

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 17, 2012



Location:

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

**Dinner – 6:00 p.m. – Cafeteria
Meeting – 7:00 p.m. – Science Building Room 61**

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

**Illinois Eastern Community Colleges
Board Agenda**

January 17, 2012

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. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Transfer Agreement between UIUC and IECC Cantwell
 - B. Installation of Drainage Tile on District Property at Lincoln Trail College..... Bruce
 - C. Amendment to Lease on WVC Advanced Manufacturing Building Bruce
 - D. IECC Fiscal Year 2013 Holidays Bruce
 - E. Memorandum of Agreement with IECEA Bruce
9. Bid Committee Report..... Bruce
 - A. None
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. Litigation Bruce

- 16. Other Items

- 17. 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 Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, December 13, 2011.

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

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Trustees absent: Miranda Steinman, 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:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Matt Fowler, President of Wabash Valley College.
Mitch Hannahs, President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Timothy Taylor, President of Frontier Community College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.
Alex Cline, Director of Information & Communications Technology.
Pamela Schwartz, Associate Dean of Institutional Development.
Renee Smith, Executive Assistant to CEO.
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
HRSA – Health Resources & Services Administration
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board
OCC – Olney Central College
PHS – Protection, Health & Safety

SAN – Student Advantage Network
SBDC – Small Business Development Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, November 15, 2011 were presented for disposition.

Board Action to Approve Minutes: Trustee Brenda Culver made a motion to approve minutes of the foregoing meeting as prepared. 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 the “Ayes” have it and the motion carried.

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including several college staff members.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: Chris Teague and several of his students in the Telecommunications Program were present as guests, and reviewed their project to wire LTC buildings for broadband.

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

#6-A. Nursing Student Progression/Remediation Student Personnel Policy 500.23:
A revision was presented to the Nursing Student Progression/Remediation Policy 500.23 to require nursing students to achieve a passing score on the Health Education System, Inc. (HESI) computerized exit exam of 850 rather than the present 800. The new policy also reduces from three to two the number of times a student is required by take the HESI exit exam. The revised policy would be effective Spring Semester 2012.

Recommendation: The CEO recommended that second reading be waived and that the revised Nursing Student Progression/Remediation Student Personnel Policy 500.23 be adopted as follows:

Student Personnel 500.23

Nursing Student Progression/Remediation Policy

Date Adopted: October 16, 2007

Date Revised: March 18, 2008

Date Revised: November 17, 2009

Date Revised: December 13, 2011

Each RN nursing student will be required to achieve a minimum passing score of ~~800~~ 850 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, PNC 1216, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the required score is not achieved in the first attempt, remediation and completion of the required live NCLEX review will be required before the student will be approved to take the standardized nursing exit exam a second time. If the student fails to achieve the required score on the second attempt of the standardized nursing exit exam, the student will be required to successfully complete an approved on-line review course prior to ~~attempting the standardized nursing exit exam for the third time.~~ Failure to pass the standardized nursing exit exam on the third attempt will result in the student receiving the grade earned for the NUR 1206, PNC 1216 or NUR 2205 course. No requirements to take additional standardized nursing exams will be required. In all instances, the student will be required to pay the cost of additional applications for the standardized nursing exit exam and any cost of remediation/reviews.

Board Action: Trustee Brenda Culver made a motion that second reading be waived and that the revised Nursing Student Progression/Remediation Student Personnel Policy 500.23 be adopted as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. FY2012 Capital Renewal Application: On November 18, 2003 the Board of Trustees submitted a Capital Renewal Application for FY2004 Capital Renewal funds. The application was approved by ICCB and the Capital Development Board. However, FY2004

Capital Renewal funds were never released to perform the work. The projects listed in that original application became such priorities that they were completed with other funding, namely use of Protection Health and Safety Bond funds. On August 12, 2011 the District received notification that in FY2012 Capital Renewal funds in the amount of \$397,900 were being released to IECC. The District was told that if the original projects in the FY2004 applications were no longer relevant, the District could submit a new application with updated projects. After a review of all the possible uses of the Capital Renewal Grant, the College Presidents have decided that there are three needs that are most critical. The IECC FY2012 Capital Renewal Grant application was presented, with an estimated cost of \$397,900. The application identifies these three most critical needs as 1) replacing an HVAC rooftop unit at LTC, 2) replacing the solarium at OCC, and 3) upgrading the chemistry lab at WVC.

