

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

March 18, 2003



Location:

**Frontier Community College
2 Frontier Drive
Fairfield Illinois 62837**

**Dinner – 6:00 p.m. – Mason Classroom Building Room 23
Meeting – 7:00 p.m. – University of Illinois Extension Building Conference Room**

**Illinois Eastern Community Colleges
Board Agenda**

March 18, 2003

7:00 p.m.

Frontier Community College

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes.....CEO Bruce
3. Recognition of Visitors and Guests Bruce
Special Recognition of Student Trustee..... Bruce
A. Visitors and Guests
B. IECEA Representative
4. Public Comment
5. Reports
A. Trustees
B. Presidents
C. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
A. After 6 P.M. Tuition Waivers
B. Authorization of Partial Tuition Waivers
C. Part-Time Employee Tuition Waivers
7. Policy Second Reading Bruce
A. None
8. Staff Recommendations for Approval
A. Capital Project Applications.....Browning
1. Roof Replacement, Main Hall - WVC
2. Exterior/Interior Wall Repair - WVC
B. Crossroads Hospital HIPAA Agreement..... Bruce
C. United Methodist Village HIPAA Agreement Bruce
D. Agreement with Southwestern Illinois College..... Bruce
E. Agreement between LTC Foundation and City of Robinson..... Bruce
9. Bid Committee ReportBrowning
IECC
Bleacher Replacement for LTC – PHS Phase 7
Digital Whiteboard Recorders & Software
Tape Library
LTC – Correctional Center
Computers

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Science Building Room 61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, February 18, 2003.

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

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr. Cory Musgrave, student trustee. Trustees absent at roll call: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Dr. John Arabatgis, President of Lincoln Trail College.

Dr. Harry Benson, President of Wabash Valley College.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Personnel.

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

Ms. Kathleen Pampe, Associate Dean of Education to Careers Program.

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

Mr. George Woods, Dean of Community Development & Workforce Education.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, January 21, 2003, were presented for approval.

Board Action: Mr. Williams made a motion to approve the minutes of the Regular Meeting of January 21, 2003 as prepared. 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 #3 – “Recognition of Visitors & Guests” –

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

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Brenda Culver informed the trustees of the recent death of John Travis, former OCC faculty member.

#5-B. Report from Presidents: Dr. Arabatgis, Dr. Benson, Dr. Davis, Dr. Dreith presented informational reports from each of the four colleges.

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

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

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

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

#8-A. Testing Fees: The CEO recommended approval for an increase in the testing fee for the ASSET Retest Fee from its current \$3 to \$5, and approval of implementation of a new Compass Retest Fee of \$5.

Board Action: Mr. Williams made a motion to approve the foregoing testing fees as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Tuition Rates: The CEO recommended approval of the following tuition increase, effective Summer Term 2003:

In-District: From \$42 per semester hour to \$45 per semester hour.

Special Counties: From \$84 per semester hour to \$90 per semester hour.

Internet/Telecourse

In-District: From \$42 per semester hour to \$45 per semester hour.

Illinois Resident/Out-of-District: \$75 per semester hour (no change).

U.S. Resident/Out-of-State: \$75 per semester hour (no change).

Non-U.S. Resident: \$108 per semester hour (no change).

This tuition increase is not required to comply with state requirements for full access to equalization funding. The revenue generated will be needed to fill the budgetary gap caused by an overall reduction in state funding.

Board Action: Dr. Fischer made a motion to approve the changes in tuition rates as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Statements of Final Construction Compliance: IECC is required by the Illinois Community College Board to take action on PHS, Capital Renewal and locally funded projects completed each year. Mr. Browning reviewed Statements of Final Construction Compliance for \$4,236,907 in construction costs for projects completed this past year as outlined below:

Listed are ICCB Project Number, Project, Actual Costs, and Funds:

1254-0500 – Natatorium Dehumidification and Ventilation, \$265,027, BE.
1255-0500 – Acoustical Control/Pool Lighting, \$23,640, BE.
1256-0500 – Natatorium Structural Corrections, \$186,572, BE.
1257-0500 – HVAV Replacement, 3 Buildings, \$151,901, BE.
1253-0500 – HVAC Replacement, Richard Mason Building, \$450,645, BE.
0021-0600 – ADA Districtwide Improvements, \$154,515, A.
1289-1100 – Energy Management Systems Replacement, \$366,335, B.
1290-1100 – HVAC Systems Replacement, \$1,292,083, B.
1293-1100 – Floor Drain Pipe Replacement – LTC Crisp Bldg., \$7,688, B.
1294-1100 – Bleacher Replacement, \$131,369, B.
1292-1100 – Exterior Rehab, \$105,217, B.
0024-0101 – Agriculture Program Remodeling & Addition, \$162,676, L.
0026-0302 – Land & Building Acquisition in Fairfield, \$300,000, L.
1264-1000 – Gymnasium Floor Replacement – OCC, \$325,255, BE.
1291-1100 – Site Paving & Lighting, \$0, B. (Note #1)
0022-0700 – Roofing, Acoustics, Parking Lot & Walkways, \$79,384, R.
(FY2000 Capital Improvements)
0023-0101 – Districtwide Improvements, \$234,600, R.
(FY2001 Capital Improvements)

Note #1: This project was rolled into, and completed as part of the LRC project.

The CEO recommended approval for these Statements of Final Construction Compliance as presented for submission to the ICCB.

Board Action: Mr. Williams made a motion to amend the Statements of Final Construction Compliance documents to show actual cost of ICCB Project Number 1292-1100, Exterior Rehab, to be \$105,217, and total costs to be \$4,236,907. 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 the “Ayes” have it and the motion is adopted.

Board Action: Mrs. Culver made a motion to approve the Statements of Final Construction Compliance as amended and recommended. Mr. Musgrave seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Cancel PHS Project – Paint Booth Installation at WVC: On August 20, 2002, 13 PHS projects were approved by the Board of Trustees and forwarded to the Illinois Community College Board. Formal approval to proceed was received from ICCB on October 15, 2002. One of these projects was to install a paint booth at Wabash Valley College to properly enclose, protect, filter and ventilate fumes during and after painting operations of the WVC Trucking Program.

Mr. Browning reported that WVC has now determined that this project is not feasible given the minimal painting done and given the fact that painting activities are not a required component of the curriculum. Additionally, during the project design phase it was determined that a pre-fab paint booth of adequate size to accommodate the Trucking Program would not be feasible given the size of the building.

The CEO recommended that the Board of Trustees give permission to cancel this project with the ICCB and prepare a new project application for a different PHS project(s) at WVC to make use of these bonded funds in an appropriate manner.

Board Action: Mr. Williams made a motion to cancel the PHS Project for Paint Booth Installation at WVC as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Revised Abatement Certificates: Mr. Browning reported that the original Abatement Certificate relative to the recent \$3,550,000 PHS, Series 2002 bond issue, contains an error relating to the levy years. IECC bond counsel, Kurt Froehlich, has prepared a revised/replacement Abatement Certificate that needs to be filed with each county clerk. The CEO recommended that the revised Abatement Certificate be approved.

Board Action: Dr. Fischer made a motion to approve the revised Abatement Certificate as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” –

#9-A. IECC – Phase 7 – Protection, Health & Safety Compliance Work: Mr. Browning presented the recommendation of Marion Poggas of Image Architects, and the Bid Committee, to accept the following bids for Phase 7 – Protection, Health & Safety compliance work:

Division I – General Work: L.J. Swingler & Sons Construction, Teutopolis, IL, \$912,700.

Division III – Mechanical Work: Swan Sheet Metal, Inc., Mt. Vernon, IL, \$433,900.

Division IV – Electrical Work: Tracy Electric, Lawrenceville, IL, \$254,067.

The bid of E.H. Montgomery Construction Co., Inc., Vincennes, IN, is withdrawn, without penalty, due to errors in their bid that would not allow them to complete the work as specified.

Project Scope: Work includes but is not limited to, below grade drainage installation, pavement replacement, concrete slab replacement, wall and fascia panel replacement, selant work, door & hardware replacement, glass & glazing, painting, exterior plaster replacement, gymnasium floor installation, bleacher replacement, HVAC unit replacement, site & interior lighting, fire alarm work and related work.

Source of Funds: Series 2002 Protection, Health & Safety Bond Funds.

The CEO recommended acceptance of the recommendation.

Board Action: Dr. Fischer made a motion to accept the recommendation of the Architect, Bid Committee and CEO and accept the foregoing bids of L.J. Swingler & Sons Construction, Swan Sheet Metal, Inc., and Tracy Electric for Phase 7 PHS Compliance Work as outlined. Mr. Musgrave seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$2,832,357.13, as of January 31, 2003.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of February 2003, totaling \$669,205.72, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of the district financial obligations for the month of February 2003, in the amounts listed, and payments from the revolving fund for the month of January 2003. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Student Military Policy.
2. Community College Budget Issues.
3. On-Line Learning in Illinois.
4. Department of Corrections – CPR/First Aid.
5. Massage Therapy Certificate – OCC.
6. Desktop Publishing Certificate – LTC.
7. Tech Prep Consortium Funding.
8. On-Line Statistics.
9. Enrollment Report – Spring 2003 – District +4%.

AGENDA #12 – “Executive Session” – The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(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.

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:05 p.m.

#12-B. Closed Meeting Ended: Mr. Rost made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared 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 8:55 p.m.

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

AGENDA #13 – "Approval of Executive Session Minutes" – The CEO recommended that closed meeting minutes of Tuesday, January 21, 2003, be approved and remain closed at this time.

Board Action: Mr. Williams made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, January 21, 2003, but that closed meeting minutes of that date remain closed and not be opened to public inspection at this time. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion is adopted.

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

400.1. Employment of Personnel

A. Classified

1. Nicole Weber, Program Advisor, Transition Center, Olney Central College.

400.2. Authorization to hire Lawrence Correctional Center employees for FY03 pending DOC approval. Employment is Contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

A. Faculty

1. Recommendation Withdrawn.
2. Larry Nelson, Commercial Custodial Services Instructor.

400.3. Leave Requests

A. Faculty

1. Paul Sainer, Family Medical Leave, effective February 5, 2003, with up to 12 weeks of leave. The requested leave is unpaid with benefits.

