

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 15, 2008



Location:

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

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**January 15, 2008
7:00 p.m.
Wabash Valley College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA 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. Part-Time Faculty Assignment and Qualifications
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Articulation Agreement with University of Southern Indiana..... Pampe
 - B. Joint Agreement with John A. Logan Cantwell
 - C. Agreement with CEFS Bruce
 - D. International Student Application Fee Bruce
9. Bid Committee Report..... Bruce
 - PHS Compliance Work – Phase 9
 - Roof Replacements – LTC Natatorium
 - OCC Industrial Technology
10. District Finance
 - A. Financial Report..... Browning
 - B. Approval of Financial Obligations..... Browning
11. Chief Executive Officer’s Report Bruce
12. Executive Session Bruce

- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes Bruce
- 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 Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, December 11, 2007.

AGENDA #1 – “Call to Order & Roll Call” – In the absence of Chairman George Andrew Fischer, Vice-Chairman Marilyn J. Wolfe assumed the Chair, called the meeting to order at 7:00 p.m. and directed the Board Secretary, Harry Hillis, Jr., to call the roll.

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

John D. Brooks, Brenda K. Culver, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Trustees absent at roll call: George Andrew Fischer and Student Trustee Randi Scott-Inboden. 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:

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

Abbreviations Used in Minutes:

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, Tuesday, November 20, 2007, were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including representatives of the Lincoln Trail College Foundation - Mark Weber, President, and Rod Harmon, Executive Director. Weber reported that the Foundation has invested \$186,000 in LTC projects during the past year.

#3-B. IECCEA Representative: Dan Tahtinen made a presentation on behalf of the Olney Central College Faculty. He stated that he was only presenting concerns of the OCC Faculty and was not representing the IECCEA relative to his presentation.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

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

#6-A. Dual Credit Faculty Qualifications Policy: Dual credit instruction by the District continues to grow. As courses have been developed, the District has utilized an agreement which requires expertise in the specific field of instruction. The new policy sets forth the qualifications of IECC dual credit faculty in both transfer and career and technical fields of instruction. The policy also defines what will be acceptable course work in the discipline in which the instructor will teach.

Recommendation: The CEO recommended that second reading be waived and that the following Board Policy 400.23, Dual Credit Faculty Assignment and Qualifications, be adopted.

400.23 Dual Credit Faculty Assignment and Qualifications

For Dual Credit Faculty Assignment to transfer programs:

- A. A master’s degree in the subject discipline or the appropriate Illinois teaching certification(s), or
- B. A bachelor’s degree in the discipline or related field and documented progress toward a master’s degree, three years related teaching experience, and the appropriate Illinois teaching certification(s).

For Dual Credit Faculty Assignment to a Career and Technical Education Field(s):

- A. A bachelor’s degree with a major in the specific career field, or
- B. An associate’s degree in the specific career field, or
- C. A combination of education, training and experience, with a minimum of three or more years’ work experience or teaching experience in the specific career field; and national, state, or industry certifications or licensure, if appropriate.

Dual Credit Faculty Acceptable Coursework:

- A. All undergraduate credit must be earned from a regionally accredited institution in courses associated with the discipline in which the instructor will teach.
- B. All graduate credit hours must be earned from a regionally accredited institution in courses at the graduate level with the major emphasis in either professional educational studies, or the discipline in which the individual will teach.

Board Action: Trustee Larry Rost made a motion to waive second reading and adopt Board Policy 400.23, Dual Credit Faculty Assignment and Qualifications, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks,

Brenda Culver, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Andrew Fischer and Student Trustee Randi Scott-Inboden. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. 2008 Board of Trustees Meeting Dates: The Open Meetings Act requires that the Board annually set meeting dates, times and locations of regular meetings for the upcoming year. The CEO recommended approval of the following resolution setting meeting dates and locations for the IECC Board of Trustees for calendar year 2008.

