisco Lab	1	0	0	0	0	\$1729.00
FCC Adult Ed Performance Grant/ To provide on-line education to low income individuals	2	0	2	2	2	\$3776.00
WVC – Program Improvement Grant/ Information Processing	0	1	1	1	0	\$1565.00
TOTAL	5	15	10	19	16	\$32564.00

LAPTOP COMPUTER SPECIFICATIONS

Minimum required specifications:

- Screen: Active Matrix color display – see options below
- Processor: Intel Pentium III processor – see options below
- Memory: 128 Mb SDRAM
- Video: minimum 8 Mb AGP
- Hard Drive: minimum 6 GB ultra ATA removable hard drive (NTFS format)
- Floppy drive: 1.44 MB 3.5” floppy disk drive
- CD-ROM: 10X MIN/24X Max CD-ROM drive, modular
- Multimedia Package: 16-BIT software wavetable audio
 - Stereo Speakers
 - Internal Microphone
 - Headphone/Speaker Jack
 - Line in and Line out Mic. jacks
- Keyboard: Full size 88-key
- Mouse: Touch pad and external scroll mouse
- Operating System: Microsoft Windows 2000 Professional,
 - with most recent Service Pack installed
- Additional Software: Additional software unnecessary
- Expansion Slots: Two deep socketed PCMCIA Type II slots
- Battery: Lithium Ion; also AC pack
- External Ports: USB, parallel, serial, VGA, PS/2 and infrared ports
- Modem: Not necessary, however acceptable if included in bundle price
- Network Card: 10/100 BaseT PCMCIA
- Certifications: FCC Class B, UL and CSA Certified

Please bid the following base unit configurations:

	<u>Per Unit</u>	<u>5-15 Units</u>	<u>15 or more</u>
12.1” Display and PIII 700 Mhz Processor	_____	_____	_____
14.1” Display and PIII 1.00 Ghz Processor	_____	_____	_____
15.0” Display and PIII 1.06 Ghz Processor	_____	_____	_____
15.7” Display and PIII 1.13 Ghz Processor	_____	_____	_____

Upgrade Options

(indicate amount to add to base unit price)

Additional 128 Mb SDRAM	_____	_____	_____
PCMCIA 56K V.90 Modem	_____	_____	_____
Modular DVD drive (replacing CDROM) 8x minimum	_____	_____	_____
Carrying Case	_____	_____	_____

Warranty and Support:

30 day unconditional return privilege; 1-year, next -business-day, on-site service provided problem cannot be resolved by phone with technical support; warranty issues to be resolved in less than one week; 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; Telephone technical support 18 hour, 6-days-a-week required.

All hardware shall be Windows 2000 compatible and must have current drivers available if necessary.

Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system /systems with no restocking charge. Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid.

Any exception to warranty & support requirements or failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge. Any exception to warranty & support requirements or failure to comply will be considered non-responsive.

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

SIGNATURE_____

COMPANY_____

ADDRESS_____

TELEPHONE_____

DATE_____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Shelving for New Library
DATE: January 4, 2002

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

Bid Committee recommends rejecting all bids received and to rewrite shelving specifications to rebid next month.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Ted Davis
Michael Dreith
LaVonna Miller

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

Frontier Community College

**LIBRARY SHELVING
BID TABULATION**

Company	Total Bid
Brodart Company McElhattan, PA	\$22,605.16
Innovative Office Solutions Troy, IL	23,600.00
Illini Supply Inc Decatur, IL	27,890.00
School Specialty Appleton, WI	29,590.74
Demco Inc Madison, WI	29,939.00

SHELVING SPECIFICATIONS

Cantilever Unit Construction Library Shelving – Wilsonstak or equivalent

To be constructed of Class I steel, cold rolled with the following minimum requirements:

Upright columns are to be constructed of Class I, cold rolled sheet metal of not less than 16 gauge steel, perforated with a series of 3/16" x 5/8" slots spaced one inch on vertical centers.

Top and bottom spreaders, to be constructed with not less than 16 gauge steel with the bottom spreader to be equipped with two adjustable floor leveling glides with two neoprene floor caps to provide leveling.

Shelves (including base shelf) shall be integral, constructed with not less than 8 gauge steel with sliding book supports.

Shelf end brackets shall be constructed of not less than 16 gauge steel.