B. Classified

1. Dixie Cherry, Family Medical Leave, effective February 6, 2003, with up to 12 weeks of leave. The requested leave is unpaid with benefits.

400.4. Proficiency Testing (external report)

Faculty will be paid \$50 for giving proficiency exams.

400.5. Faculty Seniority List for 2002-03 (external attachment)

The faculty seniority list for 2002-03 was presented for approval.

400.6. Reemployment of Faculty for 2003-04 Academic Year

A. Continuation of Tenure: Bea Abernathy, Gary Adams, Tom Baird, Jerry Bayne, Mary Jane Beckett, Lisa Benson, Robert Brosseau, C. Allen Brown, Genevieve Bruce, Dan Bruneau, Clyde Buck, James Burnett, Sandra Burtron, Victor Connor, Byford Cook, David Cunningham, David Denton, Lonnie Devin, Kathy Doty, Dan Edwards, Bob Effland, Donald Florida, Matt Fowler, Carole Fusco, Connie Girten, David Goodson, Scott Hanson, Kathryn Harris, Larry Hoeszle, Kathleen Hudson, Russell Jausel, E. Ary Jennings, Hal Kizer, George Kocher, Linda Kolb, Thomas Kucharik, Howard Lanam, Lucille Lance, Don Leynaud, Steve Marrs, Rob Mason, Mary McCarthy, Don Mersinger, Arthur Miller, Wayne Morris, Kathleen Nelson, Yvonne Newlin, Patricia Owens, Kay T. Perry, Brenda Phegley, Daniel Polgar, Richard Poskin, Jason Potts, Judith Puckett, Randy Questelle, Gaziur Rahman, Diane Reed, Cathy Robb, Anurahda Roy, Terry Russell, Paul Sainer, Paul Schnarre, Fred Schwappach, Dennis Sileven, Dan Tahtinen, Elizabeth Tate, Teresa Tegeler, James Tucker, William Tucker, Kristi Urfer, Carolyn Von Almen, Sharon Welty, David Wilderman, Mitchell Wolfe.

B. Initial Tenure: Nancy Buttry, John Day, Randal Hargis, Johnie Harrell, Christian Mathews, Travis Matthews, Clint Weisgerber.

C. Non Tenure: Scott Balding, Roger Chapman, Jeff Cutchin, Laurel Cutright, Tiffany Devine, Teresa Diekman, Jason Dockter, Phillip Edmondson, Mark Fitch, Tamara Fralicker, Steve Higgins, John Kendall, Janet Kinkade, Kenneth Mager, Robert Manning, Theresa Marcotte, Michael McKern, Mary Mersinger, Rebecca Mooneyhan, Judy Neikirk, Susan Polgar, Ryan Roark, Charlene Snow, Gary Spraggins, Gary Wangler, Winifred Ann Wolven.

400.7. Resignations

A. Faculty

1. Nicole Moore, Nursing Instructor, effective May 16, 2003.

B. Classified

1. Michael Robinson, Network/Web Technician, District Office, effective February 7, 2003.

400.8. Retirements

A. Administrative

1. D. Wayne Henegar, Dean of Instruction, WVC, effective July 15, 2003.

B. Faculty

1. Searoba Mascher, Psychology Instructor, effective May 16, 2003.

Board Action to Amend Personnel Report: Dr. Fischer made a motion to amend the Personnel Report as recommended to withdraw the name of Stephen Ameter from Section 400.2. Mr. Musgrave 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: Mrs. Culver made a motion to approve the foregoing amended Personnel Report as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Dr. Fischer made a motion to adjourn. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:00 p.m.

Approved: Chairman: _____

Secretary: _____

Minutes of a special meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, on Tuesday, March 11, 2003.

Notice of Special Meeting: Mr. James W. Lane, Jr., Chairman of the Board of Trustees called this special meeting. Notice of the meeting was given at least 48 hours before the meeting, in writing, by mail service to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this community college district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

Purpose: Discussion and action on personnel matters.

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

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

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

Also present at this meeting, in addition to trustees:

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

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Personnel.

AGENDA #2 – “Recognition of Visitors & Guests” –

#2-A. Visitors & Guests:

#2-B. IECEA Representative: Mr. Dan Tahtinen, President of Illinois Eastern Colleges Education Association, addressed the trustees briefly relative to the subject of reductions-in-force.

AGENDA #3 – “Public Comment” – None.

AGENDA #4 – “Executive Session” – The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity].

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

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: Mrs. Culver. Trustees absent: Mr. Musgrave. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried and a closed meeting was held beginning at 7:03 a.m.

#4-B. Closed Meeting Ended: Mrs. Culver made a motion to reconvene in open session. 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 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 7:20 a.m.

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

AGENDA #5 – “Approval of Personnel Report” – The CEO presented the following Personnel Report and recommended approval.

400.1. Reduction-in-Force and Adoption of Resolution

A. Faculty

1. Robert Manning, Telecommunications Instructor.

Resolution

WHEREAS, this Board of Trustees of Community College District Number 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, is empowered pursuant to Section 3B-5 of the Public Community College Act (110ILCS805/3B-5) to dismiss a faculty member upon a decision of this Board of Trustees to decrease the number of faculty members employed by this Board due to budget reductions; and,

WHEREAS, this Board of Trustees has decided to decrease the number of faculty members employed by this Board as hereinafter set forth; and

WHEREAS, the said Section 3B-5 further provides that no tenured faculty member may be terminated under the provisions of that Section while any probationary faculty member, or any other employee with less seniority, is retained to render a service which a tenured employee is competent to render; and

WHEREAS, as a result of the decision of this Board of Trustees to decrease the number of faculty members employed by this Board, this Board will no longer require the services of Robert Manning, as a probationary faculty member, in and for this Community College District; and,

WHEREAS, there is no service which the said employee is competent to render which is held by any other employee with less seniority than said employee.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by this Board of Trustees of Community College District Number 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, as follows:

1. That this Board of Trustees has decided to and hereby does decrease the number of faculty members employed by this Board by one (1) effective as of the end of the current school year or term, that is, effective on the 16th day of May, 2003.
2. That as a result of the decision of this Board of Trustees to decrease the number of faculty members employed by this Board, this Board will require the services of one (1) less full-time faculty member.

3. That this Board of Trustees has, accordingly, decided to terminate the employment of and dismiss Robert Manning, as a probationary faculty member, in and for this Community College District, effective at the end of the current school year or term, that is, the 16th day of May, 2003.

4. That this Board of Trustees specifically finds, determines and declares that there is no service which the said employee is competent to render which is held by any other employee with less seniority than said employee.

5. That this dismissal is an honorable dismissal for the reason stated above.

6. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to give notice to the said faculty member of such faculty member's dismissal not later than 60 days before the end of the current school year, together with a statement of honorable dismissal and the reason therefore, both substantially in the form attached hereto and incorporated herein by this reference.

7. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to take such further or different action as may be necessary or appropriate to give effect to the foregoing.

8. That this Resolution shall be in full force and effect immediately upon its adoption.

400.2. Retirement

A. Faculty

1. Kay Thomas Perry, Computer Science Instructor, effective the end of Spring Term 2004.

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mr. Musgrave. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #6 – “Other Items” – None.

AGENDA #7 – “Adjournment” – Mr. Williams made a motion to adjourn. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 7:25 a.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

**Disposition of Minutes
Regular Meeting February 18, 2003
Special Meeting March 11, 2003**

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Trustees**
 - B. Presidents**
 - C. Cabinet**
- Coal Mining Technology/Telecom**

Agenda Item #6

Policy First Reading (and Possible Approval)

- A. After 6 P.M. Tuition Waivers**
- B. Authorization of Partial Tuition Waivers**
- C. Part-Time Employee Tuition Waivers**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 18, 2003
RE: After 6:00 P.M. Waivers

Current Board policy is to waive all tuition on courses offered after 6:00 p.m. by each of our campuses. This policy is contained in the catalog and by this action will be added to the policy manual 500.14, paragraph E.

As part of an on-going effort to reduce the number of overall waivers and thereby increase revenue, the Presidents, the Chief Finance Officer, and I are recommending that a portion of the tuition be charged on every after 6:00 p.m. course. We believe that a tuition rate of \$10.00 per semester hour could be charged without a significant reduction in enrollment.

Therefore, I am recommending that the Board of Trustees approve a \$10.00 per semester hour charge for those courses offered after 6:00 p.m. as set forth in paragraph E of Policy 500.14.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

Tuition Waiver (500.14)

Date Adopted: November 17, 1998

- A. Senior Citizens: It shall be the policy of the Board of Trustees that tuition for senior citizens will be waived for individuals who have attained the age of 60.

Senior citizens may make voluntary payment, or may make a contribution to the college or college foundation.

- B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees.
- C. Part-Time Employees: Part-time employees working 20 hours or more may be given an in-district tuition waiver for one course per semester. (rev. 3/18/03)
- D. Tuition Cap: Tuition will be waived for credit hours taken over 19 per semester.
- E. After 6 p.m. Waiver: Tuition of \$10.00 per semester hour will be charged ~~is waived~~ for students enrolled in four semester hours or less per semester if the course(s) begins after 6 p.m. Tuition of \$10.00 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. ~~is also waived~~ if the student works a night shift on a full-time basis. (rev. 3/18/03)
- F. Discretionary Tuition Waivers: Other types of tuition waivers such as academic and athletic scholarships, special educational programs, partial waivers of tuition, or workshops may be initiated by the colleges, upon recommendation of the President of the college with approval of the Chief Executive Officer or his designee. (rev. 3/18/03)

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 18, 2003
RE: Authorization of Partial Tuition Waivers

For several years, at the direction of the Board of Trustees, the Presidents, Chief Finance Officer, and I have been working together to reduce tuition waivers.

The current fiscal uncertainties have created a new impetus to review the District's tuition waiver policy.