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2008:

Tuesday, January 15, 2008, 7 p.m., Wabash Valley College
Tuesday, February 19, 2008, 7 p.m., Frontier Community College
Tuesday, March 18, 2008, 7 p.m., Lincoln Trail College
Tuesday, April 15, 2008, 7 p.m., Olney Central College
Tuesday, May 20, 2008, 7 p.m., Wabash Valley College
Tuesday, June 17, 2008, 7 p.m., Frontier Community College
Tuesday, July 15, 2008, 7 p.m., Lincoln Trail College
Tuesday, August 19, 2008, 7 p.m., Olney Central College
Tuesday, September 16, 2008, 7 p.m., Wabash Valley College
Tuesday, October 21, 2008, 7 p.m., Frontier Community College
Tuesday, November 18, 2008, 7 p.m., Lincoln Trail College
Tuesday, December 9, 2008, 7 p.m., Olney Central College

(Meetings are held on the third Tuesday of each month, with the exception of the December meeting, which is held on the second Tuesday.)

Board Action: Trustee Brenda Culver made a motion to approve the 2008 Board of Trustees meeting dates as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Andrew Fischer and Student Trustee Randi Scott-Inboden. 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 that he be given authorization to pay bills received after the Board meeting.

Board Action: Trustee Walter Koertge made a motion to approve payment of bills received in December after this Board meeting as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Andrew Fischer and Student Trustee Randi Scott-Inboden. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. 2008-2009 Holiday Calendar: The CEO recommended approval of the following proposed holiday schedule for administrative, technical, professional/non-faculty, clerical and maintenance staff for fiscal year 2008-2009:

Friday, July 4, 2008: Independence Day
Monday, September 1, 2008: Labor Day
Monday, October 13, 2008: Columbus Day

Tuesday, November 11, 2008: Veterans Day
Thursday and Friday, November 27-28, 2008: Thanksgiving
Monday, December 22, 2008 thru Friday, January 2, 2009: Winter
Break (Christmas & New Year's Day)
Monday, January 19, 2009: Martin Luther King Jr. Day
Monday, February 16, 2009: Presidents Day
Friday, April 10, 2009: Spring Break
Monday, May 25, 2009: Memorial Day
Prior to June 30, 2009: Floating Day (This replaces the former Pulaski Day holiday)

Board Action: Trustee William Hudson made a motion to approve the 2008-2009 holiday schedule for administrative, technical, professional/non-faculty, clerical and maintenance staff as recommended. Trustee Larry Rost seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion carried.

#8-D. Affiliation Agreement with Good Samaritan Hospital: IECC wishes to enter into a new affiliation agreement with Good Samaritan Hospital, located in Vincennes, Indiana. This new affiliation agreement for the Associate Degree in Nursing Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the Affiliation Agreement with Good Samaritan Hospital, Vincennes, Indiana, for the Associate Degree in Nursing Program as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Andrew Fischer and Student Trustee Randi Scott-Inboden. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Joint Agreement with Lewis & Clark College: Ms. Cantwell reviewed the Joint Agreement for Education Cooperation between Illinois Eastern Community Colleges, District #529, and Lewis & Clark Community College, District #536, which is subject to renewal at this time. The agreement allows additional educational programs to be available to students at both Illinois Eastern and Lewis and Clark. There are no changes to the agreement this year. The CEO recommended approval.

Under the agreement IECC agrees to accept students from Lewis & Clark Community College in the following programs:

- Diesel Equipment Technology, AAS
- Mining Technology, AAS
- Telecommunications Technology, AAS/Certificate

Under the agreement Lewis & Clark Community College agrees to accept students from IECC in the following programs:

- Dental Assisting, Certificate
- Dental Hygiene, AAS/Certificate
- Exercise Science, AAS
- Occupational Therapy Assistant, AAS
- Paralegal, AAS/Certificate
- Process Operations Technology, AAS

Board Action: Trustee Walter Koertge made a motion to approve the Joint Agreement for Education Cooperation with Lewis & Clark Community College, District #536, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Andrew Fischer and Student Trustee Randi Scott-Inboden. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report – PHS Compliance Work – Phase 9, HVAC Replacements – LTC & OCC” – Based on the recommendation from Image Architects, the Bid Committee recommends acceptance of the low bid received for PHS Compliance Work, Phase 9, HVAC Replacements at Lincoln Trail College and Olney Central College, as follows:

Division I - Mechanical Work: Swan Sheet Metal Systems, Mt. Vernon, IL, \$859,800.00. Source of Funds: PHS compliance work – Phase 9.