Steel bookshelves shall be cantilever, unit construction design with individual welded frame assemblies. The frame shall be welded of not less than 16 gauge steel into channel shape with no less than one-half inch stiffening flanges. The bottom spreader will be equipped with two adjustable floor leveling glides with two neoprene floor caps to provide leveling.

Steel canopy tops shall be formed of at least 18 gauge steel. Tops shall extend the full width and depth of the unit base. Tops to have full width inner angle welded to under side of top to allow the use of wire book supports on top shelves of units.

Laminated end wood panels shall extend full width and height of the unit.

The hinged periodical shelves shall consist of sloping display shelves hinged to storage shelf and base shelf brackets. Display shelves shall have 14" actual height and be hinged to provide storage height of at least eight inches. Display and storage shelves shall be constructed of at least 18 gauge steel.

WILSONSTAK STEEL CANTILEVER LIBRARY SHELVING (or equivalent)

Color: Eggshell

<u>Qty</u>	<u>Description</u>
16	84" tall, 12" shelf depth, 12" base shelf depth, 7 shelves, 6 adjustable shelves, integral-back flat shelving, single faced
44	84" tall, 12" shelf depth, 24" base shelf depth, 14 shelves, 6 adjustable shelves, integral-back flat shelving, double faced
30	42" tall, 12" shelf depth, 24" base shelf depth, 6 shelves, 4 adjustable shelves, integral-back flat shelving, double faced
6	42" tall, 12" shelf depth, 12" base shelf depth, 3 shelves, 2 adjustable shelves, integral-back flat shelving, single faced

END PANELS (for above shelving)

Color: Medium Oak

<u>Qty</u>	<u>Description</u>
10	Rectangular wood veneer end panels, 84" tall, single faced
12	Rectangular wood veneer end panels, 84" tall, double faced
2	Rectangular wood veneer end panels, 42" tall, single faced
6	Rectangular wood veneer end panels, 42" tall, double faced

TOPS (for above shelving)

Color: Eggshell

<u>Qty</u>	<u>Description</u>
26	Steel canopy tops, single faced
74	Steel canopy tops, double faced

WILSONSTAK HINGED PERIODICAL SHELVING (or equivalent)

Color: Eggshell

<u>Qty</u>	<u>Stock #</u>	<u>Description</u>
9	P146-5252	78" tall, 12" depth shelves, 6 shelves, 5 adjustable shelves, single faced

END PANELS (for above periodical shelving)

Color: Medium Oak

<u>Qty</u>	<u>Stock #</u>	<u>Description</u>
4	P148-0190	End panels, single faced, 78" high, 12" shelf depth

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

TOTAL BID _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Roger Browning
SUBJECT: Bleachers
DATE: January 10, 2002

Attached is the recommendation-received from Marion Poggas, Image Architects for Bleacher Replacement at Olney Central College.

BLEACHER REPLACEMENT

Bidder	Bid Security	Addenda	Base Bid
Bulte Company St. Louis, MO	5% Bond	1, 2, & 3	\$134,875.00
Carroll Seating Company Chicago, IL	5% Bond	1 & 2	\$92,876.00
Seating Systems Farina, IL	5% Bond	1, 2, & 3	\$119,318.00

Project Scope:

Work consists of removal and replacement of ten rows on each side of the gymnasium at Olney Central College.

Source of Funds: Protection, Health & Safety

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

Attachments



January 10, 2002

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

Re: Bleacher Replacement
Olney Central College
Olney, Illinois

Dear Mr. Browning:

We have reviewed the submitted bids for the work on the referenced project. As you and I discussed yesterday, there are concerns about the extremely low bid submitted by Carroll Seating Company, Inc. Yesterday I discussed the bid with Carroll Seating's Brian Foley, and he indicated that he did not and could not bid the bleacher operation system as specified and as desired by the District. This accounts for much of the difference between his bid and that of the second low bidder, Seating Systems.

I spoke with Mr. Foley this afternoon and explained that his bid will have to be rejected as non-responsive. He will provide me with written confirmation that Carroll Seating cannot meet the specifications. I will forward a copy of this letter to you upon receipt.

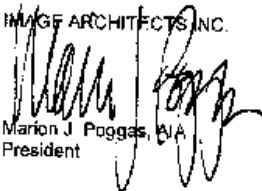
In consideration of the above, we find no reason to prevent award of the base bid as follows:

Seating Systems and Equipment Co., Inc., Crystal Lake, Illinois \$119,318.00

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

Sincerely

IMAGE ARCHITECTS INC.