The CEO recommended approval of this FY2012 Capital Renewal Grant Funds Application, including all documents and attachments relative thereto, for submission to the Illinois Community College Board.

Board Action: Trustee William Hudson made a motion to approve IECC’s FY2012 Capital Renewal Grant Funds Application as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. FY2012 Capital Renewal Resolution: The CEO presented the following resolution approving a Capital Renewal Project Grant Application and recommended that it be adopted.

Resolution for Capital Renewal Grant Funds Application

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, that authorization is hereby given to file with the Illinois Community College Board, this district’s FY2012 Capital Renewal Grant Application and attachments thereto, including justification narration and project scope, with an estimated cost of \$397,900, as follows:

1. The capital renewal allocated amount is \$397,900.
2. The estimated project budget is hereby approved in the following amounts:

Replace rooftop unit – LTC	116,400
Replace solarium- OCC	62,300
Replace tables and fume hood - WVC	<u>127,500</u>
Subtotal	\$306,200
Contingency	30,600
Construction Administration Fee	9,200
A/E Compensation	36,400
On-Site Observation & Reimbursables	<u>15,500</u>
Total Estimated Project Cost	\$397,900

Board Action: Trustee Marilyn Wolfe made a motion to approve the foregoing Capital Renewal Grant Funds Resolution 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Paramedicine and EMT Fees: The CEO recommended approval of fees for a new Paramedicine Program and the Emergency Medical Technician (EMT) program at Frontier Community College, as follows: Drug screening program fee \$33, uniform program fee \$38, liability insurance per semester fee \$10. The drug screening fee and uniform program fee will be effective with the Spring Semester 2012. The liability insurance fee will be effective with the Summer Term 2012.

Board Action: Trustee Gary Carter made a motion to approve the foregoing fees for the new Paramedicine Program and the Emergency Medical Technician Program at FCC as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Advanced Manufacturing Academy – Student Handbook: Wabash Valley College has worked with Mt. Carmel High School to develop an Advanced Manufacturing Technology Academy. The academy is part of a Department of Labor Grant received by the IECC District and will function along the lines of the District's existing Health Careers Program. High School students will be enrolled in the program as dual enrollment students and classes will be held on the WVC campus. Seventeen students are presently enrolled. An Advanced Manufacturing Academy Student Handbook has been developed for this new program, which will start in the Spring of 2012.

The CEO recommended approval of the Advanced Manufacturing Academy Student Handbook as presented.

Board Action: Trustee William Hudson made a motion to approve the Advanced Manufacturing Academy Student Handbook as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Board Meeting Dates and Locations for 2012: The CEO recommended adoption of the following resolution setting meeting dates and locations for the IECC Board of Trustees for 2012.

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2012:

Tuesday, January 17, 2012, 7 p.m., Wabash Valley College
Tuesday, February 21, 2012, 7 p.m., Frontier Community College
Tuesday, March 20, 2012, 7 p.m., Lincoln Trail College
Tuesday, April 17, 2012, 7 p.m., Olney Central College
Tuesday, May 15, 2012, 7 p.m., Wabash Valley College
Tuesday, June 19, 2012, 7 p.m., Frontier Community College
Tuesday, July 17, 2012, 7 p.m., Lincoln Trail College
Tuesday, August 21, 2012, 7 p.m., Olney Central College
Tuesday, September 18, 2012, 7 p.m., Wabash Valley College
Tuesday, October 16, 2012, 7 p.m., Frontier Community College
Tuesday, November 20, 2012, 7 p.m., Lincoln Trail College
Tuesday, December 11, 2012, 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 William Hudson made a motion to adopt the foregoing resolution setting meeting dates and locations for the Board of Trustees for calendar 2012 as recommended. Trustee Gary Carter 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-F. Affiliation Agreement with Lawrence County Hospital – Phlebotomy: IECC wishes to enter into a new affiliation agreement with Lawrence County Hospital, located in Lawrenceville, Illinois. This affiliation agreement is for the Phlebotomy Program at Olney Central College and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Trustee Gary Carter made a motion to approve the affiliation agreement for the Phlebotomy Program with Lawrence County Hospital, Lawrenceville, Illinois, 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Affiliation Agreement with Evansville VA Clinic – Phlebotomy: IECC wishes to enter into a new affiliation agreement with Marion Veterans Administration Clinic, located in Evansville, Indiana. This affiliation agreement is for the Phlebotomy Program at Olney Central College and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Trustee Gary Carter made a motion to approve the affiliation agreement for the Phlebotomy Program with Marion Veterans Administration Clinic, Evansville, Indiana, 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – None.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of November 30, 2011.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for December 2011, totaling \$858,398.63, 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 2011, in the amounts listed, and payments from the revolving fund for November 2011. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry L. Bruce Presented an informational report on the following topics:

1. Pre-Approval for Ameren Easement: Ameren is planning to bury new cable and is requesting new easements from IECC.

2. CARLI Services Value: The District has saved thousands of dollars through participation in the Consortium of Academic and Research Libraries.

3. Financial Aid Online Scam: IECC has had no problems as a result of this scam.

4. New Auto Collision Building – OCC: The state has released \$1.1 million for this project.

5. Attorney General Study Guide: This study guide regarding trustee training in the Open Meetings Act is available on the Attorney General website.

6. Tax Break for Champion Laboratories: \$3.5 million in state grants (\$350,000 per year for ten years) has been approved for Champion Laboratories.

7. Performance Funding: IECC is doing well, with some of the highest graduation rates.

8. State of Illinois FY2011 Bills Paid.

9. Enrollment: IECC's reimbursable full-time equivalency enrollment and reimbursable headcount is down from December FY11 to December FY12.

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: No executive session was held during the regular meeting, Tuesday, November 15, 2011.

#13-B. Audio Recordings of Executive Sessions: No executive session was held during the regular meeting, Tuesday, November 15, 2011.

#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 2011 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.

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 2011:

1. None.

C. The following written executive session minutes have been approved and opened to the public record:

1. None.

D. 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. None.

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

1. Tuesday, February 16, 2010.

F. 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 21, 2011.
2. Tuesday, July 19, 2011.
3. Tuesday, August 16, 2011.
4. Tuesday, September 20, 2011.
5. Tuesday, October 18, 2011.
6. Tuesday, November 15, 2011.

G. It is recommended that the following previously approved closed meeting minutes be open 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 Marilyn 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. The Chair declared the “Ayes” have it, the motion is adopted.

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

400.1. Temporary Employment

A. Classified

1. Shannon Sneed, Temporary Full-Time Program Advisor, WED, effective December 14, 2011.

400.2. Change in Status

A. Professional/Non-Faculty

1. Tiffany Cowger, Upward Bound Advisor to Upward Bound Coordinator, effective December 14, 2011.

2. Diana Emmons, Temporary Assistant Program Director of Cosmetology to Assistant Program Director of Cosmetology, effective December 14, 2011.

3. LeAnn Hartleroad, Program Director Upward Bound to Program Director Pre-College Programs, effective December 14, 2011.