The CEO recommended acceptance of the recommendations of Image Architects and the Bid Committee as outlined.

Board Action: Trustee Larry Rost made a motion to accept the bid of Swan Sheet Metal Systems for Division I Mechanical Work for PHS Compliance Work, Phase 9, HVAC Replacements at LTC and OCC as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Andrew Fischer and Student Trustee Randi Scott-Inboden. 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 \$4,485,628.88, as of November 30, 2007.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for December 2007, totaling \$647,021.32, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for December 2007, in the amounts listed, and payments from the revolving fund for November 2007. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Andrew Fischer and Student Trustee Randi Scott-Inboden. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry Bruce reported on the following informational items:

1. ICCB Recognition Visit Report: The ICCB Recognition visit report was received recently. The visit occurred during the past summer.
2. HLC Online Visit: The Higher Learning Commission will conduct a two-day visit, February 4 & 5, 2008, relative to Online courses offered by IECC.
3. Nursing Audit: The recent Nursing Audit was successful.
4. Results of Satisfaction Surveys: The Fall Student Satisfaction Survey resulted in 90% of IECC students surveyed showing satisfaction with a wide range of services they receive. The Employee Satisfaction results showed 84% were satisfied with their employment and work sites.
5. Bond Sale: All PHS Bonds authorized by the Board of Trustees on November 20, 2007 have been sold.
6. Electronic Devices Policy: All colleges have been surveyed regarding electronic devices in the classroom. Policies are set by individual faculty members.
7. Workforce Education Training: Training generating 250 credit hours was offered this past Saturday in Carlinville, Illinois.
8. Enrollment Report: District-wide enrollment is up 4% over one year ago.

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

AGENDA #13 – “Approval of Executive Session Minutes” –

#13-A. Written Executive Session Minutes: The Board of Trustees did not hold an executive session at the regular meeting on Tuesday, November 20, 2007.

#13-B. Audio Executive Session Minutes: The Board of Trustees did not hold an executive session at the regular meeting on Tuesday, November 20, 2007.

#13-C. Semi-Annual Review of Executive Session Minutes: The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following report and recommendations:

A. The following written executive session minutes were reviewed in June 2007 and the decision was made at that time to keep them closed:

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, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.
16. Tuesday, August 20, 2002.
17. Tuesday, September 17, 2002.
18. Tuesday, December 10, 2002.
19. Tuesday, February 18, 2003.
20. Tuesday, June 17, 2003.
21. Tuesday, August 19, 2003.
22. Tuesday, September 16, 2003.
23. Tuesday, August 17, 2004.
24. Tuesday, December 14, 2004.
25. Tuesday, June 21, 2005.
26. Tuesday, July 19, 2005.
27. Tuesday, August 16, 2005.
28. Tuesday, April 18, 2006.
29. Tuesday, November 21, 2006.
30. Tuesday, January 16, 2007.

B. The following written executive session minutes have been approved, but remain closed and are being subjected to the semi-annual review for the first time in December 2007:

(No written executive session minutes were taken during this time period for review.)

C. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. Tuesday, November 21, 2006.
2. Tuesday, January 16, 2007.

D. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recording of the following meeting has been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy this recording after this meeting:

1. Tuesday, April 18, 2006.

E. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, June 19, 2007.
2. Tuesday, July 17, 2007.
3. Tuesday, August 21, 2007.
4. Tuesday, September 18, 2007.
5. Tuesday, October 16, 2007.
6. Tuesday, November 20, 2007.

F. It is recommended that the following written executive session meeting minutes approved between June 2007 and December 2007 be opened to the public record:

1. None.

G. It is recommended that the following written executive session meeting minutes approved between June 2007 and December 2007 remain closed to the public record:

1. None.

Board Action: Trustee Brenda Culver made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Andrew Fischer and Student Trustee Randi Scott-Inboden. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

400.1. Leave of Absence Approved by CEO Since November 20, 2007

- A. None

400.2. Unpaid Leave Request

- A. Classified

1. Sheri Georges, Program Advisor, Educational Talent Search, DO, Unpaid Leave Request, effective January 22, 2008 through May 2, 2008. The requested leave is intermittent and unpaid, with substitution of paid leave time.