Currently, all tuition waivers are given at 100%. We believe that there are some students that could afford to pay some portion of the tuition and still attend an IECC college. Therefore, I am asking for approval for each President to be allowed to grant a partial tuition waiver when appropriate as set forth in Paragraph F of Policy 500.14.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

Tuition Waiver (500.14)

Date Adopted: November 17, 1998

- A. Senior Citizens: It shall be the policy of the Board of Trustees that tuition for senior citizens will be waived for individuals who have attained the age of 60.

Senior citizens may make voluntary payment, or may make a contribution to the college or college foundation.

- B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees.
- C. Part-Time Employees: Part-time employees working 20 hours or more may be given an in-district tuition waiver for one course per semester. (rev. 3/18/03)
- D. Tuition Cap: Tuition will be waived for credit hours taken over 19 per semester.
- E. After 6 p.m. Waiver: Tuition of \$10.00 per semester hour will be charged ~~is waived~~ for students enrolled in four semester hours or less per semester if the course(s) begins after 6 p.m. Tuition of \$10.00 per semester hour will be charged for students enrolled in four semester hours or less **before 6 p.m.** ~~is also waived~~ if the student works a night shift on a full-time basis. (rev. 3/18/03)
- F. Discretionary Tuition Waivers: Other types of tuition waivers such as academic and athletic scholarships, special educational programs, partial waivers of tuition, or workshops may be initiated by the colleges, upon recommendation of the President of the college with approval of the Chief Executive Officer or his designee. (rev. 3/18/03)

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 18, 2003
RE: Part-Time Employee Waivers

Current Board Policy is to grant a tuition waiver for part-time employees working more than 20 hours for one course per semester.

However, this policy has not been printed in Policy 500.14 and I would suggest that the Board insert the current policy in the appropriate place in the policy manual as paragraph C.

There is no change at all to our current policy, but it does allow an individual to see all current waivers at one place in the policy manual.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

Tuition Waiver (500.14)

Date Adopted: November 17, 1998

- A. Senior Citizens: It shall be the policy of the Board of Trustees that tuition for senior citizens will be waived for individuals who have attained the age of 60.

Senior citizens may make voluntary payment, or may make a contribution to the college or college foundation.

- B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees.
- C. Part-Time Employees: Part-time employees working 20 hours or more may be given an in-district tuition waiver for one course per semester. (rev. 3/18/03)
- D. Tuition Cap: Tuition will be waived for credit hours taken over 19 per semester.
- E. After 6 p.m. Waiver: Tuition of \$10.00 per semester hour will be charged ~~is waived~~ for students enrolled in four semester hours or less per semester if the course(s) begins after 6 p.m. Tuition of \$10.00 per semester hour will be charged for students enrolled in four semester hours or less **before 6 p.m.** ~~is also waived~~ if the student works a night shift on a full-time basis. (rev. 3/18/03)
- F. Discretionary Tuition Waivers: Other types of tuition waivers such as academic and athletic scholarships, special educational programs, partial waivers of tuition, or workshops may be initiated by the colleges, upon recommendation of the President of the college with approval of the Chief Executive Officer or his designee. (rev. 3/18/03)

Agenda Item #7

Agenda Item #7

Policy Second Reading

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Capital Project Applications

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
DATE: March 18, 2003
RE: Phase VII Projects and Resolutions

At the February 18, 2003 Board of Trustees meeting, the Board approved cancellation of ICCB project #529-B-1429-0902 (Paint Booth Installation – WVC). This project cancellation created excess funds which can now be used to make the repairs and alterations outlined in the two accompanying ICCB Capital Project Application forms. These projects include: 1) Roof Replacement, Main Hall – WVC, and 2) Exterior/Interior Wall Repair – WVC.

Subject to the Board's approval of these projects, they will be submitted to the Illinois Community College Board to see if they meet the Protection, Health, Safety bond criteria established by statute. If the list of projects is approved by the ICCB, we will then bid and complete the construction of these projects.

For each of the two listed projects, I would ask the Board's approval for the Capital Project Application form and also the Resolution to Approve PHS Construction Projects.

RB/cr

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District 528

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Roof Replacement, Main Hall – WVC

Project Budget \$ 131,800 () check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date March 10, 2003

Application Type (check the appropriate application type and follow instructions):

Locally Funded New Construction--complete/submit Sections I, II, and II.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

- C. Has the site been determined professionally to be suitable for construction purposes? Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Roof Replacement, Main Hall - WVC Project Budget \$ 131,800

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The adhered EPDM roof system on Wabash Valley College Main Hall is delaminating in several locations, causing billowing and putting stress on adjacent areas of the roof. The roof has been leaking and has required constant maintenance to respond to them. The leaks have occurred over approximately one third of the roof area, damaging large areas of ceiling tile. Replacement will prevent further damage to interior finishes and protect the gypsum roof deck and structural system from deterioration.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Remove the existing adhered EPDM roof system and original built-up roof system down to the roof deck. Install new rigid insulation to comply with the current R-value requirements of the BOCA National Building Code and a new roof system with associated flashings and sheet metal.

**Attachment #1
Project Budget**

Check One:

- New Construction**
- Remodeling**

Project Name

Budget Amounts

New Construction

Remodeling

Land
Site Development
Construction (including Fixed Equipment)
Mechanical
Electrical
General Conditions
Contingency (10%)
A/E Professional Fees
Total

Protection, Health, and Safety Project Name Roof Replacement, Main Hall - WVC

	<u>Budget Amounts</u>
Project Costs	<u>108,900</u>
Contingency	<u>10,900</u>
A/E Professional Fees	<u>12,000</u>
Total	<u>\$131,800</u>

(Revised 11/3/99)

**Attachment #2
Funding Source**

District/College Name Illinois Eastern Community Colleges No. 528

Project Name Roof Replacement, Main Hall - WVC

Check the source(s) of funds:

Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects)

_____ Fund name (s):

Bond Proceeds
(including protection, health,
and safety bonds)

 X Type of bond issuance (s): Excess funds from our
Series 2002 PHS bond issue on 12/17/02. These
funds are available due to cancellation of ICCB
Project # 529-B-1429-0902 on February 21, 2003.
This project will not require a new tax levy.

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)

_____ Tax rate/fiscal year:

Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months:

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

_____ Term of Lending Arrangements in months:

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months:

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s):

ADA
Access for All Funding

_____ Proposed Fiscal Year Source(s):

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required) x

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date March 18, 2003

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Image Architects Inc.
1118 West Main Street
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Architect/Engineer's Signature

March 10, 2003
Date

001-010485
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Roof Replacement	108,900
Contingency - 10%	10,900
A/E Compensation - 10%	<u>12,000</u>
Project Total	\$131,800

Note: Project not yet designed.

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District 528

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Exterior/Interior Wall Repair - WVC

Project Budget \$ 86,400 () check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date March 10, 2003

Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II, and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
- ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No
If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion
- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes No
If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Capital Projects Manual

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Exterior/Interior Wall Repair - WVC Project Budget \$ 86,400

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The exterior walls of the Library/Theater/Science Building at Wabash Valley College are allowing water to enter and cause damage to the base of the wall. The original construction of the building did not provide for throughwall flashing and weeps to allow water to drain from the wall cavity to the exterior. Installation of flashing and weeps will provide a path to the exterior for water that inevitably penetrates into the cavity wall system. This is Phase 1 of a multi-phase project. (BOCA National Property Maintenance Code PM-304.6).

The foam acoustical wall material in the radio studios has dried out and become extremely brittle, with much of it falling off the walls. The material produces airborne particles that have caused irritation to staff. Replacement with acoustical wall carpet will alleviate the potential health concerns. (BOCA National Property Maintenance Code PM-305.3).

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Install membrane throughwall flashing and weeps in the cavity wall of the west and north walls of the Library. Repair interior walls that have been damaged by water infiltration. Rework exterior drainage to direct water away from the building.

Remove all foam acoustical material from the radio studios. Install new acoustical wall carpet on all walls.

**Attachment #1
Project Budget**

Check One:

- New Construction**
- Remodeling**

Project Name

Budget Amounts

New Construction

Remodeling

Land
Site Development
Construction (including Fixed Equipment)
Mechanical
Electrical
General Conditions
Contingency (10%)
A/E Professional Fees
Total

Protection, Health, and Safety Project Name Exterior/Interior Wall Repair - WVC

Budget Amounts

Project Costs
Contingency
A/E Professional Fees

Total

71,300
7,200
7,900

\$86,400

**Attachment #2
Funding Source**

District/College Name Illinois Eastern Community Colleges No. 528

Project Name Exterior/Interior Wall Repair - WVC

Check the source(s) of funds:

Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects)

_____ Fund name (s):

Bond Proceeds
(including protection, health,
and safety bonds)

 X Type of bond issuance (s): Excess funds from our
Series 2002 PHS bond issue on 12/17/02. These
funds are available due to cancellation of ICCB
Project # 529-B-1429-0902 on February 21, 2003.
This project will not require a new tax levy.

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)

_____ Tax rate/fiscal year:

Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months:

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

_____ Term of Lending Arrangements in months:

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months:

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s):

ADA

Access for All Funding

_____ Proposed Fiscal Year Source(s):

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required) x

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date March 18, 2003

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Image Architects Inc.
1118 West Main Street
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Architect/Engineer's Signature	March 10, 2003 Date
001-010485	
Illinois Registration or License Number	

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Provide Throughwall Flashing and Weeps	47,300
Miscellaneous Repair	10,000
Interior Acoustical Replacement	<u>14,000</u>
Subtotal	71,300
Contingency - 10%	7,200
A/E Compensation - 10%	<u>7,900</u>
 Project Total	 \$ 86,400

Note: Project not yet designed.