Marion J. Poggs, AIA
President

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT December 31, 2001

FUND	BALANCE
Educational	\$4,106,910.64
Operations & Maintenance	\$684,698.10
Operations & Maintenance (Restricted)	(\$736,999.75)
Bond & Interest	(\$17,325.08)
Auxiliary	\$578,933.30
Restricted Purposes	\$121,755.18
Working Cash	\$1,584,370.29
Trust & Agency	\$127,932.55
Audit	\$17,973.21
Liability, Protection & Settlement	\$586,835.83
TOTAL ALL FUNDS	\$7,055,084.27

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

December, 2001

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
*04/04/01	04/04/02	5.25	Citizens National Bank of Albion (CD)	100,000	105,250	5,250
*04/04/01	04/04/02	4.83	First National Bank of Allendale (CD)	100,000	104,830	4,830
08/20/01	02/20/02	4.07	Community Bank & Trust (CD)	500,000	510,175	10,175
Operations & Maintenance						
Operations & Maintenance Fund (Rest)						
02/22/01	03/22/02	5.64	Community Bank & Trust (CD)	500,000	530,550	30,550
02/22/01	06/21/02	5.67	Community Bank & Trust (CD)	800,000	860,480	60,480
Bond & Interest						
Auxiliary Fund						
04/06/01	04/06/02	5.42	First Crawford State Bank (CD)	500,000	527,100	27,100
Restricted Purposes						
Working Cash Fund						
04/23/01	10/23/02	4.84	Fairfield National Bank (CD)	675,000	724,005	49,005
Trust & Agency Fund						
06/13/01	06/13/02	4.51	Peoples National Bank (CD)	137,500	143,701	6,201
08/20/01	02/20/02	4.07	Community Bank & Trust (CD)	75,000	76,526	1,526
Liability & Protection Fund						
08/20/01	02/20/02	4.07	Community Bank & Trust (CD)	175,000	178,561	3,561

*Community Development Investments

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2001
Percentage of time remaining through the Budget: 49.589

EDUCATIONAL FUND

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	1,686,410.00	1,752,137.22	65,727.22	3.897
STATE GOVT SOURCES	11,286,524.00	5,393,987.65	-5,892,536.35	-52.209
STUDENT TUITION & FEES	6,652,043.00	5,204,793.13	-1,447,249.87	-21.756
SALES & SERVICE FEES	60,000.00	18,645.36	-41,354.64	-68.924
FACILITIES REVENUE	.00	120.00	120.00	#####
INVESTMENT REVENUE	150,000.00	77,752.87	-72,247.13	-48.165
OTHER REVENUES	100,000.00	20,429.45	-79,570.55	-79.571
PROV FOR CONTINGENCY	200,000.00	.00	-200,000.00	-100.000
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,134,977.00	12,467,865.68	-7,667,111.32	-38.079
EXPENDITURES:				
INSTRUCTION	9,645,901.00	4,603,290.14	-5,042,610.86	-52.277
ACADEMIC SUPPORT	544,769.73	243,290.06	-301,479.67	-55.341
STUDENT SERVICES	1,212,198.05	567,349.46	-644,848.59	-53.197
PUBLIC SERV/CONT ED	73,733.00	35,984.60	-37,748.40	-51.196
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	140,994.00	58,213.47	-82,780.53	-58.712
INSTITUTIONAL SUPPORT	4,945,342.22	2,296,563.95	-2,648,778.27	-53.561
SCH/STUDENT GRNT/WAIVERS	3,465,000.00	1,556,539.84	-1,908,460.16	-55.078
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,027,938.00	9,361,231.52	-10,666,706.48	-53.259
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	704,704.00	824,611.00	119,907.00	17.015
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	704,704.00	824,611.00	119,907.00	17.015
NET INCREASE/DECREASE IN NET ASSETS	-597,665.00	2,282,023.16	2,879,688.16	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2001
Percentage of time remaining through the Budget: 49.589

