

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

July 20, 2004



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

July 20, 2004

7:00 p.m.

Wabash Valley College

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Kathy Pampe
 - 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. 2003-2004 Accountability and Program Review Report Pampe
 - B. Nursing Student Handbook Davis
 - C. Strengths, Concerns and Recommendations Davis/Schwartz
 - D. IECC Marketing and Information Plan Schwartz
 - E. 2005-2007 Calendar Schwartz
 - F. Cooperative Agreement with SIC Bruce
 - G. Establishment of Coal Mining Internship and Training Program Bruce
 - H. International Student Tuition and Fees Academic Year 04-05 and 05-06 Bruce
 - I. Blue Cross Blue Shield Renewal..... Bruce
9. Bid Committee Report Browning
 - Illinois Eastern Community Colleges
 1. Computers
 2. Projectors
 3. Software
 4. Long Distance Telephone Service Provider
 - Frontier Community College
 1. Parking Lot

10. District Finance
 - A. Financial ReportBrowning
 - 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 University of Illinois Extension Conference Room, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, June 15, 2004.

AGENDA #1 – “Call to Order & Roll Call” – In the absence of the Chairman, the meeting was called to order at 7:00 p.m. by Dr. George Andrew Fischer, Vice-Chairman, who chaired the meeting. Mr. Harry Hillis, Jr., Board Secretary, was directed to call the roll.

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Miss Andrea Pennington, student trustee. Trustees absent: Mr. James W. Lane, Jr. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(Note: In accordance with Board of Trustees Policy No. 100.4, the student trustee shall have an advisory vote, to be recorded in the Board Minutes. The advisory vote may not be counted in declaring a motion to have passed or failed.)

Also present at this meeting, in addition to trustees:

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

Dr. Harry Benson, President of Wabash Valley College.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Dr. Carl Heilman, President of Lincoln Trail College.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Human Resources.

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

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

Abbreviations Used in Minutes:

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association

IECC – Illinois Eastern Community Colleges

LCC – Lawrence Correctional Center

LTC – Lincoln Trail College

OCC – Olney Central College

RCC – Robinson Correctional Center

WED – Workforce Education

WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, May 18, 2004, were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including Ms. Penny Quinn, Dean of Instruction at Lincoln Trail College, who was attending her first meeting of the Board of Trustees.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Dr. Benson, Dr. Davis, Dr. Dreith, Dr. Heilman presented informational reports from their colleges.

#5-C. Report from Cabinet: None.

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

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

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

#8-A. FY2004-2005 Budget Resolution: Mr. Browning presented a resolution on budget requirements. The CEO recommended adoption of the following resolution establishing budget requirements for fiscal year 2004-2005.

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the budget for said community college district for the 2005 fiscal year:

1. Date of Fiscal Year: July 1, 2004 - June 30, 2005.
2. Publication of Notice of Public Hearing on Budget: On or before August 13, 2004.
3. Tentative Budget to be available for Public Inspection at the District Business Office: On and after August 13, 2004.
4. Mailing Tentative Budget to Board of Trustees: August 13, 2004.
5. Public Hearing on Budget: September 21, 2004 at the hour of 6:00 p.m. to 6:30 p.m., local time, Lincoln Trail College, 11220 State Highway 1, Robinson, IL 62454.
6. Adoption of Budget: September 21, 2004 following the Public Hearing.

Board Action: Mr. Williams made a motion adopt the foregoing resolution establishing budget requirements as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-B. Inter-Fund Loans Resolution: Mr. Browning presented a resolution relating to inter-fund loans. State statute requires that the Board of Trustees approve by resolution each year certain inter-fund loans and transfers. The CEO recommended adoption of the following resolution authorizing inter-fund loans during fiscal year 2005.

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 desires to affect certain inter-fund loans for fiscal year 2005, pursuant to 110 ILCS 805/3-34, and

WHEREAS, these inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the District.

SO BE IT RESOLVED, that the Board of Trustees hereby authorizes the Treasurer of the District to make inter-fund loans as required for fiscal year 2005, and to make the necessary transfers therefore.

BE IT FURTHER RESOLVED, that each such inter-fund loan must be repaid and retransferred to the proper fund no later than June 30, 2005.

Board Action: Miss Wolfe made a motion adopt the foregoing resolution relating to Inter-Fund Loans as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. Building & Maintenance Fund Resolution: Mr. Browning presented a resolution relating to expenditures from the Building and Maintenance Fund. The CEO recommended approval of the following resolution authorizing certain expenditures from the Operations, Building and Maintenance Fund.

WHEREAS, expenses payable from taxes levied for operations, building and maintenance purposes and for the purchase of school grounds are subject to 110 ILCS 805/3-20.3.

WHEREAS, funds expended for obligations incurred for the improvement, maintenance, repair or benefit of buildings and property, including cost of interior decorating and the installation, improvement, repair, replacement and maintenance of building fixtures, for the rental of buildings and property for community college purposes or for the payment of all premiums for insurance upon buildings and building fixtures shall be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds,

WHEREAS, payment of all salaries for janitors, engineers and for other custodial employees and all costs of fuel, lights, gas, water, and custodial supplies and equipment, or the cost of a professional survey of the conditions of school building, or any one or more of the preceding items may not be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds without resolution of the Board of Trustees,

SO BE IT RESOLVED, that the Board of Trustees of the Illinois Eastern Community Colleges District No. 529 by resolution authorizes the Chief Executive Officer of the District to budget and expend funds from tax for operations, building and maintenance purposes for the payment of salaries of janitors, engineers or other custodial employees, such other contractors as required, and all costs of fuel, lights,

gas, water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items.

Board Action: Dr. Rost made a motion to adopt the foregoing Building and Maintenance Fund Expenditure resolution as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Working Cash Fund Resolution: Mr. Browning presented a Working Cash Fund resolution. The CEO recommended adoption of the following resolution authorizing the Treasurer to permanently transfer approximately \$49,049 Working Cash Fund interest to the General Fund on or before June 30, 2004.

WHEREAS, the Board of Trustees affected the permanent transfer of interest earned on the Working Cash Fund monies to the General Fund on or before June 30, 2004.

WHEREAS, the Board of Trustees initiated this transfer which is pursuant to 110 ILCS 805/3-33.6 for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the district.

WHEREAS, the Board used these funds for aforesaid purposes and no repayment of this money is required.

SO BE IT RESOLVED, that the Board of Trustees authorizes the Treasurer of the District to permanently transfer approximately \$49,049 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2004.

Board Action: Mr. Williams made a motion to adopt the foregoing Working Cash Fund resolution as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. Prevailing Rate of Wages: Mr. Browning presented the Ordinance relating to the Prevailing Rate of Wages. The CEO recommended adoption of "An Ordinance of the Board of Trustees of Illinois Eastern Community Colleges Ascertain the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed in any Public Works of Said District." The ordinance is the same as adopted one year ago and includes attachments listing the prevailing rate of wages for Crawford, Richland, Wabash and Wayne Counties, Illinois, as determined by the Illinois Department of Labor under date of June 2004. The determination is to be on file in the District Office and available to any interested party, attached to all contract specifications, and copies are to be mailed to the Secretary of State Index Division and Illinois Department of Labor. A notice of the determination must be published.

Board Action: Miss Wolfe made a motion to adopt the Ordinance Ascertain the Prevailing Rate of Wages as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-F. FY2004 Capital Renewal Project: The following recommendations were presented:

(1) Project Application: Mr. Browning reviewed the Illinois Eastern Community Colleges additional FY2004 Capital Renewal Grant application with an estimated project cost of \$129,617. Following is the estimated project budget:

Olney Central College:

Add vinyl tread to external stairwells and ceramic tile and/or vinyl material to each landing – \$47,116.

Replace lighting – OCC Gymnasium – \$54,000.

Subtotal: \$101,116.

Contingency: \$10,112.

Construction Administration Fee: \$3,500.

A/E Compensation: \$11,584.

On-Site Observation & Reimbursables: \$3,305.

Total Estimated Project Cost: \$129,617.

The CEO recommended approval of this additional FY2004 Capital Renewal Grant Application, including all documents and attachments relative thereto, for submission to the Illinois Community College Board.

Board Action: Mr. Williams made a motion to approve IECC's additional FY2004 Capital Renewal Grant Application as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

(2) Resolution for Capital Renewal Grant Application: Mr. Browning presented the following resolution approving a Capital Renewal Project Grant Application and the CEO 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 FY2004 Capital Renewal Grant Application and attachments thereto, including justification narration and project scope, with an estimated cost of \$129,617, as follows:

1. The capital renewal allocated amount is \$129,617.

2. The estimated project budget is hereby approved in the following amounts:

Olney Central College:

Add vinyl tread to external stairwells and ceramic tile and/or vinyl material to each landing – \$47,116.

Replace lighting – OCC Gymnasium – \$54,000.
Subtotal: \$101,116.
Contingency: \$10,112.
Construction Administration Fee: \$3,500.
A/E Compensation: \$11,584.
On-Site Observation & Reimbursables: \$3,305.
Total Estimated Project Cost: \$129,617.

Board Action: Miss Wolfe made a motion to approve the FY2004 Capital Renewal Grant Resolution as recommended. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-G. Cooperative Agreement with Kaskaskia College: Ms. Cantwell reviewed the Joint Agreement for Education Cooperation between Illinois Eastern Community Colleges and Kaskaskia College. Under the agreement, the colleges agree to accept students in certain programs that are not offered by their home district, thus providing additional educational programs to the students of each district involved in the agreement. The only change to the agreement is as follows:

Added to Kaskaskia:
Diagnostic Medical Sonography, Certificate

Under the agreement, Illinois Eastern Community Colleges District No. 529 agrees to accept students from Kaskaskia College District No. 501 in the following programs:

Coal Mining Technology, AAS/Certificate
Diesel Equipment Technology, AAS
Industrial Manufacturing Technology, AAS
Machine Shop Technology, AAS/Certificate
Radio-TV Broadcasting, AAS
Telecommunications Technology, AAS/Certificate

Under the agreement, Kaskaskia College District No. 501 agrees to accept students from Illinois Eastern Community Colleges District No. 529 in the following programs:

Basic Carpentry, Certificate
Nail Technology, Certificate
Dental Assisting, Certificate
Respiratory Therapy, AAS
Physical Therapist Assistant, AAS
Diagnostic Medical Sonography, Certificate

Recommendation: The CEO recommended approval of the Cooperative Agreement with Kaskaskia College as presented.

Board Action: Miss Pennington made a motion to approve the foregoing Joint Agreement for Education Cooperation with Kaskaskia College as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-H. FY06 RAMP Capital Requests: The CEO recommended approval of the Resource Allocation and Management Plan (RAMP) for FY 2006, which includes four capital project requests from FCC, LTC, OCC and WVC, as follows:

Olney Central College
Project Name: Applied Technology Center
District Priority No.: 1 of 4
Total Building Budget: \$1,500,705

Wabash Valley College
Project Name: Technology/Student Support Expansion to Main Hall
District Priority No.: 2 of 4
Total Building Budget: \$5,591,244

Lincoln Trail College
Project Name: Center for Technology
District Priority No.: 3 of 4
Total Building Budget: \$7,334,141

Frontier Community College
Project Name: Student Center
District Priority No.: 4 of 4
Total Building Budget: \$2,977,516

Board Action: Mr. Williams made a motion to approve IECC's Resource Allocation and Management Plan for FY2006 as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-I. Spring 2004 Student Satisfaction Survey: The results of the Spring 2004 Student Satisfaction Survey were reviewed. Fifty transfer students and 50 technical/occupational students at each college are asked to participate in the survey each semester. A total of 394 responses were received. Results are averaged and placed in the district's annual Report Card. Of students surveyed, 92.68 percent expressed no dissatisfaction with district services. The CEO recommended acceptance of the results of the Spring 2004 Student Satisfaction Survey.

Board Action: Mrs. Culver made a motion to accept the results of the Spring 2004 Student Satisfaction Survey as recommended. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted.

#8-J. Accrual Run-Out: The CEO recommended approval to follow the procedure followed in prior years, to pay the July 14th FY04 “run-out” bills prior to Board approval, with the understanding that these bills will be made available for Board review at the July Board meeting.