Resolution to Approve PHS Construction Projects

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 529 (Hereinafter referred to as IECC) is authorized to complete necessary projects dealing with protection, health, and safety of students, employees, or visitors; and,

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community Colleges District No. 529; and

WHEREAS, the board has received reports from a licensed professional architect/engineer that there are projects at IECC which requires repair and alterations, as defined in ICCB Rule 1501.601; and,

WHEREAS, Section 3-20.3-01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the projects recommended for repair and alterations are:

Exterior/Interior Wall Repair - WVC \$86,400

Total estimated cost including fees and contingency: \$86,400

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for the protection, health, and safety of students, employees, and visitors and not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Community College District 529 as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary for the protection, health, and safety of the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.
5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

Resolution adopted by roll call vote this 18th day of March, 2003.

Approved: Chairman: _____

Secretary: _____

Resolution to Approve PHS Construction Projects

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 529 (Hereinafter referred to as IECC) is authorized to complete necessary projects dealing with protection, health, and safety of students, employees, or visitors; and,

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community Colleges District No. 529; and

WHEREAS, the board has received reports from a licensed professional architect/engineer that there are projects at IECC which requires repair and alterations, as defined in ICCB Rule 1501.601; and,

WHEREAS, Section 3-20.3-01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the projects recommended for repair and alterations are:

Roof Replacement, Main Hall - WVC \$131,800

Total estimated cost including fees and contingency: \$131,800

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for the protection, health, and safety of students, employees, and visitors and not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Community College District 529 as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary for the protection, health, and safety of the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.
6. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

Resolution adopted by roll call vote this 18th day of March, 2003.

Approved: Chairman: _____

Secretary: _____

Agenda Item #8B

Crossroads Hospital HIPAA Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 18, 2003
RE: Crossroads Hospital HIPAA Agreement

Mr. Chairman, I request approval of the Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and the Crossroads Hospital. The agreement is attached.

TLB/rs

Attachment

HIPAA BUSINESS ASSOCIATE CONTRACT ADDENDUM

This Addendum to the Agreement is made and entered into as of [March 1, 2003](#) by and between [Crossroads Community Hospital](#) (“Hospital”) and [Illinois Eastern Community Colleges](#) (“Vendor”).

WITNESSETH

WHEREAS, Hospital and Vendor entered into an Agreement dated [August 1, 2002](#), (the “Agreement”);

WHEREAS, Hospital and Vendor desire to amend the Agreement as set forth herein, and

NOW, THEREFORE, for and in consideration of the mutual agreements, covenants, terms and conditions herein contained, the parties agree as follows:

BACKGROUND STATEMENTS

- A. Whereas, pursuant to Agreement, Hospital discloses to Vendor certain information (“Protected Health Information” as further defined below) that is subject to protection under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), Public Law 104-191; and
- B. Vendor, as a recipient of Protected Health Information from Hospital, is a “Business Associate” as that term is defined in HIPAA and regulations promulgated by the U.S. Department of Health and Human Services to implement certain provisions of HIPAA (herein “HIPAA Regulations”); and
- C. Pursuant to the HIPAA Regulations, all Business Associates of entities such as Hospital must, as a condition of doing business with Hospital, agree in writing to certain mandatory provisions regarding, among other things, the use and disclosure of Protected Health Information; and

IN CONSIDERATION OF THE FOREGOING, and of the desire of each party to continue providing or receiving services under the Agreement, the parties agree as follows:

1. Definitions

Unless otherwise provided in this Addendum, capitalized terms have the same meaning as set forth in the HIPAA Regulations, 45 CFR parts 142 and 160-164.

2. Scope of Use of Protected Health Information

- a. Vendor may not use or otherwise disclose Protected Health Information (as defined in 45 CFR §164.504) it receives from Hospital for any purpose other than the purpose expressly stated in the Agreement or otherwise permitted by HIPAA Regulations;
- b. Vendor may not, notwithstanding any other provisions of the Agreement, use or disclose Protected Health Information in the manner that violates or would violate the HIPAA Regulations if such activity were engaged in by Hospital.

- c. Vendor may use Protected Health Information for the proper management and administration of the Vendor, provided that disclosures are Required by Law, or Vendor obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and the person notifies the Vendor of any instances of which it is aware in which the confidentiality of the information has been breached.
- d. Vendor may use Protected Health Information to provide Data Aggregation services to Hospital as permitted by 42 CFR parts 164.504 (e)(2)(i)(B).
- e. Vendor may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with parts 164.502 (j)(1).

3. Provisions for Covered Entity to Inform Business Associate of Privacy Practices

- a. Hospital shall notify Vendor of any limitation(s) in its notice of privacy practices in accordance with 45 CFR parts 164.520, to the extent that such limitation may affect Vendor's use or disclosure of Protected Health Information.
- b. Hospital shall notify Vendor of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Vendor's use or disclosure of Protected Health Information.
- c. Hospital shall notify Vendor of any restriction to the use or disclosure of Protected Health Information that Hospital has agreed to in accordance with 45 CFR parts 164.522, to the extent that such restriction may affect Vendor's use or disclosure of Protected Health Information.

4. Safeguards for the Protection of Protected Health Information. Vendor shall implement and maintain, and by this Addendum warrants that it has implemented, such safeguards as are necessary to ensure that the Protected Health Information disclosed by Hospital to Vendor is not used or disclosed by Vendor except as is provided in the Agreement.

5. Reporting of Unauthorized Use or Disclosure. Vendor shall promptly report to Hospital any use or disclosure of Protected Health Information of which Vendor becomes aware that is not provided for or permitted in the Agreement. Vendor shall permit Hospital to investigate any such report and to examine Vendor's premises, records and practices.

6. Use of Subcontractors. To the extent that Vendor uses one or more subcontractors or agents to provide services under the Agreement, and such subcontractors or agents receive or have access to the Protected Health Information from Hospital, Vendor shall require each such subcontractor or agent to sign an agreement with Vendor containing satisfactory written assurances that the Subcontractor shall safeguard Protected Health Information in a manner consistent with this Agreement, and in compliance with the HIPAA Regulations.

7. Access to Protected Health Information. Vendor agrees to provide Hospital or Individual with access to Protected Health Information, at the request of Hospital or Individual, in order for Hospital to meet the requirements to provide access to Protected Health Information to the subject of that information.

8. Uses of Open Communication Channels; Encryption

- a. Vendor may not transmit Protected Health Information over the Internet or any other insecure or open communication channel unless such information is encrypted or otherwise safeguarded using [128 bit encryption, SSL, etc.].

9. Authorized Alteration of Protected Health Information.

- a. Vendor acknowledges that the HIPAA Regulations require Hospital to provide access to Protected Health Information to the subject of that information, if and when Vendor makes any material alteration to such information. For purposes of this section, "Material Alteration" means any addition, deletion or change to the Protected Health Information of any subject other than the addition of indexing, coding or other administrative identifiers for the purpose of facilitating the identification or processing of such information.
- b. Vendor shall provide Hospital with notice of each material alteration in any Protected Health Information and shall cooperate promptly with Hospital in responding to any request made by any subject of such information to Hospital to inspect and/or copy such information.
- c. Except where required to do so by law or otherwise pursuant to valid legal process, Vendor may not deny Hospital access to any such information if, in Hospital's sole discretion, such information must be made available to the subject seeking access to it.
- d. Vendor shall promptly incorporate all amendments or corrections as provided by Hospital to Protected Health Information when requested by Hospital to do so.

10. Audits, Inspection and Enforcement.

- a. From time to time upon reasonable notice, Hospital may, at its own expense, inspect the facilities, systems, books and records of Vendor to monitor compliance with this Addendum. Vendor shall promptly remedy any violation of any term of this Addendum and shall certify the same to Hospital in writing. Hospital shall be limited in its inspection to such facilities, systems, books and records that relate to Protected Health Information provided by Hospital. The fact the Hospital inspects, or fails to inspect, or has the right to inspect, Vendor's facilities, systems and procedures does not relieve Vendor of its responsibility to comply with this Addendum, nor does Hospital's failure to detect, or to detect but fail to call Vendor's attention to or require Remediation of any unsatisfactory practice constitute acceptance of such practice or a waiver of Hospital's enforcement rights.
- b. Vendor further agrees to make its internal practices, books and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, or created or received by Vendor on behalf of, Hospital available to Hospital or to the Secretary of DHHS, in a time and manner negotiated between Hospital and vendor or designated by the Secretary, for purposes of the Secretary determining Hospital's compliance with the Privacy Rule.

- c. Vendor agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Hospital to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR parts 164.528.
11. **Termination for Cause.** Upon Hospital's knowledge of a material breach by Vendor of this Addendum, Hospital shall either:
 - a. Provide an opportunity for Vendor to cure the breach or end the violation and terminate this Addendum and the [Affiliation Agreement/Observation Agreement](#), if Vendor does not cure the breach or end the violation within the time specified by Hospital;
 - b. Immediately terminate this Addendum and the [Affiliation Agreement/Observation Agreement](#) or
 - c. If neither termination nor cure are feasible, Hospital shall report the violation to the Secretary.
12. **Effect of Termination.** Upon the termination of this Addendum or the Agreement for any reason, Vendor will return to Hospital, or, at Hospital's direction, destroy, all Protected Health Information received from Hospital that Vendor maintains in any form, recorded on any medium, or stored in any storage system. A senior officer of Vendor shall certify in writing to Hospital, within five days after the termination or other expiration of the Agreement, that all Protected Health Information has returned or disposed of as provided above and that Vendor no longer retains any such Protected Health Information in any form.
13. **Duty to Mitigate.** Vendor agrees to mitigate, to the extent practicable, any harmful effect that is known to Vendor of a use or disclosure of Protected Health Information by Vendor in violation of the requirements of this Addendum or the Agreement.
14. **Indemnification.** Vendor shall indemnify and hold Hospital harmless from and against all claims, liabilities, judgments, fines, assessments, penalties, awards, or other expenses, of any kind or nature whatsoever, including, without limitation, attorney's fees, expert witness fees, and costs of investigation, litigation or dispute resolution, relating to or arising out of any breach of this Addendum by Vendor.
15. **Disclaimer.** HOSPITAL MAKES NO WARRANTY OR REPRESENTATION THAT COMPLIANCE BY VENDOR WITH THIS ADDENDUM OR THE HIPAA REGULATIONS WILL BE ADEQUATE OR SATISFACTORY FOR VENDOR'S OWN PURPOSES OR THAT ANY INFORMATION IN VENDOR'S POSSESSION OR CONTROL, OR TRANSMITTED OR RECEIVED BY VENDOR, IS OR WILL BE SECURE FROM UNAUTHORIZED USE OR DISCLOSURE. VENDOR IS SOLELY RESPONSIBLE FOR ALL DECISIONS MADE BY VENDOR REGARDING THE SAFEGUARDING OF PROTECTED HEALTH INFORMATION.
16. **Effect on Agreement.** Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Agreement shall remain in force and effect.
17. **Construction.** This Addendum shall be construed as broadly as necessary to implement and comply with HIPAA and the HIPAA Regulations. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA and the HIPAA Regulations.
18. **Regulatory References.** A reference in this Addendum to a section in the Privacy Rule means the section as in effect or as amended.