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	722,745.00	750,915.96	28,170.96	3.898
STATE GOVT SOURCES	1,538,080.00	732,965.31	-805,114.69	-52.345
FACILITIES REVENUE	55,000.00	14,676.28	-40,323.72	-73.316
INVESTMENT REVENUE	10,000.00	4,692.11	-5,307.89	-53.079
OTHER REVENUES	30,000.00	3,519.94	-26,480.06	-88.267
	-----	-----	-----	-----
TOTAL REVENUES:	2,355,825.00	1,506,769.60	-849,055.40	-36.041
EXPENDITURES:				
STUDENT SERVICES	.00	220.57	220.57	#####
OPER & MAINT PLANT	2,462,864.00	934,818.48	-1,528,045.52	-62.043
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,462,864.00	935,039.05	-1,527,824.95	-62.034
NET INCREASE/DECREASE IN NET ASSETS	-107,039.00	571,730.55	678,769.55	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2001
Percentage of time remaining through the Budget: 49.589

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	85,771.00	85,712.87	-58.13	-.068
INVESTMENT REVENUE	94,050.00	61,910.08	-32,139.92	-34.173
OTHER REVENUES	98,100.00	101,944.32	3,844.32	3.919
	-----	-----	-----	-----
TOTAL REVENUES:	277,921.00	249,567.27	-28,353.73	-10.202
EXPENDITURES:				
OPER & MAINT PLANT	85,771.00	28,081.85	-57,689.15	-67.260
INSTITUTIONAL SUPPORT	3,504,299.00	1,900,391.98	-1,603,907.02	-45.770
	-----	-----	-----	-----
TOTAL EXPENDITURES:	3,590,070.00	1,928,473.83	-1,661,596.17	-46.283
NET INCREASE/DECREASE IN NET ASSETS	-3,312,149.00	-1,678,906.56	1,633,242.44	49.311

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2001
Percentage of time remaining through the Budget: 49.589

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,466,402.00	1,402,736.38	-63,665.62	-4.342
INVESTMENT REVENUE	.00	3,982.70	3,982.70	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,466,402.00	1,406,719.08	-59,682.92	-4.070
 EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,412,923.00	1,323,441.00	-89,482.00	-6.333
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,412,923.00	1,323,441.00	-89,482.00	-6.333
 NET INCREASE/DECREASE IN NET ASSETS	 53,479.00	 83,278.08	 29,799.08	 55.721

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2001
Percentage of time remaining through the Budget: 49.589

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STUDENT TUITION & FEES	376,026.00	154,519.13	-221,506.87	-58.907
SALES & SERVICE FEES	2,545,577.00	1,219,060.19	-1,326,516.81	-52.111
FACILITIES REVENUE	1,715.00	450.00	-1,265.00	-73.761
INVESTMENT REVENUE	11,589.00	8,330.61	-3,258.39	-28.116
OTHER REVENUES	113,499.00	20,942.03	-92,556.97	-81.549
	-----	-----	-----	-----
TOTAL REVENUES:	3,048,406.00	1,403,301.96	-1,645,104.04	-53.966
AUXILIARY ENTERPRISES:				
SALARIES	1,260,136.00	488,662.13	-771,473.87	-61.221
EMPLOYEE BENEFITS	113,328.00	28,738.40	-84,589.60	-74.641
CONTRACTUAL SERVICES	291,646.00	84,813.32	-206,832.68	-70.919
GEN. MATERIAL & SUPPLIES	2,252,847.00	1,043,046.96	-1,209,800.04	-53.701
CONF/TRAVEL MEETING EXPENSE	298,088.00	97,726.38	-200,361.62	-67.216
FIXED CHARGES	65,791.00	54,835.00	-10,956.00	-16.653
UTILITIES	13,450.00	3,599.66	-9,850.34	-73.237
CAPITAL OUTLAY	285,002.00	100,372.78	-184,629.22	-64.782
INTERFUND TRANSFERS	824,704.00	-824,704.00	-1,649,408.00	#####
OTHER EXPENDITURES	163,382.00	54,864.92	-108,517.08	-66.419
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,568,374.00	1,131,955.55	-4,436,418.45	-79.672
NET INCREASE/DECREASE IN NET ASSETS	-2,519,968.00	271,346.41	2,791,314.41	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2001
Percentage of time remaining through the Budget: 49.589

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	120,000.00	69,370.29	-50,629.71	-42.191
TOTAL REVENUES:	----- 120,000.00	----- 69,370.29	----- -50,629.71	----- -42.191
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-120,000.00	.00	120,000.00	100.000
TOTAL TRANSFERS AMONG FUNDS:	----- -120,000.00	----- .00	----- 120,000.00	----- 100.000
NET INCREASE/DECREASE IN NET ASSETS	240,000.00	69,370.29	-170,629.71	-71.096