Board Action: Miss Wolfe made a motion to approve payment of July 14, FY04 “run-out” bills prior to Board approval as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-K. Change in Board Meeting Locations: The July Board of Trustees meeting is scheduled to occur on the campus of Lincoln Trail College on July 20, 2004. Because there is substantial construction scheduled at LTC, the Board needs to change its meeting location. The CEO recommended that the July Board meeting be held on the campus of Wabash Valley College, where the Board is scheduled to meet in September and that the September Board meeting be held at Lincoln Trail College. The meeting dates will be as follows:

Tuesday, July 20, 2004, 7 p.m., at Wabash Valley College (change).

Tuesday, August 17, 2004, 7 p.m., at Olney Central College (as originally scheduled).

Tuesday, September 21, 2004, 7 p.m., at Lincoln Trail College (change).

Board Action: Dr. Rost made a motion to approve the foregoing change in Board meeting locations as recommended. Miss Pennington seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$5,375,183.59, as of May 31, 2004.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for June 2004, totaling \$702,970.25, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of the district financial obligations for June 2004, in the amounts listed, and payments from the revolving fund for May 2004. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

1. Cost of Covering RCC/LCC Insurance.

2. PHS Project at FCC – New Parking Lot.
3. Sex Offender Report – None in IECC District.
4. Water District Grant.
5. Enrollment Update – District Up 8%.

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

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:00 p.m.

#12-B. Closed Meeting Ended: Mr. Williams made a motion to reconvene in open session. Mrs. 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 and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:45 p.m.

(Note: Separate minutes have been prepared for the foregoing executive session.)

AGENDA #13 – “Approval of Executive Session Minutes” – The following actions were taken relative to executive session minutes.

#13-A. Written Executive Session Minutes: No executive session in May.

#13-B. Audio Executive Session Minutes: No executive session in May.

#13-C. Semi-Annual Review of Written and Audio 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 recommendations:

#13-C (I) Written minutes of executive sessions of the following dates will be opened and made a part of the public record:

1. Tuesday, November 18, 2003.
2. Tuesday, December 9, 2003.
3. Tuesday, January 20, 2004.
4. Tuesday, February 17, 2004.

#13-C (2) Written minutes of executive sessions of the following dates will remain closed and not be made a part of the public record because of a need for continued confidentiality at this time:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, September 18, 2001.
13. Tuesday, June 18, 2002.
14. Tuesday, July 16, 2002.
15. Tuesday, August 20, 2002.
16. Tuesday, September 17, 2002.
17. Tuesday, December 10, 2002.
18. Tuesday, February 18, 2003.
19. Tuesday, June 17, 2003.
20. Tuesday, August 19, 2003.
21. Tuesday, September 16, 2003.

#13-C (3) Audio minutes of previously approved executive sessions will remain closed to the public record and these audio executive session minutes will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio minutes were taken:

1. Tuesday, January 20, 2004.
2. Tuesday, February 17, 2004.
3. Tuesday, April 20, 2004.

#13-C (4) 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, March 16, 2004.
2. Tuesday, May 18, 2004.

Board Action: Mr. Williams made a motion to approve the foregoing recommendations as outlined, for minutes of executive sessions held on the dates listed. Mrs. 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 and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

- A. Faculty

1. Greg Shelby, Automotive Technology/Collision Repair Instructor.
2. Nicholas Wright, Chemistry Instructor, contingent upon completion of Master's Degree.

B. Classified

1. Dana Hart, Administrative Assistant, DO.

400.2. Change in Status

A. Classified

1. Nellie Dianne Adkins, Part-Time Secretary/Clerk, WED to Program Assistant, WED, effective July 1, 2004.

400.3. Additional Assignment

A. Administrative

1. Linda Branch, additional duties as Interim Dean of Instruction, OCC, amount based upon \$25 per hour, not to exceed more than 30 hours per week, effective July 6, 2004.

400.4. Request for Approval of Proposed Non-College Employment

- A. Faculty: Mark Fitch, Bateman Auto Parts, Olney, IL, approximate time 48-50 hours per month.

400.5. Leave Request

A. Faculty

1. Karen Mason, Food Service Technology Instructor, LTC/LCC, effective July 15, 2004 until on or about October 2004. The requested leave is unpaid with allowance for substitution of paid leave time.

400.6. Reemployment of IECC/LTC Correctional Center Employees for FY04-05. Employment is completely dependent upon funding from the Department of Corrections.

A. Administrative

1. Glen Donaldson, Associate Dean/RCC
2. Tim Watson, Correctional Site Director/LCC

B. Professional/Non-Faculty

1. John Arabatgis, Academic Counselor/LCC/RCC
2. Ida McVaigh, Youthful Offender Counselor/RCC
3. Karen Miller, Youthful Offender Counselor/LCC

C. Classified

1. Kay Conour, Office Assistant/RCC

2. Beverly Hemrich, Office Assistant/LCC
3. Lori Watts, Records Assistant/LCC/RCC

D. Faculty

1. Amy Bowler, Food Service Tech Inst/RCC
2. Larry Conour, Computer Tech Inst/RCC
3. Alice Holtzhouser, Business Management Inst/RCC
4. Karen Mason, Food Service Tech Inst/LCC
- * 5. Pamela Mulvey, Business Management Inst/LCC
6. James Patrick, Commercial Custodial Services Inst/LCC
7. Harvey Ricker, Commercial Custodial Services Inst/RCC
8. Mary Roark, Computer Tech Inst/LCC
9. Paul Stouse, Horticulture Inst/RCC

*Hire date dependent upon DOC approval.

400.7. Notice of Intent to Renew President Contracts

The Board of Trustees gave notice of intent to renew the contracts of the College Presidents: Dr. Harry Benson, Wabash Valley College; Dr. Jack Davis, Olney Central College; Dr. Michael Dreith, Frontier Community College; Dr. Carl Heilman, Lincoln Trail College.

400.8. FY04-05 Special Assignments

Frontier Community College

Academic

1. Jeff Cutchin, Lead Inst, Cisco Systems, \$450.
2. Kathy Doty, Lead Inst, Office Occupations, \$450.

Extra-Curricular

1. Jeff Cutchin, Computer Technician, \$6,000.
2. Kathy Doty, College Bowl Team Advisor, \$400.
3. Jeannette Wiles, Phi Theta Kappa Advisor, \$400.

Lincoln Trail College

Academic

1. Bea Abernathy, Office Careers Lead Inst, \$450.
2. Jason Potts, Drafting Technology Lead Inst, \$450.
3. Randy Hargis, Microcomputer Support Specialist Lead Inst, \$450.
4. Amy Bowler, Hospitality Management Lead Inst, \$450.

Athletic

1. Mitch Hannahs, Athletic Director, \$3,500.

Extra-Curricular

1. Carrie Mallard, Scholastic Bowl Coordinator, \$350.
2. Diane Reed, Phi Theta Kappa Advisor, \$175.
3. Susan Polgar, Phi Theta Kappa Advisor, \$175.
4. Carrie Mallard, Student Senate Advisor, \$1,000.

5. Yvonne Newlin, Performing Arts Coordinator, \$1,000.

Olney Central College

Academic

1. Mark Fitch, Lead Inst Collision Repair Tech, \$475.
2. Johnie Harrell, Lead Inst CRT Auto Service Tech, \$475.
3. Russ Jausel, Lead Inst Industrial Maint Tech, \$550.
4. John Kendall, Lead Inst Office Occup/Clerical, \$550.
5. Ryan Roark, Lead Inst Cisco Systems, \$450.
6. Kristi Urfer, Lead Inst Accounting, \$450.

Academic - Nursing

1. Kathy Ketterman, Dept Head, Nursing/OCC, \$2,500+12 hrs rel time.
2. Nancy Buttry, Dept Head, Nursing/FCC, \$2,500+12 hrs rel time.
3. Tamara Fralicker, Dept Head, Nursing/LTC, \$2,500+12 hrs rel time.
4. Kathleen Nelson, Dept Head, Nursing/WVC, \$2,500+12 hrs rel time.

Extra-Curricular

1. TBD, Phi Theta Kappa Advisor, \$300.
2. TBD, Asst Phi Theta Kappa Advisor, \$200.
3. Lisa Benson, WYSE Coordinator, \$300.
4. Rob Mason, Asst WYSE Coordinator, \$200.
5. Laurel Cutright, Asst WYSE Coordinator, \$200.
6. Suzanne Downes, Performing Arts Coordinator, \$1,000.

Other

1. Ed Wright, Coordinator of Food Services, \$12,500.

Wabash Valley College

Academic

1. Judy Neikirk, Lead Inst Social Services, \$450.
2. Byford Cook, Lead Inst Machine Shop, \$450.
3. Dan Edwards, Lead Inst Radio/TV, \$450.
4. Clint Weisgerber, Lead Inst Electronics, \$450.
5. Larry Hoeszle, Lead Inst Diesel Equipment, \$500.
6. Linda Kolb, Lead Inst Early Child Dev, \$450; Small World, \$2,400.
7. Don Mersinger, Lead Inst Agriculture, \$500.
8. Cathy Robb, Lead Inst Office Occupations, \$500.
9. TBD, Lead Inst Manufacturing Tech, \$450.
10. David Wilderman, Lead Inst Marketing, \$450.

Athletic

1. Paul Schnarre, Athletic Director, \$3,500; Head W Softball Coach, \$6,000.
2. Clyde Buck, Head W Basketball Coach, \$6,000.

Extra-Curricular

1. Jerry Bayne, Community Service Director, ½ rel time; Student Publications Advisor, \$1,000.
2. Brenda Phegley, Phi Theta Kappa Advisor, \$400.

3. Audrey Tice, Art Gallery Coordinator, \$700.

District Office

Extra-Curricular

1. Don Mersinger, Int'l Soccer Coach, \$1,500.
2. Lisa Benson, Assessment Faculty Coordinator, Student Learning Outcomes Committee, \$3,000.

400.9. Resignations

- A. Professional/Non-Faculty
 1. Mark Nelson, Men's Basketball Coach, WVC, effective June 30, 2004.
- B. Classified
 1. Sherry Nelson, Academic Support Specialist (Grant), DO, effective July 22, 2004.

400.10. Retirements

- A. Classified
 1. Shirley Buche, Program Assistant, WED, effective June 30, 2004.
 2. Larry Johnson, Groundskeeper, OCC, effective August 31, 2004.

Personnel Report Addendum

400.11. Employment of Personnel

- A. Faculty
 1. Kelly Payne, English Instructor, contingent upon receipt of official Master's transcript.
 2. Kimball Clark, Physical Sciences Instructor.
 3. Carmen Allen, Social Science Instructor, contingent upon receipt of official Master's transcript.

400.12. Authorization to Hire Coach Prior to July Board Meeting

The CEO is given authorization to hire a Coach for Wabash Valley College prior to the July 2004 meeting of the Board of Trustees.

Board Action to Amend Personnel Report: Mrs. Culver made a motion to amend the Personnel Report, to add an addendum containing Sections 400.11 and 400.12 as recommended. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted.

Board Action to Approve Amended Personnel Report: Mr. Williams made a motion to approve the foregoing amended Personnel Report as recommended. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. 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” – Miss Wolfe made a motion to adjourn. Next regular meeting will be Tuesday, July 20, 2004, at 7 p.m., at Wabash Valley College. Mr. Williams seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:50 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Trustees**
- B. Presidents**
- C. Cabinet**
 - Kathy Pampe**
 - 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

2003-2004 Accountability and Program Review Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 20, 2004
RE: 2003-2004 Accountability and Program Review Report

The IECC Accountability and Program Review Report contain transfer and occupational program reviews and program financial reviews. This report also includes a review of academic and support services.

Mr. Chairman, I recommend approval of the 2003-2004 Accountability and Program Review Report. The report was approved by the Cabinet on July 7, 2004 and will be filed with the Illinois Community College Board on August 1, 2004.

The document has been sent to you under separate cover by UPS because of its length.

TLB/rs

Agenda Item #8B

Nursing Student Handbook

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 20, 2004
RE: Nursing Student Handbook

President Jack Davis and the Director of Allied Health, Donna Henry, have reviewed the current IECC Nursing Student Handbook and have asked for certain changes and additions to be made to the handbook.

The changes involve: removal of the criteria for math testing; addition of the criteria for drug dosage calculation testing to replace the math testing; new criteria for medication administration competency; and clarification of the dress code dealing with artificial nails, ear studs, and tattoos.

I ask the Board's approval of the changes and additions suggested by Dr. Davis and Director Henry.