4. Brandon Weger, Upward Bound Advisor to Upward Bound Coordinator, effective December 14, 2011.

B. Classified

1. Laurie Perry, Office Assistant, SBDC, to Administrative Assistant, SBDC, effective December 14, 2011.

400.3. Retirements

A. Faculty

1. Yvonne Newlin, Music Instructor, effective June 1, 2012.

2. Donald Cruz, WED Instructor, effective January 1, 2012.

400.4. Resignation

A. Professional/Non-Faculty

1. Ryan Jenkins, Broadcast Services Specialist, effective January 5, 2012.

Personnel Report Addendum

400.5. Retirement

A. Classified

1. Barbara Holscher, Computer Lab Assistant, International, DO/WVC, effective January 1, 2012.

400.6. Unpaid Leave of Absence

A. Classified

1. Nellie Diane Mitchell, Unpaid Leave of Absence for Medical Purposes through February 7, 2012.

#14-A. Board Action to Amend Personnel Report (add Section 400.5): Trustee John Brooks made a motion to amend the Personnel Report, to add an addendum containing Section 400.5, 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 Amend Personnel Report (add Section 400.6): Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Section 400.6, as recommended. Trustee John Brooks 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-C. Board Action to Approve Amended Personnel Report: Trustee William Hudson made a motion to approve the amended Personnel Report as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – The CEO presented an update on pending litigation matters affecting the IECC District.

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

AGENDA #18– “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:05 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)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

**Transfer Agreement between the College of Agricultural, Consumer and
Environment Sciences (ACES) at UIUC and IECC**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 17, 2012

RE: Transfer Agreement between the College of Agricultural, Consumer and Environment Sciences (ACES) at UIUC and IECC

The College of Agricultural, Consumer Environmental Sciences (ACES) at University of Illinois at Urbana-Champaign and Illinois Eastern Community Colleges have developed a transfer agreement. This agreement will allow students who complete the prescribed courses at IECC to be admitted to the College of ACES, UIUC at the junior level.

This Transfer Agreement will facilitate transfer, minimize duplication of instruction, and build on community college and university learning experiences. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement. The agreement is effective with the 2011-2012 academic year and is subject to renewal every two years.

I ask the Board's approval of this Transfer Agreement between College of ACES, UIUC and IECC.

TLB/rs

Attachment

**Transfer Agreement
between the
College of Agricultural, Consumer and Environmental Sciences
University of Illinois at Urbana-Champaign
and
Illinois Eastern Community Colleges**

Illinois Eastern Community Colleges (IECC) and the College of Agricultural, Consumer and Environmental Sciences (ACES) of the **University of Illinois at Urbana-Champaign (UIUC)** form a cooperative relationship through this agreement to better serve our public constituents, to facilitate transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that by working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any student who has completed the prescribed Transfer Agreement program at IECC (with the required program GPA) and submits required application and supporting documentation will be admitted to the College of ACES, UIUC at the junior level in a relevant field of study.
2. Specifically, students completing the attached prescribed course sequences at IECC will be admitted to the College of Agricultural, Consumer and Environmental Sciences at UIUC. Acceptance into specific UIUC College of ACES field of study is based on the individual student's meeting of the requirements, conditions and considerations listed for that program.
3. The courses listed in the attached prescribed IECC Transfer Curriculum Guide have been reviewed and accepted for transfer to UIUC.
4. Relationships between IECC and UIUC faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate, in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students and potential students.
8. Either UIUC or IECC may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice president.

- 9. The agreement is effective with the 2011-12 academic year and is subject to renewal biannually.

University of Illinois at Urbana-Champaign

Illinois Eastern Community Colleges

Robert J. Hauser, Dean Date
College of Agricultural, Consumer and
Environmental Sciences

Terry Bruce, CEO Date
Illinois Eastern Community
Colleges

Laurie Kramer, Associate Dean Date
Academic Programs, ACES

Chris Cantwell, Associate Dean, Date
Academic & Student Support Services

Agenda Item #8B

Installation of Drainage Tile on District Property at Lincoln Trail College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 17, 2012
RE: Installation of Drainage Tile on District Property at Lincoln Trail College

The Lincoln Trail College Foundation, through its Executive Director, Rod Harmon, has asked for the Board's approval of the installation of drainage tile on property owned by the District at Lincoln Trail College.