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2001
Percentage of time remaining through the Budget: 49.589

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	35,000.00	33,514.43	-1,485.57	-4.244
INVESTMENT REVENUE	.00	194.97	194.97	#####
	-----	-----	-----	-----
TOTAL REVENUES:	35,000.00	33,709.40	-1,290.60	-3.687
EXPENDITURES:				
INSTITUTIONAL SUPPORT	43,340.00	18,076.04	-25,263.96	-58.292
	-----	-----	-----	-----
TOTAL EXPENDITURES:	43,340.00	18,076.04	-25,263.96	-58.292
NET INCREASE/DECREASE IN NET ASSETS	-8,340.00	15,633.36	23,973.36	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2001
Percentage of time remaining through the Budget: 49.589

LIAB, PROTECT, SETTLEMENT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	320,000.00	305,041.24	-14,958.76	-4.675
INVESTMENT REVENUE	.00	8,963.09	8,963.09	#####
OTHER REVENUES	.00	3,015.88	3,015.88	#####
TOTAL REVENUES:	----- 320,000.00	----- 317,020.21	----- -2,979.79	----- -.931
EXPENDITURES:				
INSTITUTIONAL SUPPORT	940,872.00	175,773.44	-765,098.56	-81.318
TOTAL EXPENDITURES:	----- 940,872.00	----- 175,773.44	----- -765,098.56	----- -81.318
NET INCREASE/DECREASE IN NET ASSETS	-620,872.00	141,246.77	762,118.77	#####

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	4,763,848	2,293,855
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	3,175,000	4,600,000
RECEIVABLES	2,324,761	2,316,869
ACCRUED REVENUE		41,800
INTERFUND RECEIVABLES		91,446
TOTAL ASSETS AND OTHER DEBITS:	10,266,609	9,346,970
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	137,810	157,239
ACCOUNTS PAYABLE	-138,075	117,910
ACCRUED EXPENSE		29,252
INTERFUND PAYABLES		93
DEFERRED REVENUE		99,576
OTHER LIABILITIES	365,767	465,669
TOTAL LIABILITIES:	365,503	869,739
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	2,158,075	1,570,014
RESERVE FOR ENCUMBRANCES	7,743,032	6,907,217
TOTAL EQUITY AND OTHER CREDITS:	9,901,107	8,477,231
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	10,266,609	9,346,970
	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Proprietary Fund Types

	AUXILIARY FUNDS	Current Year 2002	Prior Year 2001
<hr/>			
ASSETS and OTHER DEBITS:			
ASSETS:			
CASH	578,933	578,933	-28,868
IMPREST FUND	20,500	20,500	20,500
CHECK CLEARING			
INVESTMENTS	500,000	500,000	1,050,000
RECEIVABLES	58,215	58,215	94,791
ACCRUED REVENUE			4,539
INTERFUND RECEIVABLES			
INVENTORY	415,459	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	<hr/> 1,573,107	<hr/> 1,573,107	<hr/> 1,556,420
Liabilities, equity and other credits			
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE			
ACCOUNTS PAYABLE	-11,517	-11,517	3,493
ACCRUED EXPENSE			22,059
INTERFUND PAYABLES			
DEFERRED REVENUE			
OTHER LIABILITIES			
TOTAL LIABILITIES:	<hr/> -11,517	<hr/> -11,517	<hr/> 25,552
EQUITY AND OTHER CREDITS:			
INVESTMENT IN PLANT	1,313,278	1,313,278	907,401
PR YR BDGTED CHANGE TO FUND	271,346	271,346	623,467
BALANCE			
Fund Balances:			
FUND BALANCE			
RESERVE FOR ENCUMBRANCES			
TOTAL EQUITY AND OTHER CREDITS:	<hr/> 1,584,624	<hr/> 1,584,624	<hr/> 1,530,868
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	<hr/> 1,573,107	<hr/> 1,573,107	<hr/> 1,556,420
	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	1,584,370	127,933	1,712,303	150,930
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	675,000	212,500	887,500	2,390,000
RECEIVABLES		2,879	2,879	3,337
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,259,370	343,312	2,602,682	2,544,267
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		1,001
ACCRUED EXPENSE		--		210
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		139,950	139,950	141,161
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,259,370	179,948	2,439,318	2,385,452
RESERVE FOR ENCUMBRANCES		23,414	23,414	17,654
TOTAL EQUITY AND OTHER CREDITS:	2,259,370	203,362	2,462,732	2,403,105
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,259,370	343,312	2,602,682	2,544,267
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Memorandum Only