TLB/rs

Attachment

Testing reflects curriculum objectives and progresses from simple to complex. Test blueprinting serves as a guide to insure that the tests are congruent with the course objectives and similar in format to the manner in which the objectives are presented.

The faculty has the responsibility of developing valid tests. Tests are valid when they show relevance and reliability. Tests are relevant when they cover the intended content. They are reliable when they are not influenced by factors other than the knowledge being tested. Test blueprinting and test analysis are utilized to evaluate validity and reliability of written tests. If a test question has two correct choices, credit will be given for either choice. If a question is deemed to be invalid by analysis, the question will be deleted from the total number of points so there is no unjust gain or loss.

The faculty are responsible for providing a testing environment that is comfortable and free of distractions. The manner in which tests are administered is consistent. Guidelines for record keeping are congruent with IECC District 529 Retention Policy.

The faculty believe return demonstration and implementation of skills is another observable measurable activity from which inference of learning can be made. The faculty utilize uniform criteria for evaluation of skills performance.

CRITERIA FOR MATH TESTING

~~Achievement of satisfactory on the skills performance check list requires students to achieve a 85% or greater on a math test consisting of approximately 25 questions prior to the last day of scheduled classes for NUR 1201. Math problems shall not be in multiple choice form for the skills performance criteria tests. Calculators may be used in testing. The student is required to show the process used to achieve the answer. Credit will be given for a correct answer and correct calculation work. Inability to meet this requirement will result in an unsatisfactory lab performance for the semester. Testing for a satisfactory on the skills performances checklist of NUR 1201 shall not be calculated as part of the student's theory grade.~~

~~After the module entitled "Nursing Process Applied to Administration of Drugs" is presented in NUR 1201 math problems may be added to tests or quizzes as part of theory grades at the discretion of the instructor in order to maintain student proficiency through the unit in Nursing.~~

CRITERIA FOR DRUG DOSAGE CALCULATION TESTING

Achievement of satisfactory on the skills performance check list requires students to achieve an 85% or greater on a dosage calculation test consisting of approximately 25 questions. This must be achieved prior to the last day of scheduled classes for NUR 1201. In succeeding semesters, 85% competency must be achieved within 3 attempts prior to midterm. If the student does not demonstrate proficiency in the allotted time, the student will be administratively withdrawn from all NUR prefixed courses.

Drug dosage calculation problems shall not be in multiple choice form for competency tests. A program approved calculator may be used in testing. Credit will be given for a correct answer achieved by correct calculation work. In NUR 1201, the student is required to show the process used to achieve the answer. Test results for drug dosage calculation competency shall not be included as points toward the student's theory grade. Accurate dosage calculation meets a laboratory skills requirement.

After the module entitled "Nursing Process Applied to Administration of Drugs" is presented in NUR 1201 dosage calculation problems may be added to tests or quizzes as part of theory grades at the discretion of the instructor.

Students will not be allowed to pass **routine** medications in any course until drug dosage competency has been achieved.

CRITERIA FOR MEDICATION ADMINISTRATION COMPETENCY

Students enrolled in exit courses (NUR 1203 or NUR 2202) must pass a medication administration test. An 85% competency must be achieved on this test within three attempts by midterm. If a student does not demonstrate this proficiency by midterm, the student will be administratively withdrawn from all NUR prefixed courses.

COMPUTERIZED ASSISTED TESTING FOR NCLEX PREPARATION

A mandatory assessment test will be given during exit courses, Practical Nurse and Associate Degree. Students will be charged fees for these tests.

ATTENDANCE POLICY

Regular class attendance is necessary if a student is to receive maximum benefits from instruction.

Classroom Attendance

1. Regular class attendance is necessary if a student is to receive maximum benefits from work. Regular attendance is the responsibility of the student.
2. All absences and arrangements for makeup work are arranged directly with the instructor. If absence is necessary due to illness, the student should notify the instructor as soon as possible.
3. When the quality of work has been affected by absences or tardiness, the instructor may recommend that the student be dropped from the course. The student will be notified of the administrative withdrawal.

4. Instructors will permit students to make up work missed because of field trips and activities approved by the college.
5. Makeup work for illness and other absences may be accepted at the discretion of the instructor.

If a student is absent from more than 10% of the theory hours required in the semester, the matter will be reviewed by the campus faculty and may result in the student's dismissal from the program.

The decision to dismiss a student based upon absences will rest solely with the Associate Dean of Nursing and Allied Health.

Nursing Laboratory Attendance

1. Agency and campus laboratory experiences are mandatory. There will be no makeup work allowed for absences in the agency laboratory experience. Students should be aware that agency nursing laboratory hours are impossible to reschedule. Campus laboratory makeup will be at the discretion of the instructor.
2. If a student is absent from more than 10% of the laboratory hours required in the semester, the matter will be reviewed by the campus faculty and may result in the student's dismissal from the program.

Do not take any agency documents (report sheets, flow sheets, careplans, med lists) from agency.
Do not discuss information in public places.
Do not discuss clients, nursing staff, physicians or other agency personnel with other persons outside nursing laboratory or classroom.
Do not discuss client concerns with/or around other clients.

Students shall not identify nursing staff, physicians or other persons by name in any recorded data other than agency documents.

Recording:

Charting by nursing students shall have the full signature of the student followed by NS and any other identification required by the college or agency.

Passwords shall be kept confidential and shall be used only by the student to whom it is assigned.

A student shall not chart data for other students using his/her assigned password.

Controlled Substances:

Controlled drug records shall be co-signed by the instructor or RN providing direct supervision to the students.

Students should never accept a narcotic key or narcotic digital access number.

Substance use by a nursing student while in agency laboratory will not be allowed and constitutes grounds for further investigation by nursing instructor and agency personnel.

In addition to meeting the nursing program and the IECC student conduct criteria, students must meet the standards of the clinical agency.

Dress Code for Agency Laboratory

In the agency laboratories, the nursing student shall wear:

1. School uniform, clean and neatly pressed.
2. School identification badge on left side of uniform.
3. School chevron on left sleeve of uniform top and of lab coat.
4. Clean, white sweater.
5. White, clean professional nursing shoes.
6. White hose with dress uniform, and white socks or white hose with pants uniform.
7. Hair in a controlled style that avoids contamination. NO obtrusive hair ornaments are to be worn. Hair must be neat and clean.
8. Cosmetics in moderation. No fragrances may be used; body deodorants used as needed.
9. Nails short and neatly trimmed. ~~Clear or light natural color nail polish may be worn.~~ No nail polish and no artificial nails of any kind are allowed.
10. Optional: ~~one small earring in each ear~~ one small stud in each ear lobe and a wedding band.
11. No visible tattoos.
12. Males may wear beards and mustaches - clean, neat, and well trimmed.

Agenda Item #8C

Strengths, Concerns and Recommendations

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 20, 2004
RE: Strengths, Concerns and Recommendations

In anticipation of the Higher Learning Commission (HLC) visit scheduled April 18, 19, and 20, 2005, IECC staff and faculty have prepared a self study. The self-study is an opportunity for a complete review of the current status of affairs at IECC.

As part of that self-study, the members of the HLC steering committee reviewed the self-study and have extracted from that self-study the strengths, concerns, and recommendations.

The steering committee has done an exceptional job of identifying those tasks that IECC does well, those over which there is some concern for our efficiency and effectiveness and have made recommendations for changes that should be considered.

I ask that the Board review the report of Strengths, Concerns and Recommendations and accept it as part of our on-going preparation for the Higher Learning Commission visit.

TLB/rs

Attachment

STRENGTHS

1. Mission and Integrity

- The Illinois Eastern Community Colleges mission is clearly and publicly stated in the documents of the district.
- The mission is reviewed and updated periodically to reflect the evolving educational needs of the district.
- The mission and purposes statements encompasses the diversity of the student body and constituents in terms of age, ethnicity, learning needs, and other cultural distinctions and accurately reflects the communities served.
- The majority of faculty and staff employed by the district know where to find a copy of the mission statement.
- The majority of the faculty and staff employed by the district feel the mission statement defines its purpose.
- The majority of students and community members indicate that the mission statement sufficiently recognizes the diversity of the organization's learners and constituencies.
- The district incorporates the mission statement into day-to-day activities as evidenced by the documents that make reference to it or incorporate its components.
- The district has strong adult education, workforce education, and community education programs which address needs identified in the purposes statements.
- The district's mission and purposes statements drive the institutional effectiveness plan.
- The organizational structure at each college and district-wide committees, such as the deans council and the cabinet, provide district-wide communication and input to decision-making processes.
- The district's core values are a positive commitment to excellence.
- Serving the highest headcount per 1000 population in the Illinois community college system reflects the accomplishment of the district's mission and purposes statements.
- The district's formal agreements with senior institutions exemplify the district's commitment to providing all levels of higher education to its constituencies.

- The institutional effectiveness plan and annual report card on institutional effectiveness monitor the district's overall effectiveness.

2. Preparing for the Future

- The district uses its human resources effectively by providing an organizational structure to allow for a chain of command, leadership, and communication among and between all levels of a diverse multi-college district.
- The district has been successful in retaining a diverse and experienced faculty in order to support and strengthen the quality of education as evidenced by the number of full-time and part-time faculty members who have ten or more years experience with the district.
- The district develops its human resources to address change by encouraging and providing funds for professional development, including online learning and online course development, and by promoting a strong orientation program for new employees.
- The district has processes and recurring planning documents to address changing district societal and economic trends. There is ample evidence of strong institutional assessment, analysis, and courses of action based on planning documents.
- Through fiscal responsibility, the district is financially strong. The district has generated adequate resources to provide for financial security.
- The district operates at a high level of efficiency as evidenced by the district's unit and per capita costs compared to other community college districts in the State of Illinois.
- The district has demonstrated a commitment to quality education by dramatically increasing funding for instruction, academic support, student services, institutional support, and scholarships and grants.
- The district has shown steady and consistent revenue growth from 1996 to 2003 in order to support and strengthen the quality of education.
- The district has demonstrated growth in tuition and fee income and also a steady and consistent decrease in reliance upon funding from the State of Illinois.
- The district manages its facilities efficiently to support its mission. The district's 7,349 gross square footage of facilities per 1000 headcount population is the 3rd most efficient of all 39 community college districts in the State of Illinois.

- The district has demonstrated a pro-active approach to facilities maintenance by investing \$54 million over the last eight years to support and strengthen the quality of education.
- The district's multi-college setting allows for greater access to the educational opportunities within the district's 3,000 square-mile area.
- The district's program review process provides the district with a tool that evaluates the district's educational programs and services and strengthens the quality of education provided.
- The district's technology plan guides the acquisition of new technology to support and strengthen the quality of education.
- The district has multiple evaluation and assessment processes in place to annually review the district's performance.
- The district does a thorough job of aligning planning with the mission.

3. Student Learning and Effective Teaching

- The district is committed to the assessment of student learning and academic achievement.
- The district's mission and objectives are the foundation for the institutional effectiveness plan, which consists of indicators that assess the effectiveness of the district's instruction, programs, and services.
- The annual report card on institutional effectiveness measures how the district meets its stated mission and purposes.
- The student learning outcomes plan guides the assessment of student learning outcomes in each academic area. It allows faculty to gather information about student learning in each instructional area and to make changes to improve the curriculum, teaching, and student learning.
- The district uses multiple measures of student learning, which includes direct measures based on actual student performance and indirect measures based on reports about aggregate student performance.
- Assessment processes and committees have been developed to focus on the assessment of student learning as an institutional priority.
- Faculty have been given the responsibility, through committee and discipline assignments, for developing syllabi that include measurable student learning outcomes.

- The annual report card on institutional effectiveness and the institutional effectiveness plan are made available to faculty, staff, students, and the public.
- The district has implemented a variety of methods of assessment of student learning and is making efforts to improve student learning and academic achievement.
- Career and technical education advisory councils update instructors of workplace needs and trends.
- Instructors are provided the academic freedom to select the best instructional strategies to meet student learning outcomes.
- District and college budgets include faculty professional development funds.
- The district offers monetary incentives designed to facilitate innovative teaching in various learning environments.
- A Title III grant recognizes the importance of and provides funding for quality workshops for faculty and staff.
- The district supports the efforts of the faculty and staff development component of Title III by hosting a website.
- The district is committed to continuing specific Title III initiatives after the federal grant ends.
- Faculty update the curricula and instructional materials based on assessment of student learning.
- Student services, academic assistance, and learning skills centers offer services to assist students with diverse backgrounds.
- The district places a priority on incorporating technology into the learning environment to prepare students for the 21st century.
- The district provides an international student program to address the unique educational needs of this diverse population.
- Career planning software is available through student services to help students decide upon an educational program.
- College fairs are held to inform students about the district and to provide transfer students an opportunity to explore education at a four-year college or university.
- Student satisfaction surveys are conducted to assess the quality of services received from academic support services.