19. Amendment. The Parties agree to take such action as is necessary to revise this Addendum from time to time as is necessary for Hospital to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No.104-191.

20. Survival. The respective rights and obligations of Vendor under Section 12 of this Addendum shall survive the termination of this Addendum.

CROSSROADS COMMUNITY HOSPITAL

VENDOR

Date

Date

Agenda Item #8C
United Methodist Village HIPAA Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 18, 2003
RE: United Methodist Village HIPAA Agreement

Mr. Chairman, I request approval of the Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and the United Methodist Village. Because of its similarity to other HIPAA agreements and the fact that we could not receive it electronically, a printed copy of the agreement will be available for review at the Board meeting.

TLB/rs

Agenda Item #8D
Agreement with Southwestern Illinois College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 18, 2003
RE: Agreement with Southwestern Illinois College

The attached inter-district agreement's allows for Illinois Eastern Community Colleges to provide OSHA health and safety programs to specified nursing homes in the Southwestern Illinois College district.

Mr. Chairman, I recommend approval of the attached cooperative agreement between Illinois Eastern and Southwestern Illinois College.

TLB/rs

Attachment

AN INTERDISTRICT AGREEMENT FOR EDUCATIONAL COOPERATION BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529 AND SOUTHWESTERN
ILLINOIS COLLEGE, DISTRICT 522

This agreement made this 21st day of November 2002, and entered into between the Board of Trustees and Chief Administrative Officer of ILLINOIS EASTERN COMMUNITY COLLEGES, District 529, and the Board of Trustees and Chief Administrative Office of SOUTHWESTERN ILLINOIS COLLEGE, District 522, for the expressed purpose of providing a basis for ILLINOIS EASTERN COMMUNITY COLLEGES, District 529, and SOUTHWESTERN ILLINOIS COLLEGE, District 522 to train nursing home staff in OSHA and health and safety programs as a cooperative venture within SOUTHWESTERN ILLINOIS COLLEGE, District 522.

I. PROGRAMS TO BE INCLUDED

This inter-district agreement is applicable to OSHA and health and safety courses offered by ILLINOIS EASTERN COMMUNITY COLLEGES, District 529, approved by the Illinois Community College Board.

II. PURPOSE

The purpose of this agreement is to provide OSHA health and safety programs to specified nursing homes within the SOUTHWESTERN ILLINOIS COLLEGE District. The specified nursing homes (section III item 3) have facilities in both ILLINOIS EASTERN COMMUNITY COLLEGES District 529 and SOUTHWESTERN ILLINOIS COLLEGE District 522. In order to provide those specified clients with consistent training at a consistent price, SOUTHWESTERN ILLINOIS COLLEGE has agreed that ILLINOIS EASTERN COMMUNITY COLLEGES, District 529, OSHA and health and safety courses to those specified nursing homes in SOUTHWESTERN ILLINOIS COLLEGE District 522.

III. PROGRAM IMPLEMENTATION PROCEDURES

1. District 529 agrees to provide adequate classroom facilities at no cost to District 522 for programs in OSHA and health and safety under the terms of this inter-district cooperative education agreement.
2. ILLINOIS EASTERN COMMUNITY COLLEGES, District 529 agrees to provide all necessary administrative procedures relative to the programs under this inter-district agreement. The ILLINOIS EASTERN COMMUNITY COLLEGES, District 529, will maintain the official records, which include student transcripts, grades, and other related records. The records and transcripts will clearly identify the fact that the students attended under the terms of this inter-district agreement.
3. ILLINOIS EASTERN COMMUNITY COLLEGES, District 529, will employ instructors and teach OSHA and health and safety courses to the following nursing homes:

Senior Manor, Sparta, Illinois
Three Springs, Chester, Illinois
Grange Nursing Home, Mascoutah, Illinois
Freeburg Nursing Home, Freeburg, Illinois
Monroe County Care, Waterloo, Illinois
Canterbury Manor, Waterloo, Illinois.

ILLINOIS EASTERN COMMUNITY COLLEGES will not expand the program in SOUTHWESTERN ILLINOIS COLLEGE DISTRICT without the prior approval of SOUTHWESTERN ILLINOIS COLLEGE.

4. Students will enroll in and be required to meet the admission requirements, rules, regulations and procedures of ILLINOIS EASTERN COMMUNITY COLLEGES, District 529
5. ILLINOIS EASTERN COMMUNITY COLLEGES, District 529, shall claim credit hour apportionment, DAVTE reimbursement, and any other federal reimbursement normally received for a student in its district
6. SOUTHWESTERN ILLINOIS COLLEGE, District 522, shall count all students enrolled as SOUTHWESTERN ILLINOIS COLLEGE students for purposes of computing the equalization rate for District 522. SOUTHWESTERN ILLINOIS COLLEGE shall claim equalization apportionment reimbursement normally received for a student in its district.
7. ILLINOIS EASTERN COMMUNITY COLLEGES, District 529, will notify SOUTHWESTERN ILLINOIS COLLEGE, District 522 of the names, social security numbers, and credit hours generated by students enrolled under the terms of this inter-district agreement.
8. The liability insurance provided shall provide equal protection for ILLINOIS EASTERN COMMUNITY COLLEGES and SOUTHWESTERN ILLINOIS COLLEGE.

IV. TERMINATION

1. This is an annual agreement that SOUTHWESTERN ILLINOIS COLLEGE will expire on November 21st, 2003. At that time SOUTHWESTERN ILLINOIS COLLEGE will review the agreement and make a decision regarding renewal of the agreement.
2. The following responsible persons commit the aforementioned agencies to the terms of this inter-district agreement. SOUTHWESTERN ILLINOIS COLLEGE and ILLINOIS EASTERN COMMUNITY District 522. COLLEGES, District 529

President Chief Executive Officer

Chairman, Board of Trustees

Chairman, Board of Trustees

Secretary, Board of Trustees

Date

Secretary, Board of Trustees

Date

Agenda Item #8E

Agreement between LTC Foundation and City of Robinson

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 18, 2003
RE: Agreement between LTC Foundation & City of Robinson

The LTC Foundation and the City of Robinson are planning to construct an indoor baseball facility. Neither LTC nor IECC funds are to be utilized in the construction of the facility, but by executing this intergovernmental agreement, the City of Robinson will be able to apply for state and federal recreational grants.

The District's only obligation is to show the City as an insured on our current liability policy for times when LTC students will be using the facility.

I ask for the Board's approval of this agreement.

TLB/rs

Attachment

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made _____, 2003, by and between Lincoln Trail College Foundation, an Illinois not for profit corporation, of Robinson, Illinois, hereinafter referred to as FOUNDATION, Illinois Eastern Community College District No. 529, of Olney, hereinafter referred to as COLLEGE and the City of Robinson, Illinois, an Illinois Municipal Corporation of Robinson, Illinois, hereinafter referred to as CITY.

WITNESSETH:

WHEREAS, FOUNDATION is the owner of certain real estate located at 501 South Cross Street, Robinson, Illinois, more particularly described on Exhibit "A" which is attached hereto and incorporated herein by reference; and

WHEREAS, the parties hereto are desirous of developing said premises for the mutual benefit of the students of COLLEGE and the residents of the CITY'S community as recreational facility; and

WHEREAS, FOUNDATION and COLLEGE are desirous of having located upon said premises a baseball and softball practice facility and the CITY, in addition to that purpose, desires that said premises be developed for use for skates, skate boards and other purposes; and

WHEREAS, the parties have determined to fulfill said goals, FOUNDATION and CITY shall contribute to the cost of developing such facility, with such facility to then be owned and managed by CITY pursuant to the terms of this Agreement;

WHEREAS, Article 8, Section 10 of the Constitution of the State of Illinois authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and further provides that such units of local government may contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance; and

WHEREAS, the parties have determined that it is in the best interests of the students of COLLEGE and the residents of the CITY, for the parties to enter into this Agreement with respect to the construction, maintenance and operation of the project to be known as THE STATESMEN HITTING FACILITY and to carry out the purposes of this Agreement; and the governing bodies of each party hereto have adopted an ordinance or resolution approving this Intergovernmental Agreement and authorizing its execution.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein and of other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. Construction, Ownership and Equipping

Subject to limitations set below, FOUNDATION shall cause to be erected upon the premises located at 501 South Cross Street, Robinson, Illinois, and more particularly described

on Exhibit "A" attached hereto and incorporated herein by reference an unfinished structure in accordance with certain plans and specifications approved by CITY's licensed engineer, said structure to have a primary purpose of housing a baseball and softball practice facility. The term "unfinished structure" shall include the foundation, floor, exterior walls, windows and doors and roof, roughed in plumbing and electrical service but shall not include, interior walls, finished plumbing, electricity, heating, ventilation, air conditioning, sidewalks and landscaping. Said unfinished structure shall be erected at the sole cost of FOUNDATION. CITY shall cause said unfinished structure to be finished, with the costs of all materials and supplies to be paid for by FOUNDATION and with the cost of all labor to finish said structure to be paid for by CITY. When the unfinished structure is finished, completed and paid for by FOUNDATION, the FOUNDATION shall convey said real estate and improvements to CITY for the sum of Forty Five Thousand Dollars (\$45,000.00).