400.3. Resignation

- A. Faculty

1. Karen Marks, Nursing Instructor, OCC (FCC), effective May 16, 2008.

Personnel Report Addendum

400.4. Employment of Personnel

- A. Classified

1. Leslie Meeks, Bookstore Assistant, LTC, effective January 3, 2008.

#14-A. Board Action to Amend Personnel Report: Trustee Larry Rost made a motion to amend the Personnel Report, to add an addendum containing Section 400.4 as recommended. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

#14-B. Board Action to Approve Personnel Report: Trustee Walter Koertge made a motion to approve the foregoing amended Personnel Report as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Andrew Fischer and Student Trustee Randi Scott-Inboden. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Brenda Culver made a motion to adjourn. Trustee Larry Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:00 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

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)

Part-Time Faculty Assignment and Qualifications

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2008
RE: Part-Time Faculty Assignment and Qualifications

The Illinois Community College Board (ICCB) made a recognition visit last year and has submitted a draft recognition report of the ICCB Staff Recognition Review for Fiscal 2007 to the District.

In meetings with the visitation team, the recommendation was made that the District implement, in writing, the policy that the District has always adhered to relative to part-time faculty qualifications.

The written policy will make clear the qualifications for part-time faculty in both transfer programs and in career and technical education programs.

I recommend approval of this policy on part-time faculty.

TLB/rs

Attachment

400.24 Part-Time Faculty Assignment and Qualifications

For Assignment to transfer programs:

- A. A master's degree in the subject discipline; or
- B. A master's degree with a minimum of 12 graduate hours in the subject discipline; or
- C. A bachelor's degree in the discipline and related teaching or work experience.

For Assignment to a Career and Technical Education Field(s):

- A. A bachelor's degree with a major in the specific career field, or
- B. An associate's degree in the career field, or
- C. Combination of education, training and experience, teaching experience, work experience, and national, state, or industry certifications or licensure if appropriate.

Acceptable Coursework

- A. All undergraduate credit must be earned from a regionally accredited institution in courses associated with the discipline in which the instructor will teach.
- B. All graduate credit hours must be earned from a regionally accredited institution in courses at the graduate level with the major emphasis in either professional educational studies or the discipline in which the individual will teach.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Articulation Agreement with University of Southern Indiana

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2008
RE: Articulation Agreement with University of Southern Indiana

The District and the University of Southern Indiana (USI), located in Evansville, Indiana, have developed an articulation agreement under which Social Services Specialist Degree graduates from Wabash Valley College (WVC) would be able to complete the requirements in the Bachelor of Social Work Program at USI.

Under the agreement, WVC students would have to have a cumulative grade point average of 2.6 or better and each course for transfer credit would require an earned "C" grade or better. WVC and USI can make program changes so long as each party is informed of any program changes. This agreement becomes effective in the Fall Semester 2008 and will continue until either party decides to terminate the agreement. In the event of modification or termination, WVC students will be able to complete the USI program under the conditions of this agreement.

I recommend approval of this articulation agreement.

TLB/rs

Attachment

Articulation Agreement
Between
University of Southern Indiana Social Work Baccalaureate Program
and
Illinois Eastern Community Colleges: Wabash Valley College
Social Services Specialist AAS Degree Program

Statement of Intent

The purpose of this articulation agreement is to provide a mechanism whereby students graduating with the Social Services Specialist Degree from Illinois Eastern Community Colleges: Wabash Valley College would be eligible to complete the requirements for the degree of Baccalaureate of Social Work from the University of Southern Indiana. Such eligibility is subject to the conditions detailed below and in the attachment to this agreement. In addition to formalizing this relationship, this document is intended to be an advising resource to faculty and prospective students.