- Orientation classes are available to all incoming college freshmen.
- The learning resource center directors have established an excellent working relationship and regularly hold meetings to share ideas, establish policies and procedures, and discuss assessment techniques. The directors attend conferences, workshops and staff development meetings to gain information on current trends and technological advances.
- Technology upgrades and enterprise licenses allow the learning resource centers to offer students access to courseware outside the classrooms.
- The learning resource center directors keep abreast of current learning resource center trends by actively participating in regional, state and national professional organizations, such as: American College Research Libraries, Illinois Library Association, American Library Association, Network of Illinois Learning Resources in Community Colleges, Southern Illinois Learning Resource Cooperative Shawnee Library System, Illinois Cooperative Collection Management Program, Missouri Library Network Corporation, and the Illinois Association of College Research Libraries.
- The learning resource center directors developed an acquisition and weeding plan and a long-range plan to keep the collection current and relevant to new curricula.
- Audio-visual equipment and software provided through the learning resource centers assist faculty in using technology applications to enhance their lesson plans and teaching techniques.
- The learning resource centers provide well-maintained and informative learning resource center web pages with links to essential resources, such as assignment worksheets and citation examples in multiple styles as well as easy access to reliable and authoritative information.
- Learning resource center staffs provide instruction in the use of online electronic resources.
- The Ask-a-Librarian email and chat sessions conveniently provide reference services to the learning resource center patrons at multiple locations and times.
- Resource sharing through membership in the Shawnee Library System enables college learning resource centers and students to access over 4,000,000 items.
- Affiliation with the Illinois Online Network, the Conference on Information Technology at the League for Innovation in the Community College, and the American College and Research Libraries Staff, including development activities made available by the Title III grant, have enabled learning resource center

directors to provide additional learning resource services to distance learning students.

4. Acquiring, Creating, and Applying Knowledge

- The district values a life of learning for the students, faculty, administration, and staff.
- The district has a strong set of core values that guides its operation.
- The district continues to build a strong institution through strategic planning and allocation of funding.
- Participation in the Illinois Articulation Initiative enables students to transfer general education coursework to over 100 colleges and universities within the state.
- The Illinois Articulation Initiative accepts several district general education courses as fulfilling the requirements for addressing diversity in society.
- Career and technical education programs are designed for specific employment and several career educational degrees are articulated as 2+2 programs with colleges and universities in Illinois and Indiana.
- Course and program assessment training has been and continues to be offered to faculty in district-wide workshops.
- Transfer student academic success at Illinois four-year colleges and universities is often superior to students who began as freshmen at the four-year institution.
- The program review process and resulting report is responsive to industry and reflects state standards for academic and career educational programs.
- The district's participation as an ACT WorkKeys Testing Center provides business and industry and educational partners with an additional workforce preparation service.
- All degree graduates complete a general education core of classes which provides the skills and knowledge needed to function in society.
- Several career educational programs allow students to obtain professional licensure and certification.
- Career and technical education faculty are experienced in their discipline and integrate theory with practical applications.

- Through professional development, faculty members are dedicated to continuing education to maintain individual certifications and licensures.
- The colleges support student organizations that encourage social responsibility through community service which conveys a positive message to peers and citizens.
- Faculty intellectual property rights are clearly outlined in board policy and the faculty contract.

5. Engagement and Service

- Multiple tools are used to analyze institutional effectiveness.
- The district offers a wide variety of outreach programs which benefit our communities.
- The district has a strong dual credit program with area high schools.
- Environmental scanning results are beneficial in planning processes as the district strives to provide new services and programs as identified.
- The faculty and staff are involved in the communities in which they live.
- The district, through technology, has increased the variety of educational opportunities.
- The district seeks partnerships with local school districts and post-secondary institutions, businesses, and industries to provide educational opportunities for constituents.
- Grant funds are expended as outlined by grant requirements. Audits regularly indicate that grant funds are allocated according to policy and procedure.
- The colleges are viewed as major educational and cultural assets in the communities served.
- The colleges offer the use of their facilities to community organizations.
- Based on community survey information, 95.3% of those surveyed would recommend one of the Illinois Eastern Community Colleges to their children, friends, or employees.

CONCERNS AND RECOMMENDATIONS

Concern	Recommendation	Assigned for Action	Status
1. Mission and Integrity			
Additional emphasis should be placed on staff communications. Based upon the 2003 annual employee survey, 68.6 percent of employees stated they were satisfied or very satisfied with staff communication. It is important to increase this percentage to assure all employees feel informed and that necessary communication lines are established and utilized.	In the district's multi-college environment, additional emphasis will be given to staff communications, through various means to increase employee satisfaction.	Cabinet	
As new personnel join the district, commitment to the core values, mission and purposes may decrease due to their lack of ownership in the process that was utilized to determine values, mission, and purposes.	The district will continue to focus on its identified core values and insure new employees are aware of and committed to the value statements, as well as the district mission and purposes.	Human Resources	
2. Preparing for the Future			
Efforts to develop and market new programs are sometimes hampered by budget limitations.	Colleges will prioritize new programs and services in the strategic plan and allocate available fiscal resources accordingly.	Occupational Summit Deans Council Chief Finance Officer Presidents	
Because Illinois Eastern Community Colleges receives a substantial portion of its funding from the State of Illinois, there is a continued concern that state funding could be further reduced.	The district will continue to plan for reduced state funding. The district will continue to be aggressive in securing funding outside of the state funds (for example, grant funding and foundation support) which, in addition to state funds, will supplement traditional sources of funding.	Chief Executive Officer Presidents Chief Finance Officer	
Although Illinois Eastern Community Colleges has done an outstanding job of providing the	Illinois Eastern Community Colleges will provide training to each college for use of	Technology Committee	

<p>most updated technology to support and strengthen educational quality, there is a concern that IECC may not provide adequate training on such advanced technology to provide for the fullest utilization of the equipment.</p>	<p>any technological equipment or software purchased by the college.</p>		
<p>Aging facilities at Illinois Eastern Community Colleges will provide challenges for each college to maintain adequate infrastructure to support and strengthen educational quality.</p>	<p>The presidents at each Illinois Eastern Community Colleges location will continue to work closely with the district office to address the needs of the facilities at each location. Annually, the presidents will submit to the chief executive officer a prioritized list of projects that need to be completed at each location. The district and the chief executive officer will continue to be aggressive in financing projects through issuance of Protection, Health and Safety bonds, Capital Renewal funding, RAMP funding, and local funding.</p>	<p>Presidents Chief Executive Officer Chief Finance Officer Building Superintendents</p>	
<p>There is no standard continuous improvement model or instrument used by the organization.</p>	<p>The cabinet will develop a consistent continuous improvement model for the Illinois Eastern Community College district.</p>	<p>Cabinet</p>	
<p>A formal method to integrate environmental scanning with planning activities is needed.</p>	<p>The district will engage in annual environmental scanning and integrate the practice into all aspects of planning, including the budget. The environmental scanning process will be completed annually. Data from the scan will be distributed to committees for their analysis prior to starting the planning and assessment tasks.</p>	<p>Chief Academic Officer</p>	

<p>3. Student Learning and Effective Teaching</p>			
<p>Faculty members are unclear on strategies to assess student learning outcomes in a uniform manner.</p>	<p>The district will continue its efforts to educate and involve faculty in student learning assessment--from designing assessment tools to applying the results to make course and program changes. The district will offer workshop sessions and in-service activities that provide training on the assessment of student learning outcomes and the interpretation and use assessment results and data. The district will implement a system of training and mentoring of new full-time faculty and part-time faculty in the assessment process.</p>	<p>Student Learning Outcomes Committee Chief Academic Officer Career and Technical Assessment Committee</p>	
<p>There is a lack of consistency in the orientation of part-time faculty, particularly as relates to curricular requirements.</p>	<p>The district will develop a district-wide procedure for part-time faculty orientation.</p>	<p>Deans Human Resources</p>	
<p>Student learning assessment data has not been uniformly collected and analyzed.</p>	<p>The district will continue to develop an assessment handbook and an online assessment website and toolkit. This will provide a convenient channel for feedback and information related to student learning outcomes assessment essential to making appropriate changes to improve student learning.</p>	<p>Chief Academic Officer Occupational Dean</p>	
<p>A recent statistical analysis obtained from the automated library database indicated that the age of the library collections is such that there is a definite need to update the print resources. Recent budget constraints, a statewide trend, have made it difficult to make progress in replenishing the collections.</p>	<p>The district will focus on upgrading the library collections by establishing a three year initiative to expand budgets to ensure the collections are current. These library budgets will provide stable funding for contractual services, equipment, materials replacement and maintenance of automated public and technical services.</p>	<p>Presidents Chief Finance Officer Learning Resource Center Directors</p>	

There is inconsistent allocation of staff members among college libraries which impacts library services and opportunities for staff development training.	Each college will examine the adequacy of its staffing and professional development training for our learning resource employees.	Presidents Chief Finance Officer Learning Resource Center Directors	
Specifically addressing the assessment of student learning outcomes needs further development and greater awareness to implement a unified and comprehensive student learning outcome assessment culture within the entire district.	IECC has taken steps to insure that assessment of student learning occurs at multiple levels. Assessment of student learning will be a top priority and will be visited annually to continually improve and maintain the assessment of student learning and the active use of the assessment results.	Chief Academic Officer Student Learning Outcomes Committee Deans Council	
4. Acquiring, Creating, and Applying Knowledge			
There is little recognition of non-teaching staff who attain additional education and training.	The colleges will develop procedures for recognizing non-teaching staff who acquire education and training that has direct application to their assigned responsibilities.	Human Resources Presidents	
It is increasingly difficult to stay up-to-date with new technology and equipment for career and technical programs.	The colleges, in conjunction with planning documents and other funding resources, will continue to allocate resources toward the purchase and replacement of technology necessary to maintain viable teaching and learning environments.	Cabinet	
Data that properly tracks students in career and technical education relative to completion/graduation and/or transition to employment or continuing education needs to be improved at the district and state levels.	The district will advocate the development of a statewide community college career and technical education tracking system.	Occupational Dean Deans Council	

5. Engagement and Service			
State grants for training for business and industry continue to decline or may become non-existent. Educational and training services to business and industry may be affected.	The district will engage in on-going discussions concerning the programs and services offered to business and industry and establish priorities based on fluctuations in funding. The district will develop alternative funding resources to ensure IECC programs are meeting the education and training needs of business and industry.	Occupational Dean Deans Council Workforce Education Dean	
If the state budget crisis continues, other avenues for funding will need to be explored to assist in future technology needs, special programs, and services.	The district will continue to closely monitor state funding, local tuition rates, and local property tax rates. The district will establish processes on the prioritization of services to segments of our constituency.	Cabinet	

Agenda Item #8D

IECC Marketing and Information Plan

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 20, 2004
RE: IECC Marketing and Information Plan

Mr. Chairman, I recommend the Board approve the 2004-2006 IECC Marketing/Information Plan. The Directors of Information and Marketing, Recruitment, and Office of Institutional Development compiled this plan.

Because of its length, the document has been sent separately by UPS.

TLB/rs

Agenda Item #8E

2005-2007 Calendar

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 20, 2004
RE: 2005-2007 Calendar

Dr. Harry Benson and Pam Schwartz have worked very diligently to prepare two academic calendars covering the period 2005-2007. The calendar needs to be adopted now because of the preparation of the catalog and upcoming class schedules of the colleges.

Pursuant to the existing contract with the bargaining unit, the calendar was submitted to Dan Tahtinen as union president and he was asked to circulate it to members of the union Communications Committee.