FOUNDATION shall, at its sole expense, purchase and provide all necessary equipment to operate the facility, including netting, floor surface, hitting machines, and such other apparatus needed to operate the facility. The CITY and FOUNDATION have agreed upon a basic equipment list to be provided by FOUNDATION and it is attached hereto and incorporated herein by reference as Exhibit "B". FOUNDATION shall make funds available to CITY for the purchase of such equipment as is described on Exhibit "B" and such other equipment as FOUNDATION and CITY shall determine to be reasonably required for the initial operation of such facility. CITY shall then purchase and install such equipment in the facility. Once the facility has been fully equipped at the cost of FOUNDATION, CITY shall assume sole cost of the maintenance, repair and replacement of such equipment. CITY shall not be required to order any of such equipment until funds have been transferred from FOUNDATION to CITY for that purpose.

2. Operation Expenses

The CITY shall own and operate the facility and shall be responsible for all expenses incurred in the operation of the facility after construction is complete.

3. Operation and Management of Facility

CITY shall provide management and clerical services as it shall deem necessary for the operation of the facility. Budgeting and policy decisions concerning the operation of the facility shall be in the sole discretion of CITY.

CITY shall have the right to establish user fees and rates, collect such user fees and rates, and those shall become general funds of the CITY.

4. Scheduling and Shared Use of the Facility

Priority shall be given to the use of the facility by student athletes of Lincoln Trail College. Such use shall be scheduled between the respective head coach of the using team and the designated representative of the CITY on or before January 10 of each year. CITY and COLLEGE shall cooperate as necessary to make scheduling changes and to avoid scheduling conflicts. The COLLEGE shall have a duly certified representative in attendance for purposes of supervision and instruction when the facility is used by the student athletes of COLLEGE. When the facility is used by the student athletes of COLLEGE, it shall be the responsibility of COLLEGE at the end of each daily use, to properly secure the building in accordance with

written instructions to be provided to it by CITY. In the event of a disagreement among the parties as to any matter covered by this paragraph, the decision of the CITY with regard to such issue shall be final.

FOUNDATION, in conjunction with COLLEGE shall provide to the CITY not less than four clinics per year in the use of the facility. Such clinics shall be available to the public without charge at times and dates agreed upon between the parties. Each such clinic shall be a minimum of two hours in length and one such clinic shall be during the summer school vacation time.

5. Revenues from Operation of Facility

CITY shall determine all fee structures for use of the facility by the general public. No charge shall be made to the student athletes of COLLEGE for use of the facility when scheduled through the COLLEGE and CITY when supervision is provided by COLLEGE. All concessions shall be under the control of CITY and it shall receive any revenues from those concessions, including vending machines. In the event of a disagreement among the parties as to any matter covered by this paragraph, the decision of the CITY with regard to such issue shall be final.

6. Liability Insurance and Indemnification

Each of the parties hereto shall maintain general liability insurance having liability limits in an amount not less than One Million Dollars (\$1,000,000.00) in force at such party's expense at all times during the term of this agreement and shall name the other party as an additional insured with respect to such policies of insurance. Proof of such insurance shall be given by each party by way of a certificate of insurance to be provided to the other party no less frequently than annually, and when otherwise requested by the other party.

CITY agrees to defend, indemnify and hold harmless FOUNDATION and COLLEGE, its officers, agents, contractors and employees harmless of and from all liabilities and claims of liabilities arising out of the CITY's use by the general public of the facility.

COLLEGE and FOUNDATION agree to defend, indemnify, and hold CITY, its officers, agents, contractors, and employees harmless of and from all liabilities and claims of liabilities arising out of the use of the facility by the student athletes of Lincoln Trail College Foundation when scheduled for use by them.

7. Termination Prior to Building

In the event FOUNDATION shall not construct the unfinished structure as provided herein above, then this Agreement shall terminate and FOUNDATION shall retain ownership of the real estate described herein, and CITY shall have no financial obligation to either COLLEGE or FOUNDATION.

8. Terms of Agreement

This Agreement shall be effective upon execution hereof by both of the parties hereto and shall continue through and including July 1, 2008. Unless either party notifies the other by January 1 of the year of termination of the initial term, or any renewal term, of its desire not to extend the Agreement, the Agreement shall be extended for additional successive one year terms

upon the same terms as then existing. In the event of the termination of this Agreement by either party as above provided, such party shall be responsible for all obligations incurred by it during the term of this Agreement. Upon termination of the Agreement, all real estate and improvements made subject hereof shall be the sole property of CITY.

9. Binding Effect

This Agreement shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns; provided, however, that neither party shall have the right to assign its interest in this Agreement either voluntarily or by operation of law without the prior written consent and approval of the other party.

10. Amendment

This Agreement constitutes the entire agreement of the parties and may be altered, modified or amended duly upon the written consent and agreement of both parties after approval by the governing body of each party as required by law.

11. Arbitration

It is hereby agreed that in case of any disagreement or difference shall arise at any time hereafter between the parties hereto, or any person claiming under them, in relation to this contract, either as to the construction or operation thereof or the respective rights and liabilities thereunder, such disagreement or difference shall be submitted to the arbitration of two persons, one to be appointed by each party to this Agreement, and the third to be appointed by the two so appointed. If either party shall refuse or neglect to appoint an arbitrator and served written notice thereof upon the other party requiring it to appoint an arbitrator, then the arbitrator so first appointed shall have the power to proceed to arbitrate and determine the matters of this Agreement or difference as if he were an arbitrator appointed by both the parties hereto for that purpose, and his decision in writing shall be final, provided such decision shall be made within 20 days after such refusal or neglect of the other party to appoint an arbitrator. In case there are three arbitrators selected as above provided such decision shall be made within 20 days after the reference of said arbitrators. All decisions of the arbitrators shall be binding upon the parties hereto as if entered by a court of competent jurisdiction.

12. Notices

All notices required hereunder shall be in writing and shall be served personally, be registered or certified mail return receipt requested, or by express delivery service as follows:

If to the City:
Mayor
300 S. Lincoln
Robinson, IL 62454

If to the Foundation:
Executive Director
408 South Cross Street
Robinson IL 62454

If to the College:
Chief Executive Officer
233 East Chestnut
Olney, IL 62450

In the event of the change of either of the above addresses, to the party whose address changes shall notify the other party in writing of such change and the new address.

13. Severability

If for any reason any provision of this Agreement is determined by the Court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed to be severed and this Agreement shall remain in full force and effect with the provision severed or as modified by Court Order provided that said provision determined invalid does not substantially impair the intent or substance of this Agreement so that the purposes of this Agreement are not fulfilled and the benefits to the parties hereto are not realized. If said provision does substantially impair the intent or substance, the parties shall attempt to agree on an amendment to this Agreement to address the changes necessary as a result of said Court determination. However, if the parties are unsuccessful in negotiating an amendment, this Agreement shall terminate.

14. Waiver of Performance

The waiver by either party of any, term, covenant or condition herein, or the failure of such party to insist upon strict and prompt performances therewith, shall not be deemed or construed to constitute a waiver of such terms, covenant or condition, which shall remain in full force and effect and shall continue to be subject to enforcement.

15. Governing Law and Exclusive Jurisdiction

This Agreement shall be construed and interpreted in accordance with the laws of the State of Illinois.

16. Authority of Officers

Each of the parties hereto represent and warrant that the officers executing this Agreement for and on behalf of such party are fully authorized and empowered by the governing body of such party to make, execute and deliver this Agreement for and on behalf of such party.

CITY OF ROBINSON, ILLINOIS, AN ILLINOIS MUNICIPAL CORPORATION

BY: _____
WALLACE W. DEAN, Mayor

ATTEST: _____
SANDREA JARED, City Clerk

LINCOLN TRAIL COLLEGE FOUNDATION, AN ILLINOIS NOT FOR PROFIT CORPORATION,

BY: _____

ATTEST _____

Its President

Its Secretary

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

BY: _____
Its President

ATTEST: _____
Its Secretary

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT
March 2003

IECC

Bleacher Replacement for LTC – PHS Phase 7
Digital Whiteboard Recorders & Software
Tape Library

LTC Correctional Center

Computers

TO: Board of Trustees
FROM: Roger Browning
SUBJECT: Bleacher Replacement at Lincoln Trail College –PHS Phase 7
DATE: March 13, 2003

Attached is the bid recommendation received from Marion Poggas, Image Architects for the Bleacher Replacement at Lincoln Trail College.

Based upon the bid tabulation attached and also the attached recommendation from Marion Poggas, the Bid Committee recommends acceptance of the bid from Seating Systems, Inc., Farina, IL for a total of \$117,378.

Source of Funds: Series 2002 Protection, Health & Safety Bond Funds

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

IMAGE ARCHITECTS INC.

PHASE 7
PROTECTION, HEALTH & SAFETY COMPLIANCE WORK
ALL CAMPUSES
ROOF & BLEACHER REPLACEMENT
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529
OLNEY, ILLINOIS

Bid Tabulation

Thursday, March 13, 2003 @ 11:00 a.m.

DIVISION II - BLEACHER WORK

BIDDER	BID SECURITY	ADDENDUM NO. 1	BASE BID
Seating Systems, Inc. Farina, IL	5%	X	\$117,378
Larson Equipment & Furniture Co. Palatine, IL	5%	----	*\$ 90,204

*Bid does not meet specifications.

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

March 13, 2003

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

Re: Protection, Health & Safety Compliance Work Phase 7
Bleacher Replacement
Illinois Eastern Community Colleges District No. 529
Olney, Illinois

Dear Mr. Browning:

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

Seatings Systems Inc.	\$117,378.00
-----------------------	--------------

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

Sincerely,

IMAGE ARCHITECTS INC.

Marion J. Poggas, AIA
President

MJP/smw

TO: Roger Browning

FROM: Alex Cline

DATE: 3/13/2003

SUBJECT: Digital Whiteboard Recorders and Software Bids

Due to incorrect warranty specifications, I recommend rejecting all bids for the digital whiteboards recorders and software.