- (1) Upon documentation of completion of the Social Services Specialist Degree program at Illinois Eastern Community Colleges: Wabash Valley College graduates who have a cumulative grade point average of 2.6 or better will be eligible for application for admission to the Baccalaureate of Social Work program at the University of Southern Indiana.
- (2) Graduates from the Social Services Specialist Degree program at Illinois Eastern Community Colleges: Wabash Valley College shall be subject to the same admission and academic policies as other applicants to the University of Southern Indiana's Baccalaureate of Social Work program.
- (3) Illinois Eastern Community Colleges: Wabash Valley College's Social Services Specialist Degree program graduates admitted to the University of Southern Indiana's Baccalaureate of Social Work program shall be awarded transfer credits for courses as outlined in Attachment I. Students must have earned a "C" grade or better for courses to be eligible to transfer.
- (4) Illinois Eastern Community Colleges: Wabash Valley College shall identify a faculty member and/or advisor to provide guidance and counseling for students interested in transferring to the University of Southern Indiana. The faculty member and/or advisor shall make known the conditions of this agreement to students/graduates of the Social Services Specialist Degree program.
- (5) Each program retains the right to change its curriculum and agrees to inform the other institution's administration and program faculty of such changes as related to the conditions of this agreement.
- (6) If requirements for graduation for either program change, the other institution's administration and program faculties are to be notified and the conditions of this agreement reviewed.
- (7) A maximum total of 64 credit hours may be transferred from Illinois Eastern Community Colleges: Wabash Valley College and other colleges/universities.
- (8) This agreement shall be in effect Fall 2008 and shall continue thereafter, until discontinued by either institution.

- (9) If this agreement is modified or terminated, it is understood that students who have already transferred to the University of Southern Indiana will have the opportunity to complete their program under the conditions of this agreement.

Date _____

Illinois Eastern Community Colleges:
Wabash Valley College

University of Southern Indiana

Illinois Eastern Community Colleges
Chair, Board of Trustees

University of Southern Indiana
Vice President of Academic Affairs
Linda Bennett

Illinois Eastern Community Colleges:
Chief Executive Officer

University of Southern Indiana
President, H. Ray Hoops

President, Wabash Valley College

Agenda Item #8B

Joint Agreement with John A. Logan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2008
RE: Joint Agreement with John A. Logan College

Attached is the Joint Agreement between Illinois Eastern and John A. Logan College.
Changes and updates to this agreement are:

Illinois Eastern Community Colleges added:

Industrial Quality Management AAS Degree/Certificate

I request Board approval of the joint agreement with John A. Logan College.

TLB/rs

Attachment

**A JOINT AGREEMENT FOR EDUCATION COOPERATION
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
AND
JOHN A. LOGAN COLLEGE, DISTRICT #530**

This agreement is made this _____ day of _____, 2008 and entered into between **Illinois Eastern Community Colleges, District #529**, and **John A. Logan College, District #530**, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

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

1. INSTITUTIONAL IDENTIFICATION

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

2. EDUCATIONAL PROGRAMS

Illinois Eastern Community Colleges, District #529 agrees to accept students from **John A. Logan College, District #530**, in the following programs:

Agricultural Technology/Production	AAS Degree
Diesel Equipment Technology	AAS Degree
Horticulture	AAS Degree/Certificate
Industrial Quality Management	AAS Degree/Certificate
Radio-TV Broadcasting	AAS Degree
Telecommunications Technology	AAS Degree/Certificate

All mutually approved interactive courses in the distance learning program and all Department of Corrections and Fire Science training courses.

John A. Logan College, District #530, agrees to accept students from **Illinois Eastern Community Colleges, District #529** in the following programs:

Architecture Technology	AAS
Cardiac Medical Sonography	Certificate
Construction Management Technology	AAS
Dental Assisting	Certificate
Dental Hygiene	AAS
Educational Interpreting Professional (Online)	Certificate
Graphics Design	AAS/Certificate
Interpreter Preparation	AGS/Certificate

All mutually approved interactive courses in the distance learning program and all Department of Corrections and Fire Science training courses.

3. **STUDENT ENROLLMENT AND RESPONSIBILITY**

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

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

4. **RECEIVING DISTRICT'S RESPONSIBILITIES**

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

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

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

5. **FINANCE**

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

6. **PUBLICITY AND CATALOG**

The Sending College will list the educational programs of the Receiving College, which are included in this agreement, in its catalog and other informational brochures. Recruitment will be a coordinated effort with prior arrangements being made.