I ask adoption of the 2005-2007 calendar.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES
2005 – 2007 CALENDAR**

2005 FALL SEMESTER

August..... 11-12	Faculty Workshop
August..... 15-17	Registration, Testing, Orientation, Fee Paying
August..... 18	First Day of Classes
September5	Colleges Closed. Labor Day
October10	Colleges Closed. Columbus Day
October11	No Classes. District Faculty/Staff Workshop
October13	Midterm
November11	Colleges Closed. Veterans' Day
November 24-25	Colleges Closed. Thanksgiving
December.....9	Last Day of Classes
December..... 12-15	Final Exams
December.....16	Last Day of Semester

(Colleges closed December 19 – December 30, 2006. Winter Break)

2006 SPRING SEMESTER

January2	Colleges Open
January4	Faculty Workshop
January 5-6	Registration, Testing, Orientation, Fee Paying
January9	First Day of Classes
January16	Colleges Closed. Martin Luther King, Jr. Day
February20	Colleges Closed. Presidents' Day
March.....2	Midterm
March.....6	No Classes. Pulaski Day
March..... 7-10	No Classes. Spring Break
April.....14	Colleges Closed. Spring Holiday
May5	Last Day of Classes
May 8-11	Final Exams
May12	Graduation

2006 SUMMER INTERSESSION

May15	First Day of Classes
May23	Midterm
May29	Colleges Closed. Memorial Day
June2	Last Day of Classes

2006 SUMMER SEMESTER

June5	Faculty Workshop
June 6-7	Registration, Testing, Orientation, Fee Paying
June8	First Day of Classes
July.....4	Colleges Closed. Independence Day
July.....5	Midterm
August.....1	Last Day of Classes
August..... 2-3	Final Exams

2006 FALL SEMESTER

August.....	14-15	Faculty Workshop
August.....	16-18	Registration, Testing, Orientation, Fee Paying
August.....	21	First Day of Classes
September	4	Colleges Closed. Labor Day
October	9	Colleges Closed. Columbus Day
October	10	No Classes. District Faculty/Staff Workshop
October	16	Midterm
November	10	Colleges Closed. Veterans' Day
November	23-24	Colleges Closed. Thanksgiving
December	12	Last Day of Classes
December	13-15	Final Exams
December	18	Final Exams
December	19	Last Day of Semester

(Colleges closed December 20 – January 2, 2007. Winter Break)

2007 SPRING SEMESTER

January	3	Colleges Open. Faculty Workshop
January	4	Registration, Testing, Orientation, Fee Paying
January	8	First Day of Classes
January	15	Colleges Closed. Martin Luther King, Jr. Day
February	19	Colleges Closed. Presidents' Day
March.....	2	Midterm
March.....	5	No Classes. Pulaski Day
March.....	6-9	No Classes. Spring Break
April.....	6	Colleges Closed. Spring Holiday
May	4	Last Day of Classes
May	7-10	Final Exams
May	11	Graduation

2007 SUMMER INTERSESSION

May	14	First Day of Classes
May	22	Midterm
May	28	Colleges Closed. Memorial Day
June	1	Last Day of Classes

2007 SUMMER SEMESTER

June	4	Faculty Workshop
June	5-6	Registration, Testing, Orientation, Fee Paying
June	7	First Day of Classes
July.....	3	Midterm
July.....	4	Colleges Closed. Independence Day
July.....	31	Last Day of Classes
August.....	1-2	Final Exams

Agenda Item #8F

Cooperative Agreement with SIC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 20, 2004
RE: Cooperative Agreement with SIC

For many years Illinois Eastern Community Colleges and Southeastern Illinois College in Harrisburg have maintained a cooperative agreement concerning Coal Mining Technology. Over this extensive period of time, the two colleges have maintained a very close working relationship.

With the installation of a new president on August 1, it is appropriate that we execute a new cooperative agreement. The agreement is similar to our prior agreements in all regards.

I would ask the Board's adoption of this cooperative agreement which will allow us to continue our fine working relationship of Southeastern Illinois College.

TLB/rs

Attachment

AN INTERDISTRICT AGREEMENT FOR EDUCATION COOPERATION

BETWEEN

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529

SOUTHEASTERN ILLINOIS COLLEGE, DISTRICT #533

On the ____ day of _____, 2004, this Agreement is entered into between the Board of Trustees and Chief Administrative Officer of "ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529," hereinafter referred to as "ILLINOIS EASTERN COMMUNITY COLLEGES, District #529," and the Board of Trustees and Chief Administrative Officer of SOUTHEASTERN ILLINOIS COLLEGE, DISTRICT #533, hereinafter referred to as "SOUTHEASTERN ILLINOIS COLLEGE, District #533," for the expressed purpose of providing a basis for ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, and SOUTHEASTERN ILLINOIS COLLEGE, District #533, to train miners and to offer certificate and associate degree programs in Coal Mining Technology as a cooperative venture within SOUTHEASTERN ILLINOIS COLLEGE, District #533.

I. PROGRAMS TO BE INCLUDED

This Interdistrict Agreement is applicable to miner training and the certificate and associate degree in Coal Mining Technology programs offered by ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, approved by the Illinois Board of Higher Education as Coal Mining Technology (AAS) #529-0.0-46, July, 1973, and Certificate in Coal Mining Technology (Unit 529-0.0-42) approved by the Illinois Board of Higher Education, July 6, 1972.

II. PURPOSE

It is the desire of the districts entering into this Agreement to provide readily accessible educational services to the greatest number of students at the lowest possible cost. It is apparent to both districts that the educational needs and interests of many residents of the SOUTHEASTERN ILLINOIS COLLEGE DISTRICT can best be served by having additional educational opportunities in Coal Mining Technology available within the SOUTHEASTERN ILLINOIS COLLEGE DISTRICT. For this reason, ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, agrees to offer miner training and the associate degree and certificate programs in Coal Mining Technology by means of an Interdistrict Agreement within the boundaries of and with authority and cooperation of the SOUTHEASTERN ILLINOIS COLLEGE, District #533.

III. PROGRAM IMPLEMENTATION PROCEDURES

1. SOUTHEASTERN ILLINOIS COLLEGE, District #533, agrees to provide adequate facilities at no cost to ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, for programs in Coal Mining Technology under this Interdistrict Agreement.

2. ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, agrees to provide all necessary administrative procedures relative to the Coal Mining courses offered

under this Interdistrict Agreement. SOUTHEASTERN ILLINOIS COLLEGE, District #533, will provide all necessary administrative procedures relative to the related courses offered under this Interdistrict Agreement. The ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, will maintain the official records for the Coal Mining courses which include the student's transcript, grades, and other related records. SOUTHEASTERN ILLINOIS COLLEGE, District #533, will maintain official records for the related courses for this program which also include the student's transcript, grades, and other related records. The records and transcripts at both colleges will clearly identify the fact that the students attended under the terms of the Interdistrict Agreement. Cumulative records combining work completed at both institutions will be maintained by the ILLINOIS EASTERN COMMUNITY COLLEGES, District #529; however, SOUTHEASTERN ILLINOIS COLLEGE, District #533, will certify as to the satisfactory completion of the program. The ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, and SOUTHEASTERN ILLINOIS COLLEGE, District #533, will award any certificate or degree earned under a cooperative program. The two districts will share equally in the cost of the degree preparation and award for each student.

3. SOUTHEASTERN ILLINOIS COLLEGE, District #533, agrees to cooperate in advertising the Coal Mining Technology programs and directing students' inquiries to the designated offices at ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, when appropriate.

4. ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, will employ a Coal Mining Program Assistant for the program. The person employed in this position will work during selected hours of the day and evening to provide basic information about the program, answer questions, respond to inquiries, advise and counsel students as needed, and perform such clerical and secretarial duties as required by the program. This person will be directly responsible to the Dean of Coal Mining Technology.

5. ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, will employ instructors and teach all Mining Technology courses. SOUTHEASTERN ILLINOIS COLLEGE, District #533, will employ instructors and teach all related courses.

6. It is agreed that SOUTHEASTERN ILLINOIS COLLEGE, District #533, will offer and teach the following courses which are a part of the ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, Coal Mining Technology Program: communications, basic welding, science elective, humanities elective, applied mathematics and other such courses as may be mutually agreed upon in the future.

7. Except for those courses offered by SOUTHEASTERN ILLINOIS COLLEGE, District #533, students will enroll in and be required to meet the admission requirement rules, regulations and procedures for ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, and SOUTHEASTERN ILLINOIS COLLEGE, District #533.

8. Students attending the cooperative program on the SOUTHEASTERN ILLINOIS COLLEGE campus will be considered SOUTHEASTERN ILLINOIS COLLEGE students for athletics and student activity purposes and will be fully eligible and qualified to participate in all intercollegiate athletic programs offered by SOUTHEASTERN ILLINOIS COLLEGE, District #533.

9. The SOUTHEASTERN ILLINOIS COLLEGE, District #533, shall provide access to its Learning Resource Center and other instructional resources, and will cooperate as

appropriate with ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, in providing counseling-guidance, placement, follow-up, and other services that will facilitate the learning process for students enrolled in Mining Technology under this Interdistrict Agreement,

10. ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, shall claim credit hour apportionment, (excluding equalization), DAVTE reimbursement, and other state and federal reimbursement normally received for a student in its district. Students wishing to enroll in the Coal Mining Technology program will pay appropriate fees to ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, equal to the tuition charged by District #533.

11. SOUTHEASTERN ILLINOIS COLLEGE, District #533, shall claim apportionment and other state and federal reimbursement normally received for a student in its district, for courses taught by instructors employed by District #533.

12. SOUTHEASTERN ILLINOIS COLLEGE, District #533, shall count all students enrolled as SOUTHEASTERN ILLINOIS COLLEGE students for the purposes of equalization.

13. ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, will notify SOUTHEASTERN ILLINOIS COLLEGE, District #533, of the names, social security numbers, and credit hours generated by the enrollees under this Interdistrict Agreement.

14. The liability insurance provided shall provide equal protection for ILLINOIS EASTERN COMMUNITY COLLEGES, and SOUTHEASTERN ILLINOIS COLLEGE.

15. SOUTHEASTERN ILLINOIS COLLEGE, District #533, will list the Mining Technology programs and the courses contained in the program in its catalogs and other informational brochures.

16. Joint-purchased equipment for use in this program shall have the cost shared on pro rated basis of anticipated state revenue (excluding equalization) received on all courses for one student completing an associate degree.

17. Disposal of joint-purchased equipment shall be according to the same percentage figures as contributed by each college. In case of disagreement of value, an independent appraiser shall be employed to appraise it and either school shall be given the opportunity to buy the other school's portion in order to obtain complete ownership. If no ownership can be arrived at, the equipment shall be sold at the appraised value and the proceeds of the sale distributed according to the percentages paid at the time of purchase.

Equipment purchased through VE-10 shall remain with the original purchasing school.

18. ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, agrees that the name of SOUTHEASTERN ILLINOIS COLLEGE, District #533, will appear first on all publications pertaining to this cooperative program.

19. ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, agrees to limit its recruitment of students to the coal mine program only and not to compete with SOUTHEASTERN ILLINOIS COLLEGE, District #533, for students in other programs not covered by an Interdistrict Agreement.

20. SOUTHEASTERN ILLINOIS COLLEGE, District #533, agrees to provide the following:

- (a) School vans for field trips on a scheduled basis subject to availability.
- (b) Office furniture, small office supplies and instructional supplies.
- (c) Basic telephone service and reasonable long-distance calls.
- (d) Reasonable photocopying service.
- (e) Use of available audiovisual equipment.
- (f) Reasonable mail service.

21. SOUTHEASTERN ILLINOIS COLLEGE, District #533, agrees that ILLINOIS EASTERN COMMUNITY COLLEGES, District #533, employees assigned to the SOUTHEASTERN site shall be entitled to a tuition waiver for up to thirty (30) hours of credit for courses offered by SOUTHEASTERN.

IV. TERMINATION

1. This Interdistrict Agreement will be reviewed annually during the month of January for the purposes of making revisions, additions, or deletions. Changes may be made at other times by mutual consent of the Boards of Trustees.

2. This initial agreement shall be for a period of two years and may be terminated by either ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, or SOUTHEASTERN ILLINOIS COLLEGE, District #533, by means of written notice of termination. Thereafter, this agreement will be renewable on an annual basis.

3. District #529 agrees that upon termination, it will guarantee adequate slots in its indistrict program to all then participating students to complete the program.

The following responsible persons commit the aforementioned agencies to this Interdistrict Agreement.