The tillable land is currently leased to Joe Trimble and Mr. Harmon informs me that Mr. Trimble would like to install drainage tile in a small area that remains too wet for tillage. The total cost of the project is approximately \$2,000.00 and if the Board approves the installation of the drainage tile, the LTC Foundation has agreed to pay the total cost of the project. The project would be completed this Spring when the fields have dried out enough for such installation.

I ask the Board's approval of the installation on District property of drainage tile which will be paid for by the Lincoln Trail College Foundation.

TLB/rs

Agenda Item #8C

Amendment to Lease on WVC Advanced Manufacturing Building

Agenda Item #8C

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 17, 2012
RE: Amendment to Lease of Advanced Manufacturing Building – WVC

The District currently leases the Advanced Manufacturing Building located in Mt. Carmel, Illinois from the Wabash Valley College Foundation (WVCF). The Foundation had purchased the building for \$269,585.59. The existing lease was for 5 years from July 25, 2009 at \$5,091.86 per month. The existing lease expires July 25, 2014. The District has been paying the monthly lease amount from the Department of Labor Grant which expires in February 2012.

The WVCF has agreed to amend the existing lease and extend the lease for an additional ten years from March 1, 2012 to March 1, 2022 at a monthly lease amount of \$1,401.75. Both WVC and the Foundation have approved this lease extension and new monthly lease amount. All other terms and conditions of the existing lease shall be continued.

I ask the Board to approve the amended lease for the Advanced Manufacturing facility under the terms set forth above.

TLB/rs

Attachment

AMENDMENT TO LEASE AGREEMENT

Wabash Valley College Foundation, Mt. Carmel, Illinois, hereinafter called "Foundation" and Illinois Eastern Community College District #529, 233 East Chestnut Street, Olney, Illinois, hereinafter called "District" entered into a lease for premises located at 310-314 West Third Street, in the City of Mt. Carmel, Wabash County, Illinois on the 25th day of July, 2009.

Under the terms of the lease, the District would occupy the premises from July 25, 2009 to July 25, 2014 and the District, after payment of \$1.00, would become the owner of the premises.

The District was to pay the sum of \$5,091.86 per month on the 25th of each month and the District has made such payments since the inception of the lease.

The Foundation and the District have agreed to amend the existing lease agreement as follows:

The lease period will be from March 1, 2012 to March 1, 2022.
The monthly lease payment due shall be \$1,401.75 due on the 25th of each month.

All other terms and conditions of the existing lease shall remain in effect.

The Foundation has taken appropriate action to approve this lease amendment. The Board of Trustees of the District approved this amendment on January 17, 2012.

Wabash Valley College Foundation
_____Date

Chairman, Board of Trustees
Illinois Eastern Community Colleges
_____Date

Agenda Item #8D

IECC Fiscal Year 2013 Holidays

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 17, 2012
RE: IECC Fiscal Year 2013 Holidays

Attached is a proposed schedule of holidays for Illinois Eastern Community College full-time employees for Fiscal Year 2013. There are no changes from the fiscal year 2012 schedule of holidays.

I request Board approval of this schedule.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

2012-2013 Fiscal Year Holidays for Administrative, Technical, Professional Non-Faculty, Clerical & Maintenance Staff

2012	Wednesday	July 4	Independence Day
	Monday	September 3	Labor Day
	Monday	October 8	Columbus Day
	Monday	November 12	Veteran's Day
	Thursday Friday	November 22 November 23	Thanksgiving
	Wednesday	December 19 - January 1, 2013	Winter Break Christmas New Year's Day
2013	Monday	January 21	Martin Luther King Jr. Day
	Monday	February 18	President's Day
	Friday	March 29	Spring Break
	Monday	May 27	Memorial Day

1/10/12

Agenda Item #8E

Memorandum of Agreement with IECEA

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 17, 2012
RE: Memorandum of Agreement with IECEA

The Illinois Eastern College Education Association and the College Administration have agreed, subject to Board approval, to allow a faculty member to work from her home for a part of the Spring 2012 Semester.