7. **AMENDMENTS TO AGREEMENT**

This agreement will be reviewed as needed to make any revisions, additions or deletion of program or changes within a program.

8. **TERMINATION**

This agreement shall be terminated at any time by either **Illinois Eastern Community Colleges, District #529**, or **John A. Logan College, District #530**. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529

Chief Executive Officer	Date
-------------------------	------

Chairman, Board of Trustees	Date
-----------------------------	------

Secretary, Board of Trustees	Date
------------------------------	------

JOHN A. LOGAN COLLEGE, DISTRICT #530

President	Date
-----------	------

Chairman, Board of Trustees	Date
-----------------------------	------

Secretary, Board of Trustee	Date
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Agenda Item #8C

Agreement with CEFS

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2008
RE: Agreement with CEFS

In November of 2007, the Board approved an agreement for joint use of the Flora Chamber of Commerce Office located at 122 North Main Street, Flora, Illinois. The facility will be used by Frontier Community College and the District's Dislocated Worker Program.

CEFS Economic Opportunity Corporation (CEFS) offers services in Clay County through the Economic Opportunity Act. We have cooperated with CEFS for many years in various facilities throughout the District. With this new facility opening in Flora, CEFS has asked to share space with the District.

The following agreement sets forth the terms of a Memorandum of Understanding, under which CEFS will reimburse the District for \$50.00 per month.

I ask the Board's approval of this Memorandum of Understanding.

TLB/rs

Attachment

Memorandum of Understanding

The CEFS Economic Opportunity Corporation (CEFS) and Illinois Eastern Community College District #529/Frontier Community College (IECC/FCC) hereby agree to share physical space at 122 North Main Street, Flora, Illinois as follows:

1. CEFS will compensate IECC/FCC \$50 per month for shared use of the IECC/FCC facility located in the Flora Chamber facility.
2. IECC/FCC will arrange a portion of the facility to provide suitable space for CEFS to provide services to clients of the agency.
3. CEFS and IECC/FCC agree that office hours will be from 8:00 a.m. to 5:00 p.m. Monday through Friday.
4. CEFS staff will have key access to the facility. The number of keys will be controlled and assigned by IECC/FCC.
5. CEFS and IECC/FCC agree to give a minimum of 30 days notice to the other party if either party desires to dissolve or substantially alter this Memorandum of Understanding.
6. Any disputes over items not specified in this Memorandum of Understanding shall be jointly resolved by the Director of CEFS and the Dean of the College at FCC.
7. CEFS and IECC/FCC enter into this relationship in the spirit and dedication toward the joint effort of meeting the needs of the community. The memorandum shall take effect on January 1, 2008 and remain in effect until terminated by either party upon proper notice. Future addenda to this agreement shall be approved by both parties.

CEFS Economic Opportunity Corporation

Date: _____

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

Date: _____

Agenda Item #8D

International Student Application Fee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 15, 2008
RE: International Student Application Fee

As fuel costs have risen, FedEx and other international mailing firms have significantly increased their cost of mailing applications to the District's International students.

The District finds it necessary to increase the fee from its current \$50.00 to \$50.00 plus any costs above \$50.00 that the District incurs using an international mailing service. The cost above \$50.00 varies, but the cost usually is somewhere between \$15.00 and \$20.00. By not increasing the fee by a definite amount, the District hopes to save some money for the International students by charging just the actual cost of mailing above \$50.00.

I ask the Board's approval of the following change in the International Student Application Fee.

International Student

Application Fee (one time, nonrefundable) \$50.00 for an independent international student plus any additional cost incurred (above \$50.00) by the use of an international mail service to expedite delivery of the application.

TLB/rs

Agenda Item #9

Bid Committee Report

PHS Compliance Work – Phase 9

Roof Replacements – LTC Natatorium

OCC Industrial Technology

BID COMMITTEE REPORT

JANUARY 15, 2008

IECC

1. PHS Compliance Work – Phase 9
 - Roof Replacements – LTC Natatorium
 - OCC Industrial Technology

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Phase 9 - Roof Replacements – LTC & OCC
DATE: January 15, 2008

Based upon the bid tabulation attached and also the recommendation from Image Architects the Bid Committee recommends acceptance of the low bid received as follows:

Shay Roofing, Inc.
Millstadt, IL

\$332,760.00

Respectfully Submitted,

Roger Browning
Terry L. Bruce
Harry Hillis, Jr.