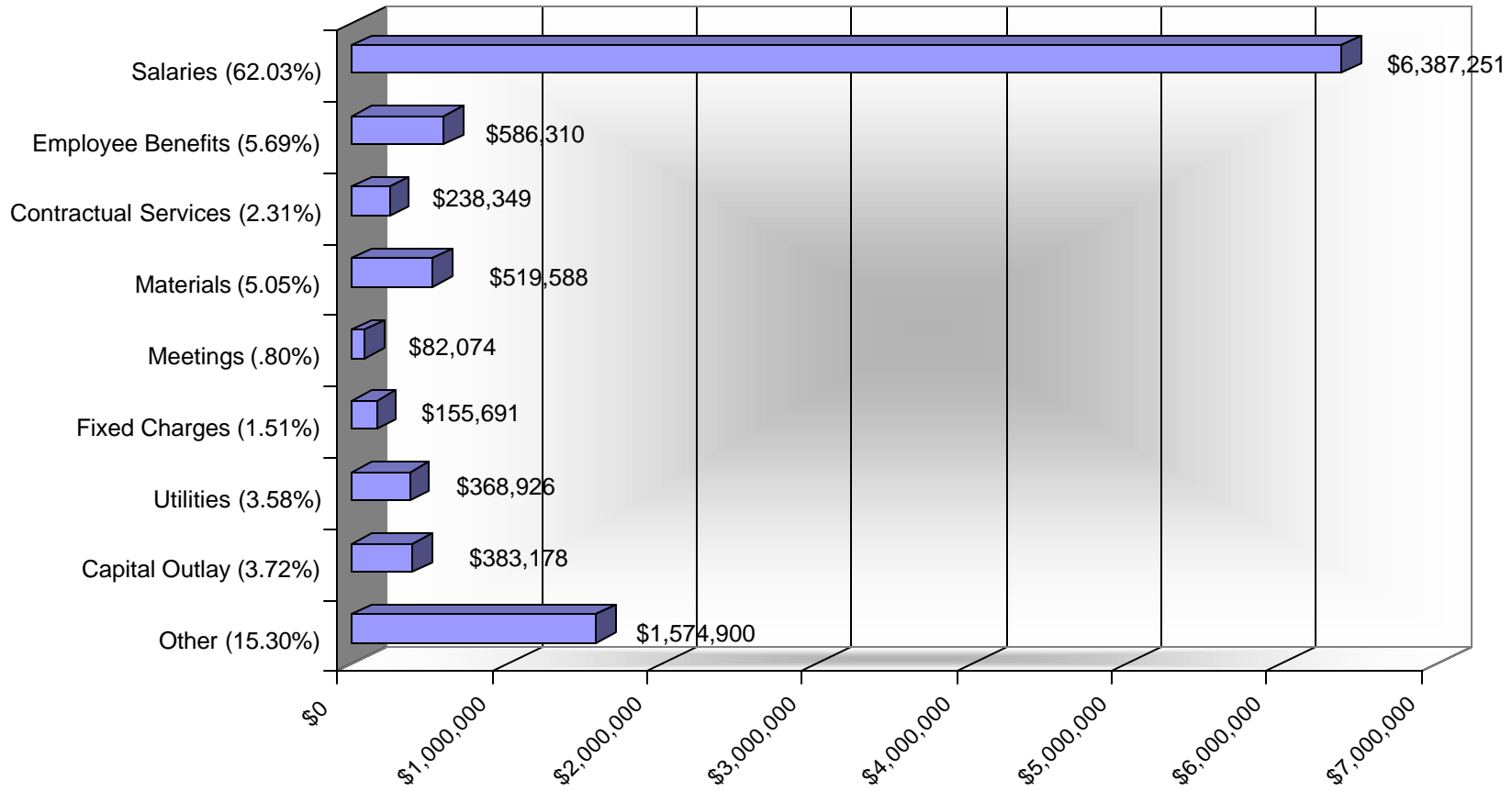
	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	7,055,084	2,415,917
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	4,562,500	8,040,000
RECEIVABLES	2,385,855	2,414,996
ACCRUED REVENUE		46,339
INTERFUND RECEIVABLES		91,446
INVENTORY	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	14,442,398	13,447,658
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	137,810	157,239
ACCOUNTS PAYABLE	-149,592	122,404
ACCRUED EXPENSE		51,522
INTERFUND PAYABLES	139,950	140,043
DEFERRED REVENUE		99,576
OTHER LIABILITIES	365,767	465,669
TOTAL LIABILITIES:	493,935	1,036,453
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,313,278	907,401
PR YR BDGTD CHANGE TO FUND	271,346	623,467
BALANCE		
Fund Balances:		
FUND BALANCE	4,597,393	3,955,466
RESERVE FOR ENCUMBRANCES	7,766,446	6,924,871
TOTAL EQUITY AND OTHER CREDITS:	13,948,463	12,411,205
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	14,442,398	13,447,658
	=====	=====