This alternative work arrangement is being requested on a trial basis and the Board could discontinue this arrangement with seven days' notice. In addition, there is no obligation by the Board to continue this alternative work arrangement beyond the current semester.

The agreement is non-precedential and is being implemented due to unique circumstances.

I ask approval of the memorandum of agreement which has been agreed to by the Association and the faculty member involved.

TLB/rs

Attachment

MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, Illinois Community College District No. 529 (“Board”), the Illinois Eastern Colleges Education Association, IEA-NEA (“Association”), and Amie Mayhall (“Ms. Mayhall”). The parties hereby agree as follows:

1. The Board will allow Ms. Mayhall to work from her home for part of the Spring 2012 semester, subject to the remaining terms of this Agreement.
2. The above alternative work arrangement is being permitted on a trial basis. The Board may discontinue the arrangement at any time with seven (7) calendar days prior notice to both the Association and Ms. Mayhall if the President of Olney Central College or his designee determines that such arrangement is detrimental to the best interests of the students or the District. In addition, there shall be no obligation to continue the alternative work arrangement beyond the end of the current semester.
3. This Agreement is non-precedential in all aspects. The alternative work arrangement set forth herein shall not be cited or relied upon in connection with other faculty members or any future requests for an alternative work arrangement of any kind.
4. The alternative work arrangement described herein is being implemented on a trial basis for a short-term period due to unique circumstances, including Ms. Mayhall’s situation, the timing of her request, the particular courses involved, and the Board’s evaluation of the efficacy of the arrangement.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the dates indicated below.

**BOARD OF TRUSTEES OF ILLINOIS
EASTERN COMMUNITY COLLEGE
DISTRICT NO. 529**

**ILLINOIS EASTERN COLLEGES
EDUCATION ASSOCIATION,
IEA/NEA**

By: _____

By: _____

Date: _____

Date: _____

AMIE MAYHALL

By: _____

Date: _____

1/6/12

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
December 31, 2011**

FUND	BALANCE
Educational	\$4,293,932.86
Operations & Maintenance	\$932,059.03
Operations & Maintenance (Restricted)	(\$54,995.53)
Bond & Interest	\$331,877.09
Auxiliary	\$261,746.60
Restricted Purposes	(\$302,677.04)
Working Cash	\$189,227.74
Trust & Agency	\$395,641.68
Audit	(\$16,706.02)
Liability, Protection & Settlement	\$346,873.79
TOTAL ALL FUNDS	\$6,376,980.20

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
December 31, 2011

	ALL FUNDS
	Fiscal
	Year
	2012
ASSETS:	
CASH	6,376,980
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,190,000
RECEIVABLES	4,535,269
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	577,237
OTHER ASSETS	469,422
TOTAL ASSETS AND OTHER DEBITS:	34,183,308
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	187,873
ACCOUNTS PAYABLE	64,964
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	749,800
TOTAL LIABILITIES:	1,002,637
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,097,988
PR YR BDGTD CHANGE TO FUND BALANCE	419,445
FUND BALANCES:	
FUND BALANCE	21,525,513
RESERVE FOR ENCUMBRANCES	8,137,725
TOTAL EQUITY AND OTHER CREDITS	33,180,671
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	34,183,308

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Statement of Revenues, Expenses,
and Changes in Net Assets
AS OF December 31, 2011

ALL FUNDS

FY 2012
YEAR-TO-DATE

REVENUES:	
LOCAL GOVT SOURCES	5,638,208
STATE GOVT SOURCES	4,014,033
STUDENT TUITION & FEES	11,059,673
SALES & SERVICE FEES	1,617,235
FACILITIES REVENUE	1,275
INVESTMENT REVENUE	70,651
OTHER REVENUES	256,773
TOTAL REVENUES:	<u>22,657,848</u>