The bid specifications will be modified and re-released with plans to submit a proposal at the April Board meeting.

I anticipate this specification change will allow for the best possible pricing.

Item #1 - Mimio Xi for Windows Digital Whiteboard Recorder

MANUFACTURER PART NUMBER VTL-600-0035 or Equivalent

Bid must include: Mimio or equivalent:

- capture bar
- with linkUSB module
- Four (4) styli
- Four (4) Expo dry-erase markers
- eraser and holder
- Batteries for bar, styli and eraser
- CD including software
- 16" (5m) mini-B USB cable
- AC Power Adapter

Pricing:

Per	12-15	16-20	21+
Unit	Units	Units	Units

Item #2 – Mimio Boardcast Software

MANUFACTURER PART NUMBER VTL-600-0032 or Equivalent

Pricing:

Per	12-15	16-20	21+
Unit	Units	Units	Units

Item #3 Mimio Handwriting Recognition Software

MANUFACTURER PART NUMBER VTL-790-0008 or Equivalent

Pricing:

Per	12-15	16-20	21+
Unit	Units	Units	Units

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

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.

TO: Roger Browning
FROM: Alex Cline
DATE: 3/13/2003
SUBJECT: Tape Library Bids

I recommend rejecting all tape library bids and re-writing the specifications because Dell Corporation submitted an alternate bid that is \$4,762 less than the next lowest bidder. After reviewing the cost savings and the technical requirements, the bid committee feels this alternate bid would be the best value.

This alternate bid does not meet the bid specifications since the library can only hold 21 tapes and we specified 26 tapes. By rejecting all bids and re-writing the specifications to require only 21 tapes, the district should be able to save around \$4,762 x 4 for a total of \$19,048.

**Illinois Eastern Community Colleges
TAPE LIBRARY
BID TABULATION**

DESCRIPTION	QTY	CDW Vernon Hills, IL	Charley, Inc Robinson, IL	Cybernetics Yorktown, VA	Dell Marketing Round Rock, TX	Hewlett Packard Colorado Springs, CO	Unique Digital Houston, TX
Base Model	Per Unit	15,503.00	15,779.00	15,091.75	6,518.00	11,280.00	12,736.00
	2-3 Units	15,503.00	15,779.00	15,091.75	6,518.00	11,280.00	11,989.25
	4 Units	15,503.00	15,779.00	15,091.75	6,518.00	11,280.00	11,330.35
OPTIONS:							
MSL5000 field upgrade SDLT 160/320GB tape drive	Per Unit	8,830.00	8,986.00	N/A	2,730.00	6,423.00	6,308.00
	2-3 Units	8,830.00	8,986.00	N/A	2,730.00	6,423.00	5,913.75
	4 Units	8,830.00	8,986.00	N/A	2,730.00	6,423.00	5,565.88
MSL5000 dual magazine pack DLT/SDLT	Per Unit	385.00	380.00	N/A	135.00	272.00	368.00
	2-3 Units	385.00	380.00	N/A	135.00	272.00	345.00
	4 Units	385.00	380.00	N/A	135.00	272.00	324.71
SDLT Media 5-pack	Per Unit	715.00	695.00	530.00	430.00	499.00	495.00
	2-3 Units	715.00	695.00	530.00	430.00	499.00	475.00
	4 Units	715.00	695.00	530.00	430.00	499.00	460.00
SDLT Media 10-pack	Per Unit	1,385.00	1,383.00	1,060.00	840.00	993.00	920.00
	2-3 Units	1,385.00	1,383.00	1,060.00	840.00	993.00	920.00
	4 Units	1,385.00	1,383.00	1,060.00	840.00	993.00	920.00
SDLT Media 20-pack	Per Unit	2,771.00	2,767.00	2,120.00	1,640.00	1,988.00	1,840.00
	2-3 Units	2,771.00	2,767.00	2,120.00	1,640.00	1,988.00	1,840.00
	4 Units	2,771.00	2,767.00	2,120.00	1,640.00	1,988.00	1,840.00
DLT bar code labels	Per Unit	59.00	57.00	80.00	87.00	38.00	47.00
	2-3 Units	59.00	57.00	80.00	87.00	38.00	47.00
	4 Units	59.00	57.00	80.00	87.00	38.00	47.00
SCSI cable, VHDCI/VHDCI 6 feet	Per Unit	59.00	57.00	N/A	N/A	38.00	53.00
	2-3 Units	59.00	57.00	N/A	N/A	38.00	53.00
	4 Units	59.00	57.00	N/A	N/A	38.00	53.00
SCSI cable, VHDCI/VHDCI 12 feet	Per Unit	85.00	86.00	N/A	N/A	57.00	102.35
	2-3 Units	85.00	86.00	N/A	N/A	57.00	102.35
	4 Units	85.00	86.00	N/A	N/A	57.00	102.35
SCSI cable, VHDCI/Wide 6 feet	Per Unit	59.00	N/A	N/A	N/A	38.00	50.60
	2-3 Units	59.00	N/A	N/A	N/A	38.00	50.60
	4 Units	59.00	N/A	N/A	N/A	38.00	50.60
SCSI cable, VHDCI/Wide 12 feet	Per Unit	85.00	N/A	N/A	37.00	57.00	100.00
	2-3 Units	85.00	N/A	N/A	37.00	57.00	100.00
	4 Units	85.00	N/A	N/A	37.00	57.00	100.00

TAPE LIBRARY SPECIFICATIONS

HP Storage Works MSL5026S2 Tape Library or equivalent

- Hot plug drives for on line repair and capacity expansion, without interrupting library operations for minimum downtime
- One expandable to two SDLT 160/320 drives, with a throughput of 16 MB/s (native) per drive for a backup performance of up to 115.2 GB/hr for a single unit
- Ultra 2 LVD SCSI Interface
- Twenty-six data slots for a native capacity of 4.16 TB, giving the highest density in a 5U form factor in the mainstream segment (including one mail slot for quick load/unload and removable magazine)
- Two cPCI slots for added functionality through add-on cards in future
- GUI based touch screen panel for easy library operation
- Available as tabletop configuration
- Qualified behind Windows NT 4.0 and Windows 2000, NetWare 5.1 and 6.0, Tru64 UNIX 4.0G and 5.1A, Linux Red Hat 6.2 and 7.2, and SuSE 7.0
- (HP-UX 11.0 and 11.i, Solaris 7 and 8, AIX 4.3.3, and OpenVMS 7.2 and 7.3 will be qualified in the future) operating systems using industry
- Standard backup and restore software in direct-attached or SAN environments with HP EBS
- Multi-unit modular scalability, up to eight units, for future growth and investment protection
- Supports SCSI Controllers 64-bit/66 MHz Dual Channel Wide Ultra 3 SCSI Adapter and 64-bit/66 MHz Single Channel Wide Ultra 3 SCSI Adapter.
- Supports Fiber Channel Controllers 64 Bit/66 MHZ PCI to FC HBA
- Remote management through Ethernet interface
- Library can optionally configure embedded Fiber to SCSI router to easy connection to a FC SAN, Thus enabling direct Fiber connection to the library.

HP Storage Works MSL5026S2 Tape Library or equivalent Continued:

	<u>Per</u> <u>Unit</u>	<u>2-3</u> <u>Units</u>	<u>4</u> <u>Units</u>
Base Model	_____	_____	_____
Options:			
MSL5000 field upgrade SDLT 160/320GB tape drive in hot plug	_____	_____	_____
MSL5000 dual magazine pack DLT/SDLT (2*13 slot magazines, left and right)	_____	_____	_____
SDLT Media 5-pack	_____	_____	_____
SDLT Media 10-pack	_____	_____	_____
SDLT Media 20-pack	_____	_____	_____
DLT bar code labels 100 pieces	_____	_____	_____
SCSI Cable, VHDCI/VHDCI, 6 feet	_____	_____	_____
SCSI Cable, VHDCI/VHDCI, 12 feet	_____	_____	_____
SCSI Cable, VHDCI/Wide, 6 feet	_____	_____	_____
SCSI Cable, VHDCI/Wide, 12 feet	_____	_____	_____

3 year limited Warranty. 45-day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; Warranty issues to be resolved in less than one week. 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; Telephone technical support 18 hour, 6-days-a-week required. Complete documentation for all hardware and software must be provided. All hardware must be Windows 2000 compatible. Failure to provide shall constitute reason for unconditional return of the system or systems with no restocking charge.

NOTE: Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Any exceptions to warranty and support requirements or failure to comply will be considered non-responsive.

ALL FREIGHT, DELIVERY AND/OR INSTALLATION CHARGES ARE INCLUDED IN BID. YOUR 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 _____

FAX _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Computers
DATE: March 13, 2003

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

Bid Committee recommends acceptance of the low bid received that meet all specifications from Charley, Inc., Robinson, IL for 37 computers at \$736.00 each for a total bid of \$27,232.00.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Alex Cline
Larry Conour
Harry Hillis, Jr.

Source of Funds: Instructional

Department: LTC Instructional

Rationale for Purchase: Computers are needed for instructional purposes at LTC Correctional Center.

The “Advertisement for Bids” was placed in the Wayne County Press for one (1) day.