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY00-02

College	Category	FISCAL YEAR 2000			FISCAL YEAR 2001			FISCAL YEAR 2002				Summer, Fall & Spring Hours	Cost per Semester Hour
		Annual Budget	Spent Thru December	% of Bdgt	Annual Budget	Spent Thru December	% of Bdgt	Annual Budget	Spent Thru December	% of Bdgt	% of Year		
Frontier	Bills		\$514,277			\$543,784			\$559,784				
	Payroll		849,896			920,124			923,471				
	Totals	\$2,620,195	1,364,173	52%	\$3,172,980	1,463,908	46%	\$3,284,528	1,483,255	45%	50%		
Lincoln Trail	Bills		526,187			530,447			570,032				
	Payroll		1,089,236			1,224,375			1,193,722				
	Totals	3,250,689	1,615,423	50%	3,499,900	1,754,822	50%	3,637,973	1,763,754	48%	50%		
Olney Central	Bills		574,904			582,096			653,443				
	Payroll		1,537,745			1,770,465			1,681,877				
	Totals	4,484,872	2,112,649	47%	4,703,754	2,352,561	50%	4,927,734	2,335,320	47%	50%		
Wabash Valley	Bills		458,203			605,726			479,393				
	Payroll		1,236,126			1,440,627			1,382,443				
	Totals	3,694,006	1,694,329	46%	3,967,821	2,046,353	52%	4,058,086	1,861,836	46%	50%		
Workforce Educ.	Bills		547,397			489,587			642,142				
	Payroll		441,947			509,573			500,275				
	Totals	1,619,930	989,344	61%	2,394,245	999,160	42%	2,425,081	1,142,417	47%	50%		
District Office	Bills		112,507			83,404			111,302				
	Payroll		365,262			446,898			419,516				
	Totals	1,086,064	477,769	44%	1,130,151	530,302	47%	1,230,418	530,818	43%	50%		
District Wide	Bills		603,500			966,543			892,918				
	Payroll		251,378			302,918			285,949				
	Totals	2,018,560	854,878	42%	2,485,981	1,269,461	51%	2,926,982	1,178,867	40%	50%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		18,774,316	9,108,565	49%	21,354,832	10,416,567	49%	22,490,802	10,296,267	46%	50%		

Excludes DOC

Illinois Eastern Community Colleges FY2002 Operating Funds



Illinois Eastern Community Colleges Dist. #529
■ As of December 31, 2001 - \$10,296,267

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 8, 2002
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report.

mk

Attachment

INDEX

400.1. Employment of Personnel

400.2. Change in Status

400.3. Notice of Intent to Renew CEO Contract

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Jan Columbia – Office Assistant – DO

400.2. Change in Status

A. Professional/Non-Faculty

1. Andrea Pampe - Director of Transition Center – OCC

400.3. Notice of Intent to Renew CEO Contract

Agenda Item #15

Agenda Item #15
Collective Bargaining Report

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

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

Phase III

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

Phase IV

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

Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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12/31/2001

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

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

12/31/2001

TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase VI

	Estimated Budget										
Replace Energy Management Systems LTC, OCC, WVC	\$381,200										
Replace/Supplement HVAC Systems LTC, OCC, WVC	\$1,636,600										
Site Paving and Lighting FCC	\$35,800										
Exterior Rehabilitation FCC	\$160,400										
Replace Floor Drain Pipe LTC Crisp	\$26,600										
Replace Bleachers OCC	\$147,600										
GRAND TOTAL	\$2,388,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

12/31/2001