SOUTHEASTERN ILLINOIS COLLEGE
District #533

President

Date

Chairman, Board of Trustees Date

Secretary, Board of Trustees Date

ILLINOIS EASTERN COMMUNITY
COLLEGES, District #529

Chief Executive Officer Date

Chairman, Board of Trustees Date

Secretary, Board of Trustees Date

Agenda Item #8G

Establishment of Coal Mining Internship and Training Program

Agenda Item #8G

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 20, 2004
RE: Establishment of Coal Mining Internship and Training Program

The District will be submitting an application to establish an internship and training program. This program will be a cooperative effort of Illinois Eastern Community Colleges, the Illinois Department of Natural Resources (IDNR), the United Mine Workers of America (UMWA), the Illinois Coal Association, the Federal Mine Safety and Health Administration (MSHA), and several coal companies.

It is hoped that the internship and training program will result in 30 safe and well trained employees for the Illinois mining industry in the first phase, and in phase two 40 existing miners will be provided enhanced skills which will allow them to retain their jobs. Although this is a pilot program, it is the goal of IECC to support and expand the manpower needs of the mining industry.

I would ask the Board's approval for the submission of an application to establish this internship and training program.

TLB/rs

Agenda Item #8H

**International Student Tuition and Fees
Academic Year 04-05 and Academic Year 05-06**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 20, 2004
RE: International Student Tuition and Fees
Academic Year 04-05 and Academic Year 05-06

The Board of Trustees annually sets the tuition and fees for the International Student Program.

I would propose that the following International Student tuition and fees be approved:

	04-05	05-06
Admission Charge	\$35	\$35 one time charge
Transportation Fee	\$75	\$75 per semester charge
2 nd Year	\$150	\$175 per sem. hour
Effective International Tuition Rate	\$233.18	\$243.26 per sem. hour

The international tuition rate lags one year behind the chargeback rate in order for the Director of the International Program to recruit students and provide them in advance with an accurate cost of the tuition they will pay. The international tuition rate is established by our auditors once they have completed their fieldwork and issued a tentative Certificate of Chargeback. This chargeback establishes the new international tuition rate and the District then reduces the tuition by waiver to the rates reflected above.

TLB/rs

Agenda Item #8I

Renewal of Blue Cross Blue Shield Contract

Agenda Item #8I

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 20, 2004
RE: Blue Cross Blue Shield Renewal

The District presently has a contract with Blue Cross Blue Shield (BCBS) of Illinois to provide health and dental coverage to the District's employees. The contract will expire on August 30, 2004.

Roger Browning and I have been in discussions with BCBS concerning the renewal and proposed renewal rates. Our discussions have not yet concluded. Open enrollment under the new contract will need to occur in August prior to the scheduled regular Board meeting of August 17th.

A firm proposal for renewal should be received from BCBS by the Board meeting on July 20th. After a review of these rates, the Board could vote on a renewal of the contract with the new rates. However, if we have not concluded our discussions with BCBS, I will be asking for authority from the Board to conclude a contract with Blue Cross Blue Shield prior to the Board's meeting on August 17th.

TLB/rs

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

JULY 2004

Illinois Eastern Community Colleges

1. Computers
2. Projectors
3. Software
4. Long Distance Telephone Service Provider

Frontier Community College

1. New Parking Lot

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation –Computers
 DATE: July 20, 2004

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

The Bid Committee recommends acceptance of the bids received that meet all specifications listed below.

VENDORS	DESCRIPTION	QTY	UNIT	BID
Charley, Inc., Robinson, IL	Desktop Computers 2.8 GHz #1	175	\$698.00	\$122,150.00
	Desktop Computers 2.8 GHz #2 w/DVD & CD-RW	29	748.00	21,692.00
	Desktop Computers 3.2 GHz, #4 w/DVD & CD-RW	11	1158.00	<u>12,738.00</u> \$156,580.00
Gateway Computers N. Sioux City, SD	2.8 GHz Notebook	3	1325.00	\$3,975.00
	3.06 GHz Notebook	14	1665.00	23,310.00
	Tablet	4	1649.00	<u>6,596.00</u> \$33,881.00
KOI Computers Lombard, IL	15" Flat Panel Monitor	16	\$278.00	\$4,448.00
	17" Flat Panel Monitor	20	391.00	<u>7,820.00</u> \$12,268.00
TOTAL				\$202,729.00

The following bids did not meet specifications:

KOI Computers - Desktop computer #1 for \$666 – wrong keyboard
 Desktop computer #2 for \$715 – wrong keyboard
 Desktop computer #4 for \$910 – wrong keyboard, hard drive & video card

Gateway Co. - Desktop computer #4 for \$1125 – wrong hard drive

CDS Office Tech.-Desktop computer #4 for \$1070- wrong hard drive

A bid tabulation sheet is attached.

Respectfully submitted,
 Roger Browning
 Alex Cline
 Harry Hillis, Jr.

Source of Funds: various, District Wide

Department: various District Wide

Rationale for Purchase: Replacements/Upgrades

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

COMPUTER BID TABULATION

DESCRIPTION	QTY	CDS Office Tech. Springfield, IL	Charley, Inc Robinson, IL	Dell Marketing Round Rock, TX	Gateway Companies Sioux City, IA	KOI Computers Lombard, IL
<u>DESKTOPS:</u>						
2.8 GHz #1	1-50	\$730.00	\$702.00	\$945.00	\$750.00	\$666.00
	51-150	730.00	698.00	885.00	750.00	666.00
	151-250	730.00	698.00	825.00	750.00	666.00
	251 +	730.00	698.00	749.00	750.00	666.00
2.8 GHz, w/DVD & CD-RW #2	1-50	\$775.00	\$748.00	\$999.00	\$815.00	\$715.00
	51-150	775.00	741.00	939.00	815.00	715.00
	151-250	775.00	741.00	865.00	815.00	715.00
	251 +	775.00	741.00	795.00	815.00	715.00
3.2 GHz w/DVD & CD-RW #4	1-50	\$1070.00	\$1158.00	\$1275.00	\$1125.00	\$910.00
	51-150	1070.00	1152.00	1220.00	1125.00	910.00
	151-250	1070.00	1147.00	1155.00	1125.00	910.00
	251 +	1070.00	1147.00	1080.00	1125.00	910.00
<u>MONITORS:</u>						
15" FLAT	1-9	\$375.00	No-Bid	\$386.10	\$325.00	\$278.00
	10-19	375.00		386.10	325.00	278.00
	20-29	375.00		377.00	325.00	278.00
	30+	375.00		377.00	325.00	278.00
17" FLAT	1-9	\$415.00	No-Bid	\$476.10	\$480.00	\$391.00
	10-19	415.00		476.10	480.00	391.00
	20-29	415.00		465.00	480.00	391.00
	30+	415.00		465.00	480.00	391.00
<u>NOTEBOOKS:</u>						
2.8 GHz	1-9	\$1499.00	\$1450.00	\$1595.00	\$1325.00	\$1405.00
	10-19	1499.00	1436.00	1595.00	1325.00	1405.00
	20-29	1499.00	1436.00	1550.00	1325.00	1405.00
	30+	1499.00	1436.00	1550.00	1325.00	1405.00
3.06 GHz	1-9	\$1942.00	No-Bid	\$2022.00	\$1665.00	\$1931.00
	10-19	1942.00		2022.00	1665.00	1931.00
	20-29	1942.00		1985.00	1665.00	1931.00
	30+	1942.00		1985.00	1665.00	1931.00
<u>TABLETS:</u>						
1.00 GHz	1-9	\$2180.00	No-Bid	\$3237.00	\$1649.00	\$1848.00
	10-19	2180.00		3237.00	1649.00	1848.00
	20-29	2180.00		3199.00	1649.00	1848.00
	30+	2180.00		3199.00	1649.00	1848.00

DESKTOP COMPUTER SPECIFICATIONS #1

COMPUTER SYSTEM COMPONENT	REQUIRED SPECIFICATION		BIDDER PROPOSED	
Processor and Motherboard	Intel Pentium 4, 2.8 GHz processor with minimum 533MHz FSB			
Hard Drive	Minimum 80GB 7200 RPM Ultra ATA 100			
Memory	512 MB RAM with available expansion slots			
Video Card	Integrated Graphics with up to 64 MB Dynamic Video Memory or 64 MB AGP video card			
Diskette	1.44 MB Diskette Drive			
Optical Drive	48x CD-ROM drive			
Sound Card	Integrated Sound Blaster compatible audio			
Speakers	No speakers			
Keyboard	USB 104 Key Enhanced			
Mouse	USB Optical with scroll wheel			
Network Card	Integrated 10/100 Twisted Pair Ethernet			
External Ports	6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Serial, 1 Parallel 1 Headphone jack (front) 1 Microphone jack (front preferred)			
Case	Black Mini-Tower Chassis with an open design for easy serviceability			
Operating System	Microsoft Windows XP Professional with most recent Service Packs installed (NTFS format)			
	1-50	51-150	151-250	251+
Base Unit Pricing (monitor not included)	\$	\$	\$	\$

DESKTOP COMPUTER SPECIFICATIONS #2

COMPUTER SYSTEM COMPONENT	REQUIRED SPECIFICATION	BIDDER PROPOSED		
Processor and Motherboard	Intel Pentium 4, 2.8 GHz processor with minimum 533MHz FSB			
Hard Drive	Minimum 80GB 7200 RPM Ultra ATA 100 (NTFS format)			
Memory	512 MB RAM with available expansion slots			
Video Card	Integrated Graphics with up to 64 MB Dynamic Video Memory or 64 MB AGP video card			
Diskette	1.44 MB Diskette Drive			
Optical Drive 1	DVD Drive			
Optical Drive 2	CD-RW			
Sound Card	Integrated Sound Blaster compatible audio			
Speakers	No speakers			
Keyboard	USB 104 Key Enhanced			
Mouse	USB Optical with scroll wheel			
Network Card	Integrated 10/100 Twisted Pair Ethernet			
External Ports	6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Serial, 1 Parallel 1 Headphone jack (front), 1 Microphone jack (front preferred)			
Case	Black Mini-Tower Chassis with an open design for easy serviceability			
Operating System	Microsoft Windows XP Professional with most recent Service Packs installed			
		1-50	51-150	151-250
Base Unit Pricing (monitor not included)	\$	\$	\$	\$
			251+	

DESKTOP COMPUTER SPECIFICATIONS #3

<i>COMPUTER SYSTEM COMPONENT</i>	<i>REQUIRED SPECIFICATION</i>		<i>BIDDER PROPOSED</i>	
Processor and Motherboard	Intel Pentium 4, 3.2 GHz processor with minimum 800MHz FSB			
Hard Drive	Minimum 120GB 7200 RPM SATA			
Memory	1 GB RAM with available expansion slots			
Video Card	64 MB AGP video card w/ DVI and VGA (or adapter)			
Diskette	1.44 MB Diskette Drive			
Optical Drive 1	DVD Drive			
Sound Card	Integrated Sound Blaster compatible audio			
Speakers	No speakers			
Keyboard	USB 104 Key Enhanced			
Mouse	USB Optical with scroll wheel			
Network Card	Integrated Gigabit (10/100/1000)			
External Ports	6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Serial, 1 Parallel 1 Headphone jack (front) 1 Microphone jack (front preferred)			
Case	Black Mini-Tower Chassis with an open design for easy serviceability			
Operating System	Microsoft Windows XP Professional with most recent Service Packs installed (NTFS format)			
	1-50	51-150	151-250	251+
Base Unit Pricing (monitor not included)	\$	\$	\$	\$

DESKTOP COMPUTER SPECIFICATIONS #4

COMPUTER SYSTEM COMPONENT	REQUIRED SPECIFICATION		BIDDER PROPOSED	
	1-50	51-150	151-250	251+
Processor and Motherboard	Intel Pentium 4, 3.2 GHz processor with minimum 800MHz FSB			
Hard Drive	Minimum 120GB 7200 RPM SATA			
Memory	1 GB RAM with available expansion slots			
Video Card	64 MB AGP video card w/ DVI and VGA (or adapter)			
Diskette	1.44 MB Diskette Drive			
Optical Drive 1	DVD Drive			
Optical Drive 2	CD-RW			
Sound Card	Integrated Sound Blaster compatible audio			
Speakers	No speakers			
Keyboard	USB 104 Key Enhanced			
Mouse	USB Optical with scroll wheel			
Network Card	Integrated Gigabit (10/100/1000)			
External Ports	6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Serial, 1 Parallel 1 Headphone jack (front) 1 Microphone jack (front preferred)			
Case	Black Mini-Tower Chassis with an open design for easy serviceability			
Operating System	Microsoft Windows XP Professional with most recent Service Packs installed (NTFS format)			
	1-50	51-150	151-250	251+
Base Unit Pricing (monitor not included)	\$	\$	\$	\$