EXPENDITURES:	
INSTRUCTION	5,906,209
ACADEMIC SUPPORT	223,131
STUDENT SERVICES	652,741
PUBLIC SERV/CONT ED	35,685
OPER & MAINT PLANT	1,463,789
INSTITUTIONAL SUPPORT	4,948,889
SCH/STUDENT GRNT/WAIVERS	3,557,165
AUXILIARY SERVICES	2,472,311
TOTAL EXPENDITURES:	<u>19,259,920</u>

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

NET INCREASE/DECREASE IN NET ASSETS	<u>3,397,928</u>
--	-------------------------

Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1, 2011 -- December 31, 2011

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	2,306,281	988,409	3,294,690
State Government Sources	1,913,781	2,100,253	4,014,034
Net Tuition and Fees	3,449,270	-	3,449,270
Sales & Service Fees	46,655	-	46,655
Facilities Revenue	-	685	685
Investment Revenue	44,065	9,470	53,535
Other Revenues	37,961	25	37,986
TOTAL REVENUES:	<u>7,798,013</u>	<u>3,098,842</u>	<u>10,896,855</u>
 EXPENDITURES:			
Salaries	7,172,120	412,260	7,584,380
Employee Benefits	938,094	67,652	1,005,746
Contractual Services	159,575	139,908	299,483
Materials	717,446	161,145	878,591
Travel & Staff Development	111,544	3,911	115,455
Fixed Charges	137,684	189,271	326,955
Utilities	44,192	424,378	468,570
Capital Outlay	7,266	23,974	31,240
Other	54,546	2,499	57,045
TOTAL EXPENDITURES:	<u>9,342,467</u>	<u>1,424,998</u>	<u>10,767,465</u>
 TRANSFERS :			
Interfund Transfers	(1,079,137)	-	(1,079,137)
TOTAL TRANSFERS:	<u>(1,079,137)</u>	<u>-</u>	<u>(1,079,137)</u>
 NET INCREASE/DECREASE IN NET ASSETS			
	<u>(2,623,591)</u>	<u>1,673,844</u>	<u>(949,747)</u>

**OPERATING FUNDS
COMPARISON REPORT FY10-12**

College	Category	FISCAL YEAR 2010			FISCAL YEAR 2011			FISCAL YEAR 2012			% of Year
		Estimated Budget	Spent Thru December	% of Bdgt	Estimated Budget	Spent Thru December	% of Bdgt	Estimated Budget	Spent Thru December	% of Bdgt	
Frontier	Bills		\$859,364			\$841,206			\$870,995		
	Payroll		\$1,035,878			986,936			1,015,579		
	Totals	\$ 4,389,054	1,895,242	43%	\$ 4,213,492	1,828,142	43%	\$ 4,432,594	1,886,574	43%	50%
Lincoln Trail	Bills		\$800,382			816,913			844,929		
	Payroll		\$1,250,096			1,066,430			1,193,063		
	Totals	\$ 4,620,861	2,050,478	44%	\$ 4,436,027	1,883,343	42%	\$ 4,666,700	2,037,992	44%	50%
Olney Central	Bills		\$976,683			1,037,996			1,172,562		
	Payroll		\$2,420,246			2,285,580			2,374,383		
	Totals	\$ 7,188,350	3,396,929	47%	\$ 6,900,816	3,323,576	48%	\$ 7,259,658	3,546,945	49%	50%
Wabash Valley	Bills		\$1,454,260			1,353,177			1,379,605		
	Payroll		\$1,597,736			1,454,941			1,529,756		
	Totals	\$ 6,404,243	3,051,996	48%	\$ 5,955,946	2,808,118	47%	\$ 6,265,655	2,909,361	46%	50%
Workforce Educ.	Bills		\$1,012,465			1,331,067			1,491,403		
	Payroll		\$586,826			648,697			659,729		
	Totals	\$ 4,150,932	1,599,291	39%	\$ 4,109,423	1,979,764	48%	\$ 4,323,113	2,151,132	50%	50%
District Office	Bills		\$109,368			116,099			111,893		
	Payroll		\$421,828			383,879			425,164		
	Totals	\$ 1,217,108	531,196	44%	\$ 1,168,424	499,978	43%	\$ 1,229,182	537,057	44%	50%
District Wide	Bills		\$726,625			720,184			850,775		
	Payroll		\$400,262			336,547			386,706		
	Totals	\$ 4,477,402	1,126,887	25%	\$ 3,607,770	1,056,731	29%	\$ 4,500,654	1,237,481	27%	50%
GRAND TOTALS		\$32,447,950	\$13,652,019	42%	\$30,391,898	\$13,379,652	44%	\$ 32,677,557	\$14,306,542	44%	50%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
December 31, 2011