Source of Funds: PHS Compliance Work – Phase 9

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

IMAGE ARCHITECTS INC.

PHS COMPLIANCE WORK – PHASE 9
ROOF REPLACEMENT
NATATORIUM – LINCOLN TRAIL COLLEGE
INDUSTRIAL TECHNOLOGY BUILDING, OLNEY CENTRAL COLLEGE
ILLINOIS EASTERN COMMUNITY COLLEGES
ROBINSON AND OLNEY, ILLINOIS

Bid Tabulation

Tuesday, January 8, 2008 at 2:00 p.m.
I.E.C.C. District Office

DIVISION I – ROOFING WORK

BIDDER	BID SECURITY	ADDENDUM NO. 1	BASE BID
Shay Roofing, Inc. Millstadt, IL	5% Bid Bond	✓	\$332,760.00
Lakeside Roofing Co., Inc. Collinsville, IL 62234	5% Bid Bond	✓	\$384,065.00
Craftmasters, Inc. Decatur, IL	NO BID		
Midwest Roofing & Sheet Metal Evansville, IN	5% Bid Bond	✓	\$422,200.00

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

TREASURER'S REPORT December 31, 2007

FUND	BALANCE
Educational	\$1,822,656.84
Operations & Maintenance	\$600,744.22
Operations & Maintenance (Restricted)	\$833,297.87
Bond & Interest	\$54,839.62
Auxiliary	\$719,546.03
Restricted Purposes	(\$318,077.70)
Working Cash	\$44,238.98
Trust & Agency	\$392,213.73
Audit	\$26,337.19
Liability, Protection & Settlement	\$1,079,975.80
TOTAL ALL FUNDS	\$5,255,772.58

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
December 31, 2007

ALL FUNDS

	Fiscal Year 2008
ASSETS:	
CASH	5,255,773
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	11,827,000
RECEIVABLES	3,448,070
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	481,698
OTHER ASSETS	467,561
TOTAL ASSETS AND OTHER DEBITS:	21,513,602
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	280,307
ACCOUNTS PAYABLE	21,325
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	710,936
TOTAL LIABILITIES:	1,012,568
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,638,073
PR YR BDGTD CHANGE TO FUND BALANCE	1,117,001
 FUND BALANCES:	
FUND BALANCE	8,868,698
RESERVE FOR ENCUMBRANCES	8,877,262
TOTAL EQUITY AND OTHER CREDITS	20,501,034
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 21,513,602

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of December 31, 2007

ALL FUNDS

FY 2008
 YEAR-TO-
 DATE

REVENUES:

LOCAL GOVT SOURCES	8,007,989
STATE GOVT SOURCES	4,021,721
STUDENT TUITION & FEES	8,818,186
SALES & SERVICE FEES	2,244,729
FACILITIES REVENUE	16,876
INVESTMENT REVENUE	186,721
OTHER REVENUES	<u>61,225</u>
TOTAL REVENUES:	23,357,447

EXPENDITURES:

INSTRUCTION	5,570,381
ACADEMIC SUPPORT	265,693
STUDENT SERVICES	648,505
PUBLIC SERV/CONT ED	10,644
OPER & MAINT PLANT	1,354,387
INSTITUTIONAL SUPPORT	4,462,012
SCH/STUDENT GRNT/WAIVERS	2,930,412
AUXILIARY SERVICES	<u>2,273,851</u>
TOTAL EXPENDITURES:	17,515,885

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	<u>5,841,562</u>
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ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY06-08