COMPUTER MONITOR SPECIFICATIONS

Monitors: Black, .26 dot pitch or less, LCD monitors should be supported by the standard or optional video card. (Monitors will be purchased independent of computers.)	1-9	10-19	20-29	30+
17" CRT	\$	\$	\$	\$
19" CRT	\$	\$	\$	\$
15" Flat Panel LCD Monitor	\$	\$	\$	\$
17" Flat Panel LCD Monitor	\$	\$	\$	\$
19" Flat Panel LCD Monitor	\$	\$	\$	\$

NOTEBOOK COMPUTER SPECIFICATIONS #1

COMPUTER SYSTEM COMPONENT	REQUIRED MINIMUM SPECIFICATION	BIDDER PROPOSED			
Screen	15.0" Active matrix color display				
Processor	2.8 GHz Mobile Intel Pentium 4 processor				
Memory	512 MB RAM				
Video	Integrated Graphics with 32 MB Dynamic Video Memory or 32 MB video card				
Hard Drive	40 GB Ultra ATA hard drive (NTFS format)				
Diskette	1.44 MB 3.5" floppy disk drive (Integrated)				
Optical	CD-ROM Drive (Integrated)				
Multimedia Package	Integrated sound and stereo speakers, internal microphone, headphone/speaker jack, line-in, and microphone jacks				
Keyboard	Full size				
Mouse	Touch pad or In-Keyboard Pointing Device and USB external optical mouse with scroll wheel				
Operating System	Microsoft Windows XP Professional with most recent Service Pack installed				
Expansion Slots	Two Type II or One Type III PC Card Slots				
Power	Long life Lithium Ion battery with AC pack				
External Ports	2 USB 2.0, parallel, serial, VGA, PS/2, IEEE 1394				
Wireless Network Adapter	54g WLAN, IEEE 802.11b, 802.11g				
Network Adapter	Ethernet 10/100, integrated				
Certifications	FCC Class B, UL, and CSA Certified				
		1-9	10-19	20-29	30+
Base Unit Pricing	\$	\$	\$	\$	

NOTEBOOK COMPUTER SPECIFICATIONS #2

COMPUTER SYSTEM COMPONENT	REQUIRED MINIMUM SPECIFICATION	BIDDER PROPOSED			
Screen	15.0" Active matrix color display				
Processor	3.06 GHz Mobile Intel Pentium 4 processor				
Memory	1 GB RAM				
Video	Integrated Graphics with 32 MB Dynamic Video Memory or 32 MB video card				
Hard Drive	80 GB Ultra ATA hard drive (NTFS format)				
Diskette	1.44 MB 3.5" floppy disk drive (Integrated)				
Optical	CD-RW/DVD Drive (Integrated)				
Multimedia Package	Integrated sound and stereo speakers, internal microphone, headphone/speaker jack, line-in, and microphone jacks				
Keyboard	Full size				
Mouse	Touch pad or In-Keybaord Pointing Device and USB external optical mouse with scroll wheel				
Operating System	Microsoft Windows XP Professional with most recent Service Pack installed				
Expansion Slots	Two Type II or One Type III PC Card Slots				
Power	Long life Lithium Ion battery with AC pack				
External Ports	2 USB 2.0, parallel, serial, VGA, PS/2, IEEE 1394				
Modem	V.92 56K, integrated				
Network Adapter	Ethernet 10/100, integrated				
Wireless Network Adapter	54g WLAN, IEEE 802.11b, 802.11g				
Carrying Case	Basic Carrying Case				
Certifications	FCC Class B, UL, and CSA Certified				
		1-9	10-19	20-29	30+
Base Unit Pricing	\$	\$	\$	\$	

TABLET COMPUTER SPECIFICATIONS

COMPUTER SYSTEM COMPONENT	REQUIRED MINIMUM SPECIFICATION		BIDDER PROPOSED	
Display	10.4" XGA (1024x768)			
Video	Integrated Graphics with 32 MB Dynamic Video Memory or 32 MB video card			
Processor	1.00 GHz Intel Pentium M processor			
Memory	512 MB RAM			
Hard Drive	40 GB hard drive			
Multimedia Package	Integrated sound and stereo speakers, headphone/speaker jack, and mic jacks			
PC Card Slots	One Type II PC Card Slot or One Type III PC Card Slot			
Keyboard	Full-size or 95% of full-size			
Operating System	Microsoft Windows XP Professional Tablet PC Edition with most recent Service Pack installed			
Power	Long life Lithium Ion battery with AC pack			
External Ports	2 USB 2.0, VGA			
Modem	V.92 56K, integrated			
Network Adapter	Ethernet 10/100, integrated			
Communications	802.11b/g Wireless LAN			
Carrying Case	Basic Carrying Case			
Certifications	FCC Class B, UL, and CSA Certified			
	1-9	10-19	20-29	30+
Base Unit Pricing	\$	\$	\$	\$

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege; 3 year, on-site, next business day warranty; 3 year parts replacement on site; 3 year labor on site provided problem cannot be resolved by phone with technical support. Telephone technical support required 24 hours per day, 7 days per week.

All hardware shall be **Windows 2000/XP** compatible. Current drivers and updates must be applied to the installed OS prior to delivery.

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

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

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

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation –Projectors
 DATE: July 20, 2004

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

The Bid Committee recommends acceptance of the bids received that meet all specifications from **CIM-Audio Visual** located in **Evansville, IN** for a total of **\$33,294.70**. The bid on item #2 from CDW Government does not meet specifications because it does not include all ceiling accessories as specified.

PROJECTOR BID TABULATION				
DESCRIPTION	QTY	CDW Government Vernon Hills, IL	Centre Business Products Mount Union, PA	CIM-Audio Visual Evansville, IN
Item 1 3000 Lumens Includes ceiling mount kit	Per Unit			\$3400.00
	2-4			3400.00
	5-9 (5)			3400.00
	10+	No-Bid	No-Bid	3400.00
Item 2 2500 Lumens Includes ceiling mount kit	Per Unit	\$2607.00	\$3126.00	\$2753.00
	2-4 (4)	2607.00	3056.00	2753.00
	5-9	2607.00	2989.00	2753.00
	10+	2607.00	2925.00	2753.00
Item 3 2000 Lumens Includes travel case	Per Unit	\$1785.00	\$1809.00	\$1760.90
	2-4 (3)	1785.00	1768.00	1760.90
	5-9	1785.00	1729.00	1760.90
	10+	1785.00	1692.00	1760.90

Respectfully submitted,

Roger Browning
 Alex Cline
 Harry Hillis, Jr.

Source of Funds: Technology Plan, Technology Plan-Discretionary and Workforce Ed
 Department: FCC, LTC, OCC, WVC and WED
 Rationale for Purchase: Needed to display computer images on large screen for classroom use.

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

LCD PROJECTOR MINIMUM SPECIFICATIONS:

Item 1

Model: Sharp XG-C50X Multimedia Projector or equivalent
Resolution: true XGA (1024x 768), compressed SXGA (1280 x 1024)
Brightness: 3000 Lumens
Compatibilities: SXGA, XGA, SVGA, VGA; PAL/PAL-M/PAL-N/SECAM/NTSC/NNTSC4.43
Sound Output: 3 watt mono
Remote Control: IR Remote w/wired capability
Lamp Life: 1500 hours
Inputs: Computer, Composite Video (RCA), S-Video, Audio (RCA)
Outputs: Computer, Audio,
Other Connections: USB, RS 232 Serial,
Projection Lamp: 250W User Replaceable
Warranty: 3 year parts and labor; 90 days lamp, Emergency Roadside Assistance Program

Included Accessories

Appropriate Ceiling Mount Kit
2'x2' Adjustable False Ceiling Plate
Ceiling Extension Tubes
Audio/Video/15-pin computer
Cable extension, minimum 50'
PS/2 Control Cable

Total - Item 1 **Per Unit** _____ **2-4 Units** _____ **5-9 Units** _____ **>10** _____

Item 2

Model: Sharp -PG-C45X Multimedia Projector or equivalent
Resolution: true XGA (1024x 768), compressed SXGA (1280 x 1024)
Brightness: 2500 Lumens
Compatibilities: SXGA, XGA, SVGA, VGA; PAL/PAL-M/PAL-N/SECAM/NTSC/NNTSC4.43
Sound Output: 3 watt mono
Remote Control: IR Remote w/wired capability
Lamp Life: 1500 hours
Inputs: Computer, Composite Video (RCA), S-Video, Audio (RCA)
Outputs: Computer, Audio,
Other Connections: USB, RS 232 Serial,
Projection Lamp: 250W User Replaceable
Warranty: 3 year parts and labor; 90 days lamp, Emergency Roadside Assistance Program

Included Accessories

Appropriate Ceiling Mount Kit
2'x2' Adjustable False Ceiling Plate
Ceiling Extension Tubes
Audio/Video/15-pin computer
Cable extension, minimum 50'
PS/2 Control Cable

Total - Item 2: Per Unit _____ **2-4 Units** _____ **5-9 Units** _____ **>10** _____

Item 3

Model: Mitsubishi XL8U Multimedia Projector or equivalent
Resolution: true XGA (1024x 768), compressed SXGA (1280 x 1024)
Brightness: 2000 Lumens
Compatibilities: SXGA, XGA, SVGA, VGA; PAL/PAL-M/PAL-N/SECAM/NTSC/NTSC4.43
Sound Output: 2 watt mono
Remote Control: Radial Remote Control
Lamp Life: 2000 hours
Inputs: Computer, Composite Video (RCA), S-Video, Audio (RCA)
Outputs: Computer, Audio,
Other Connections: USB, RS 232 Serial,
Projection Lamp: 250W User Replaceable
Weight: 5.9 lbs
Warranty: 3 year parts and labor; 90 days lamp, Emergency Roadside Assistance Program

Included Accessories

Travel Case with Wheels

Total - Item 3 **Per Unit**_____ **2-4 Units**_____ **5-9 Units**_____ **>10**_____

PROJECTORS

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege, 3 Years parts/labor, 90 day lamp warranty and emergency overnight exchange while under warranty.

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

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

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

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation –Microsoft Office Pro Software (1000 licenses)
DATE: July 20, 2004

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **Softmart** located in **Downingtown, PA** for a total of **\$43,290.00**.

SOFTWARE BID TABULATION	
COMPANY	TOTAL AMOUNT
Softmart Downingtown, PA	\$43,290.00
Software One New Berlin, WI	\$44,690.00

Respectfully submitted,

Roger Browning
Alex Cline
Harry Hillis, Jr.

Source of Funds: Technology Plan
Department: District Wide
Rationale for Purchase: Renewal for Microsoft Office Pro Software

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

SOFTWARE BID SPECIFICATIONS:

	Unit Price	Total
Microsoft Office Pro Software Assurance renewal 1000 licenses x\$_____		= \$_____

In order to secure the lowest possible pricing on Office licensing, IECC may consider entering into a 'Select' or other Microsoft volume licensing agreement with the vendor. Please indicate if your bid price requires this agreement.

*Note: IECC is currently under at Select Agreement that expires 7/31/2004.
Master Agreement number: 01S59123
Enrollment Number: 3424532*

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Manufacturer's software warranty shall apply.

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

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

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

SIGNATURE_____

PRINT NAME_____

COMPANY_____

ADDRESS_____

TELEPHONE_____

FAX NO._____

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Long Distance Telephone Service Provider
DATE: July 20, 2004

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from Verizon, in Westfield, Indiana for long distance telephone service for a two year contract for an approximate cost of \$31,370.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Alex Cline
Jack Dunn
Harry Hillis, Jr.