	<u>FY 2012</u>		<u>FY 2011</u>		<u>Increase</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>(Decrease)</u>
Salaries	7,584,380	53.01%	7,163,010	53.54%	421,370
Employee Benefits	1,005,746	7.03%	962,691	7.20%	43,055
Contractual Services	299,483	2.09%	244,346	1.83%	55,137
Materials	878,591	6.14%	697,500	5.21%	181,091
Travel & Staff Development	115,455	0.81%	95,140	0.71%	20,315
Fixed Charges	326,955	2.29%	334,936	2.50%	(7,981)
Utilities	468,570	3.28%	520,043	3.89%	(51,473)
Capital Outlay	31,240	0.22%	49,822	0.37%	(18,582)
Other	3,596,122	25.14%	3,312,164	24.76%	283,958
	<u>14,306,542</u>	<u>100.00%</u>	<u>13,379,652</u>	<u>100.00%</u>	<u>926,890</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive 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 13, 2012
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., 400.3. and 400.6 will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Temporary Employment**
- 400.3. Change-in-Status**
- 400.4. Termination of Employment**
- 400.5. Reductions-in-Force & Adoption of Resolution**
- 400.6. Retirements**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Kyle Ziegler, Custodian, OCC, effective January 19, 2012

400.2. Temporary Employment

A. Professional/Non-Faculty

1. Mike Ray, Full-time Temporary Men's Basketball Coach, LTC, effective January 18, 2012

400.3. Change-in-Status

A. Professional/Non-Faculty

1. Tara Farleigh, Administrative Assistant to the President, FCC, to Coordinator of Assessment and Accreditation, DO, effective February 1, 2012

400.4. Termination of Employment

A. Professional/Non-Faculty

1. Kevin Emerick, Men's Basketball Coach, LTC, effective January 18, 2012

400.5. Reductions-in-Force & Adoption of Resolution

A. Professional/Non-Faculty

1. Mike Gill, Program Director, Business and Industry Services (GR), DO, effective February 15, 2012
2. Tanya Pfeifer, Business and Industry Trainer/Technician (GR), DO, effective February 15, 2012

400.6. Retirements

A. Faculty

1. Gaziur Rahman, Business Instructor, effective June 1, 2012

B. Classified

1. Rebecca Coomer, Program Assistant, WED/LTC, effective July 1, 2012
2. Judy Wilkinson, Office Assistant, WVC, effective June 30, 2012

Agenda Item #15

Litigation

Agenda Item #16

Other Items

Agenda Item #17

Adjournment

**Locally Funded, CDB, & PHS Projects
Projects Schedule**

	Funding Source	Estimated Budget								
FCC Classroom Remodeling	Local	\$392,000								
FCC Parking Lot	CDB	\$207,300								
Lighting Upgrade	Local/DCEO	\$35,440								
FY 2012 Capital Renewal @ LTC, OCC, & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
GRAND TOTAL		\$2,532,640	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

12/31/2011