College	Category	FISCAL YEAR 2006			FISCAL YEAR 2007			FISCAL YEAR 2008			
		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		\$881,258			\$910,017			\$1,031,891		
	Payroll		1,026,968			1,011,131			991,523		
	Totals	\$3,286,458	1,908,226	58%	\$3,312,456	1,921,148	58%	\$3,498,126	2,023,414	58%	50%
Lincoln Trail	Bills		626,623			698,694			794,030		
	Payroll		1,151,107			1,169,258			1,221,265		
	Totals	3,353,540	1,777,730	53%	3,467,648	1,867,952	54%	3,633,108	2,015,295	55%	50%
Olney Central	Bills		939,975			950,839			960,010		
	Payroll		2,091,063			2,207,113			2,144,661		
	Totals	5,532,178	3,031,038	55%	5,800,383	3,157,952	54%	5,907,855	3,104,671	53%	50%
Wabash Valley	Bills		976,799			935,217			1,221,729		
	Payroll		1,508,891			1,499,298			1,495,227		
	Totals	4,166,937	2,485,690	60%	4,206,982	2,434,515	58%	4,586,300	2,716,956	59%	50%
Workforce Educ.	Bills		780,620			730,519			787,658		
	Payroll		518,789			490,902			511,219		
	Totals	2,295,912	1,299,409	57%	2,292,597	1,221,421	53%	2,419,593	1,298,877	54%	50%
District Office	Bills		117,735			120,300			127,056		
	Payroll		450,783			431,767			445,264		
	Totals	1,243,158	568,518	46%	1,248,404	552,067	44%	1,295,077	572,320	44%	50%
District Wide	Bills		772,937			719,502			966,065		
	Payroll		344,013			369,064			416,962		
	Totals	5,339,949	1,116,950	21%	6,032,038	1,088,566	18%	7,267,608	1,383,027	19%	50%
GRAND TOTALS		\$25,218,132	\$12,187,561	48%	\$26,360,508	\$12,243,621	46%	\$28,607,667	\$13,114,560	46%	50%

Excludes DOC

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ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
December 31, 2007

	Amount	% of Total
Salaries	7,226,121	55.10%
Employee Benefits	856,045	6.53%
Contractual Services	236,897	1.81%
Materials	785,650	5.99%
Travel & Staff Development	94,569	0.72%
Fixed Charges	295,670	2.25%
Utilities	529,151	4.03%
Capital Outlay	115,180	0.88%
Other	2,975,277	22.69%
	<u>13,114,560</u>	<u>100.00%</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive's Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 11, 2008

RE: Personnel Report

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

INDEX

- 400.1. Temporary Employment**
- 400.2. Leave of Absence Approved by CEO since December 11, 2007**
- 400.3. Leave Request (External Report)**
- 400.4. Resignation**
- 400.5. Retirement**

PERSONNEL REOPRT

400.1. Temporary Employment

A. Faculty

1. Thomas Wain Davis, Art Instructor, temporary contract for the Spring 2008 semester only, effective January 7, 2008

400.2. Leave of Absence Approved by CEO since December 11, 2007

A. None

400.3. Leave Request (External Report)

400.4. Resignation

A. Faculty

1. Drew Tucker, Art Instructor, resignation effective January 1, 2008

400.5. Retirement

A. Professional / Non-Faculty

1. Glenda Raber, Coordinator of Radio Information Service, WVC, effective July 1, 2008

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase 8 & Phase 9

	Estimated Budget											
Districtwide Upgrade of Plumbing	\$173,317											
Replace Compressed Air System - WVC	\$99,329											
Ventilation Upgrades - OCC	\$60,500											
Paving Replacement & Protection - FCC, OCC, & WVC	\$176,641											
Districtwide Plumbing & Electrical Survey	\$38,500											
Install / Expand Energy Mgt System - FCC	\$173,700											
Districtwide ADA Compliance Work	\$467,800											
HVAC Replacements & Upgrades, LTC, OCC	\$1,149,500											
Roof Replacement - LTC, OCC	\$471,800											
Combustible Wall Panel Replacement, LTC	\$150,300											
Toilet Replacement & Upgrade, LTC	\$90,800											
Districtwide Asbestos Abatement	\$515,900											
Site Lighting Upgrade, OCC	\$198,500											
Door & Window Replacement, LTC & OCC	\$219,900											
Carpet Replacement, WVC	\$32,700											
Storm Water Remediation, WVC	\$121,000											
GRAND TOTAL	\$4,140,187		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	