Source of Funds: Education Fund
Department: District Wide
Rationale for Purchase: Long Distance Service Provider

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

LONG DISTANCE TELEPHONE SERVICE BID TABULATION

Minutes	Consolidated Communications Mattoon, IL			Power Net Global Fairfield, OH			Sprint Louisville, KY			Verizon Westfield, IN		
	Contract			Contract			Contract			Contract		
	1 Year	2 Year	3 Year	1 Year	2 Year	3 Year	1 Year	2 Year	3 Year	1 Year	2 Year	3 Year
Switched Dial -1:												
Interstate 12,000	\$0.05	\$0.045	\$0.0425	\$0.037	\$0.035	\$0.033	\$0.047	Non-term, 6 second billing	Non-term, 6 second billing	\$0.0330	\$0.0320	\$0.0310
Intrastate 8,500	0.035	0.033	0.032	0.037	0.035	0.033	.062			0.0376	0.0366	0.0356
Intralata 7,000	0.035	0.033	0.032	0.037	0.035	0.033	.033			0.0376	0.0366	0.0356
Switched Toll Free:												
Interstate vary	0.05	0.045	0.0425	0.037	0.035	0.033	.047			0.0330	0.0320	0.0310
Intrastate vary	0.035	0.033	0.032	0.037	0.035	0.033	.062			0.0376	0.0366	0.0356
Intralata vary	0.035	0.033	0.032	0.037	0.035	0.033	.033	0.0376	0.0366	0.0356		
Calling Cards:												
Interstate vary	0.19	0.17	0.15	0.099	0.099	0.033	.047	0.10	0.10	0.10		
Intrastate vary	0.19	0.17	0.15	0.099	0.099	0.099	.062	0.10	0.10	0.10		
Intralata vary	0.19	0.17	0.15	0.099	0.099	0.099	.033	0.10	0.10	0.10		
Total Monthly	\$1142.20	\$1051.50	\$1006.00	\$1017.50	\$962.50	\$909.50	\$1322.00 \$50 per month-min. \$15,864.00 Usage contributes to \$50 per month			\$978.80	\$951.30	\$923.80
Total Annual	\$13,710.00	\$12,618.00	\$12,072.00	\$12,210.00	\$11,550.00	\$10,890.00				\$11,745.60	\$11,415.60	\$11,085.60
Calling Card Connect Fee	Does not apply						\$0.00			\$0.55 Intrastate & Intralata, \$0.40 Interstate		
Charge to add or remove account codes	\$7.00 per incident						\$0.00			None. \$25 per month for feature		
										\$10.00 NRC		

Long Distance Telephone Service Specifications:

Illinois Eastern Community Colleges (IECC) is seeking long distance telephone service for its six Nortel PBXs located in the following Southeastern Illinois cities: Fairfield, Robinson (2), Olney (2) and Mount Carmel. All six sites have trunks that are used for long distance telephone service.

Bidders must able to provide:

- 600 five-digit account codes that will function at any of the six locations (actual numbers will be specified by IECC)
- Call Management Software for Reports (reports must use name, not account code and must be separated by account, technical support must be included)
- Hard Copy billing for each separate account
- Five existing toll-free numbers with separate billing
- Price/Minute for INTERSTATE calls Approx Minutes/Month: 12000
- Price/Minute for INTRASTATE calls Approx Minutes/Month: 8500
- Price/Minute for INTRALATA calls Approx Minutes/Month: 7000
- Price/Minute for incoming toll free calls
- Maximum of six second billing increments
- Price/Minute for 50 calling cards assigned to various accounts
- Connect fee for using calling cards if applicable
- Charge to add or remove account codes (account code changes must be complete in one business day)

Please provide rates in the spaces below:

		1 Year Contract		2 Year Contract		3 Year Contract		
		Monthly Minutes	Rate/Minute	Total Charge	Rate/Minute	Total Charge	Rate/Minute	Total Charge
Switched Dial-1	Interstate	12,000						
	Intrastate	8,500						
	Intralata	7,000						
Switched Toll Free	Interstate	vary						
	Intrastate	vary						
	Intralata	vary						
Calling Cards	Interstate	vary						
	Intrastate	vary						
	Intralata	vary						
TOTAL MONTHLY								
TOTAL ANNUAL CHARGE								

Long Distance Telephone Service Continued:

Other Charges:

Calling Card Connect Fee: _____

Charge to add or remove account codes: _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
 FROM: Roger Browning
 Re: New Parking Lot - FCC
 DATE: July 20, 2004

Based upon the bid tabulation below and also the recommendation from Marion Poggas, the Bid Committee recommends acceptance of the bid as follows:

Lipps Construction \$128,900
 Mt. Vernon, IL

BIDDER	BID SECURITY	ADDENDA NO. 1 & 2	BASE BID
K. Wohltman Construction Effingham, IL	5% Bid Bond	x	\$148,150
Kieffer Bros. Construction Mt. Carmel, IL	5% Bid Bond	x	131,900
Lipps Construction Mt. Vernon, IL	5% Bid Bond	x	128,900

PROJECT SCOPE:

Work includes, but is not limited to, excavation and grading, concrete parking lot and drives, adjacent sidewalks, and miscellaneous related work at Frontier Community College.

Source of Funds: PHS Bond Funds

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

image Architects inc



1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901
310 Broadway Suite 7 Cape Girardeau, Missouri 63701

618.457.2128 618.549.5725 fax
573.334.6666 573.334.1178 fax

July 15, 2004

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

Re: New Parking Lot
Frontier Community College
Fairfield, Illinois

Dear Mr. Browning:

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

General Work Lipps Construction Company, Mt. Vernon, Illinois \$ 128,900.00

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

Sincerely,

IMAGE ARCHITECTS INC.

Marion J. Poggas, AIA
President

MJP/smw

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

Preliminary

TREASURER'S REPORT June 30, 2004

FUND	BALANCE
Educational	\$599,629.46
Operations & Maintenance	\$0.00
Operations & Maintenance (Restricted)	\$0.00
Bond & Interest	\$932.75
Auxiliary	\$42,417.47
Restricted Purposes	\$108,104.43
Working Cash	\$0.00
Trust & Agency	\$65,187.81
Audit	\$63,710.72
Liability, Protection & Settlement	\$15,508.42
TOTAL ALL FUNDS	\$895,491.06

Respectfully submitted,

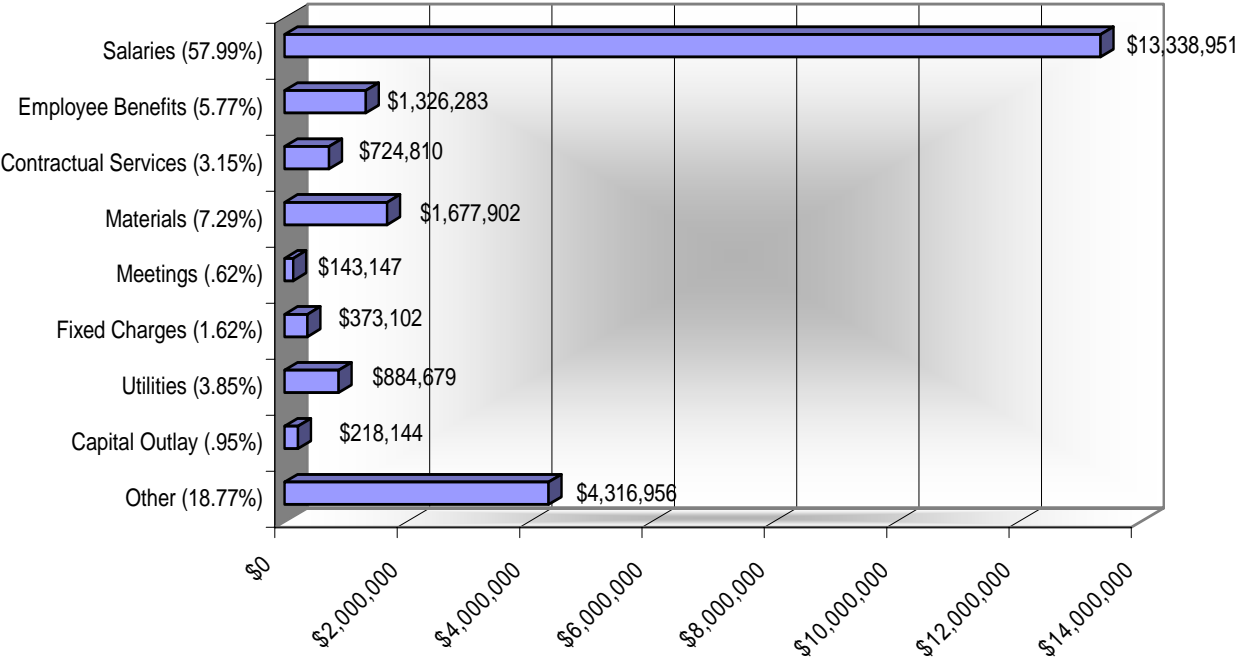
Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY02-04

College	Category	FISCAL YEAR 2002			FISCAL YEAR 2003			FISCAL YEAR 2004				Summer & Fall Hours	Cost per Semester Hour
		Annual Budget	Spent Thru May	% of Bdgt	Annual Budget	Spent Thru May	% of Bdgt	Annual Budget	Spent Thru May	% of Bdgt	% of Year		
Frontier	Bills		\$1,472,689			\$1,692,782		\$1,668,927					
	Payroll		1,747,580			1,876,769		1,946,202					
	Totals	\$3,284,528	3,220,269	98%	\$3,508,940	3,569,551	102%	\$3,628,050	3,615,129	100%	100%		
Lincoln Trail	Bills		1,090,454			1,176,417		1,229,278					
	Payroll		2,302,093			2,167,597		2,215,030					
	Totals	3,637,973	3,392,547	93%	3,483,498	3,344,014	96%	3,592,572	3,444,308	96%	100%		
Olney Central	Bills		1,504,122			1,755,845		1,914,828					
	Payroll		3,251,452			3,422,046		3,532,562					
	Totals	4,927,734	4,755,574	97%	5,213,613	5,177,891	99%	5,497,192	5,447,390	99%	100%		
Wabash Valley	Bills		1,178,288			1,556,080		1,644,014					
	Payroll		2,634,858			2,687,499		2,821,998					
	Totals	4,058,086	3,813,146	94%	4,106,754	4,243,579	103%	4,337,053	4,466,012	103%	100%		
Workforce Educ.	Bills		1,200,170			1,191,899		1,318,208					
	Payroll		1,319,391			1,325,620		1,357,863					
	Totals	2,425,081	2,519,561	104%	2,452,852	2,517,519	103%	2,697,665	2,676,071	99%	100%		
District Office	Bills		283,793			290,568		235,906					
	Payroll		845,462			863,962		853,370					
	Totals	1,230,418	1,129,255	92%	1,252,323	1,154,530	92%	1,150,891	1,089,276	95%	100%		
District Wide	Bills		1,462,249			1,577,201		1,653,863					
	Payroll		538,450			545,941		611,925					
	Totals	2,926,982	2,000,699	68%	2,915,211	2,123,142	73%	2,869,669	2,265,788	79%	100%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		\$22,490,802	\$20,831,051	93%	\$22,933,191	\$22,130,226	96%	\$23,773,092	\$23,003,974	97%	100%		

Excludes DOC

**Illinois Eastern Community Colleges
FY2004 Operating Funds**



Illinois Eastern Community Colleges Dist. #529
As of June 30, 2004 - \$23,003,974

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

M E M O R A N D U M

TO: Board of Trustees

FROM: Terry Bruce

DATE: July 15, 2004

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., and 400.3. will be mailed under separate cover.

dh

Attachments

INDEX

400.1. Employment of Personnel

400.2. Resignations

400.3. Amended Resignation

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Gary Wise, Manufacturing Technology Instructor.

B. Professional Non-Faculty

1. Brian Haskins, Director of Learning Skills Center, LTC.
2. Toby Madison, Men's Basketball Coach, WVC.
3. Everick Sullivan, Men's Basketball Coach, LTC.

C. Classified

1. Tayna Smith, Academic Support Specialist, DO.

400.2. Resignations

A. Faculty

1. Mary Roark, Computer Tech Instructor, LCC, effective June 30, 2004.

B. Professional Non-Faculty

1. Richard Arp, Men's Basketball Coach, LTC, effective September 13, 2004.

400.3. Amended Resignation

A. Professional Non-Faculty

1. Mark Nelson, Men's Basketball Coach, WVC, change from effective date June 30, 2004 to August 26, 2004.

Agenda Item #15

Agenda Item #15

Collective Bargaining

Agenda Item #16

Agenda Item #16

Litigation

Agenda Item #17

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

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

	Estimated Budget										
Data Center Acoustics & HVAC Upgrade DO	\$39,325										
Carpet Replacement LTC	\$225,060										
Sidewalk Replacement/Upgrade LTC & FCC	\$88,330										
Fire Alarm & Lighting Upgrades OCC, WVC & FCC	\$554,180										
Ceiling Replacement WVC	\$173,030										
GRAND TOTAL	\$1,079,925		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

6/30/2004