**Illinois Eastern Community Colleges
DESKTOP COMPUTER
BID TABULATION**

COMPANY	QTY	TOTAL BID
Automated Office Solutions Evansville, IN	Per Unit	\$889.00
	2-15 Units	878.00
	16-30 Units	864.00
	31+ Units	852.00
Busy Bytes Computer Services Evansville, IN	Per Unit	971.00
	2-15 Units	950.00
	16-30 Units	925.00
	31+ Units	910.00
Charley Inc. Robinson, IL	Per Unit	758.00
	2-15 Units	744.00
	16-30 Units	736.00
	31+ Units	736.00
Dell Computer Corp. Round Rock, TX	Per Unit	865.00
	2-15 Units	856.00
	16-30 Units	856.00
	31+ Units	856.00
Gateway Companies North Sioux City, SD	Per Unit	949.00
	2-15 Units	949.00
	16-30 Units	915.00
	31+ Units	899.00
Gateway Companies North Sioux City, SD *Bidding Flat Panel Displays	Per Unit	*1075.00
	2-15 Units	*1075.00
	16-30 Units	*1054.00
	31+ Units	*1029.00
Liddles Computer Sales & Service Annapolis, IL	Per Unit	794.00
	2-15 Units	790.00
	16-30 Units	772.00
	31+ Units	756.00
RK Dixon Co. Davenport, IA	Per Unit	830.00
	2-15 Units	830.00
	16-30 Units	830.00
	31+ Units	830.00

DESKTOP COMPUTER MINIMUM BASE SPECIFICATIONS

Processor: Intel Pentium 4, 1.7 Ghz, 256Kb Cache
RAM: 256 MB DDR Memory
Fixed Disk: minimum 20 GB 7200 RPM EIDE Hard Drive (NTFS format)
Video: Dynamic Video Memory or minimum 32 MB
Diskette: 3.5 in 1.44 MB Diskette Drive
Optical: 56x Speed CD-ROM
Sound Card: integrated SoundBlaster compatible
Monitor: 15 in. SVGA Monitor Color 1280 x 1024 .28mm NI
Keyboard: 104 Key Enhanced
Mouse: **Optical** with scroll wheel, USB
Interfaces: USB (**2.0, front case location preferred**), parallel, serial
Case: Tower case with minimum 250W Power Supply
Other: 10/100-BaseT Ethernet Card (UTP RJ-45)
Operating System: MS Windows 2000 Professional **with most recent Service Packs installed**

	<u>Per</u> <u>Unit</u>	<u>2-15</u> <u>Units</u>	<u>16-30</u> <u>Units</u>	<u>31+</u> <u>Units</u>
Unit Pricing	_____	_____	_____	_____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

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.

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT February 28, 2003

FUND	BALANCE
Educational	\$1,538,408.26
Operations & Maintenance	\$111,524.05
Operations & Maintenance (Restricted)	\$732,918.80
Bond & Interest	\$15,351.93
Auxiliary	\$348,255.01
Restricted Purposes	(\$20,317.47)
Working Cash	\$3,426.84
Trust & Agency	\$344,196.29
Audit	\$39,722.69
Liability, Protection & Settlement	\$160,527.23
TOTAL ALL FUNDS	\$3,274,013.63
Respectfully submitted,	
Marilyn Grove, Treasurer	

LIST OF INVESTMENTS

February 2003

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	1,000,000	1,006,550	6,550
01/23/03	04/23/03	1.50	Old National Bank in Mt. Carmel (CD)	1,500,000	1,505,625	5,625
Operations & Maintenance						
01/23/03	04/23/03	1.50	Old National Bank in Mt. Carmel (CD)	150,000	150,563	563
Operations & Maintenance Fund (Rest)						
11/20/02	03/20/03	1.31	US Bank of Flora (CD)	600,000	602,620	2,620
01/23/03	05/23/03	1.50	Old National Bank in Mt. Carmel (CD)	3,000,000	3,015,000	15,000
Bond & Interest						
Auxiliary Fund						
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	500,000	503,275	3,275
Restricted Purposes						
Working Cash Fund						
01/07/01	07/07/03	4.07	Community Bank & Trust (CD)	1,515,000	1,607,491	92,491
11/18/02	11/18/03	1.80	Trust Bank (CD)	675,000	687,150	12,150
11/19/02	05/19/03	1.31	US Bank of Flora (CD)	49,000	49,321	321
01/23/03	05/23/03	1.50	Old National Bank in Mt. Carmel (CD)	15,000	15,075	75
Trust & Agency Fund						
Liability & Protection Fund						
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	750,000	754,913	4,913
Total				9,754,000		

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,578,135	3,870,908
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	7,000,000	1,783,000
RECEIVABLES	1,671,417	6,163,076
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
TOTAL ASSETS AND OTHER DEBITS:	11,254,289	11,850,235
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-11,299	-6,819
ACCOUNTS PAYABLE	-536,662	-457,346
ACCRUED EXPENSE		29,019
INTERFUND PAYABLES		
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	577,676	562,193
TOTAL LIABILITIES:	29,714	5,362,137
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	4,912,682	1,788,481
RESERVE FOR ENCUMBRANCES	6,311,893	4,699,618
TOTAL EQUITY AND OTHER CREDITS:	11,224,575	6,488,099
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	11,254,289	11,850,235

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ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	348,255	209,563
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	500,000	600,000
RECEIVABLES	243,690	183,013
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	1,533,467	1,434,098
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-10,963	12,191
ACCRUED EXPENSE		23,313
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-10,963	35,504
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTED CHANGE TO FUND	267,541	518,921
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,544,430	1,398,594
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,533,467	1,434,098

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ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	3,427	344,196	347,623	277,305
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,254,000	--	2,254,000	2,298,000
RECEIVABLES		10,387	10,387	17,907
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,257,427	354,584	2,612,010	2,593,212
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		4,114
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		139,950	139,950	144,064
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,257,427	206,539	2,463,966	2,440,469
RESERVE FOR ENCUMBRANCES		8,094	8,094	8,679
TOTAL EQUITY AND OTHER CREDITS:	2,257,427	214,634	2,472,060	2,449,149
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,257,427	354,584	2,612,010	2,593,212
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	3,274,014	4,357,777
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	9,754,000	4,681,000
RECEIVABLES	1,925,495	6,363,996
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	15,399,766	15,877,546
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-11,299	-6,819
ACCOUNTS PAYABLE	-547,625	-441,041
ACCRUED EXPENSE		52,332
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	577,676	562,193
TOTAL LIABILITIES:	158,701	5,541,705
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	267,541	518,921
BALANCE		
Fund Balances:		
FUND BALANCE	7,376,648	4,228,950
RESERVE FOR ENCUMBRANCES	6,319,988	4,708,297
TOTAL EQUITY AND OTHER CREDITS:	15,241,065	10,335,841
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	15,399,766	15,877,546

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2003

Percentage of time remaining through the Budget: 33.425

EDUCATIONAL FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,766,410.00	1,783,911.38	17,501.38	.991
STATE GOVT SOURCES	11,846,245.00	6,288,611.01	-5,557,633.99	-46.915
STUDENT TUITION & FEES	6,700,711.00	7,282,596.58	581,885.58	8.684
SALES & SERVICE FEES	25,000.00	25,066.69	66.69	.267
FACILITIES REVENUE	.00	.00	.00	.000
INVESTMENT REVENUE	130,000.00	63,670.93	-66,329.07	-51.022
OTHER REVENUES	102,000.00	36,212.91	-65,787.09	-64.497
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,570,366.00	15,480,069.50	-5,090,296.50	-24.746
EXPENDITURES:				
INSTRUCTION	9,894,460.00	6,111,852.60	-3,782,607.40	-38.230
ACADEMIC SUPPORT	498,902.23	315,440.51	-183,461.72	-36.773
STUDENT SERVICES	1,217,960.99	790,979.88	-426,981.11	-35.057
PUBLIC SERV/CONT ED	74,688.00	49,626.84	-25,061.16	-33.554
OPER & MAINT PLANT	138,000.00	80,730.87	-57,269.13	-41.499
INSTITUTIONAL SUPPORT	4,831,643.78	2,999,453.11	-1,832,190.67	-37.921
SCH/STUDENT GRNT/WAIVERS	3,765,630.00	3,186,224.51	-579,405.49	-15.387
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,421,285.00	13,534,308.32	-6,886,976.68	-33.725
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	671,221.00	875,221.00	204,000.00	30.392
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	671,221.00	875,221.00	204,000.00	30.392
NET INCREASE/DECREASE IN NET ASSETS	-522,140.00	1,070,540.18	1,592,680.18	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2003

Percentage of time remaining through the Budget: 33.425

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	752,745.00	758,276.42	5,531.42	.735
STATE GOVT SOURCES	1,565,080.00	776,595.82	-788,484.18	-50.380
FACILITIES REVENUE	30,000.00	21,956.50	-8,043.50	-26.812
INVESTMENT REVENUE	10,000.00	9,354.28	-645.72	-6.457
OTHER REVENUES	5,000.00	.00	-5,000.00	-100.000
	-----	-----	-----	-----
TOTAL REVENUES:	2,362,825.00	1,566,183.02	-796,641.98	-33.716
EXPENDITURES:				
ACADEMIC SUPPORT	.00	.00	.00	.000
STUDENT SERVICES	.00	-208.14	-208.14	#####
OPER & MAINT PLANT	2,511,906.00	1,617,337.81	-894,568.19	-35.613
INSTITUTIONAL SUPPORT	.00	-129.20	-129.20	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,511,906.00	1,617,000.47	-894,905.53	-35.627
NET INCREASE/DECREASE IN NET ASSETS	-149,081.00	-50,817.45	98,263.55	65.913

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2003

Percentage of time remaining through the Budget: 33.425

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	.00	3,506,957.08	3,506,957.08	#####
STATE GOVT SOURCES	76,900.00	73,945.72	-2,954.28	-3.842
INVESTMENT REVENUE	8,200.00	19,131.42	10,931.42	133.310
	-----	-----	-----	-----
TOTAL REVENUES:	85,100.00	3,600,034.22	3,514,934.22	###.###
EXPENDITURES:				
OPER & MAINT PLANT	76,958.00	36,997.67	-39,960.33	-51.925
INSTITUTIONAL SUPPORT	829,452.00	188,211.24	-641,240.76	-77.309
	-----	-----	-----	-----
TOTAL EXPENDITURES:	906,410.00	225,208.91	-681,201.09	-75.154
NET INCREASE/DECREASE IN NET ASSETS	-821,310.00	3,374,825.31	4,196,135.31	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2003
Percentage of time remaining through the Budget: 33.425

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,469,646.00	1,508,636.22	38,990.22	2.653
INVESTMENT REVENUE	.00	5,281.08	5,281.08	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,469,646.00	1,513,917.30	44,271.30	3.012
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,469,646.00	1,443,237.50	-26,408.50	-1.797
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,469,646.00	1,443,237.50	-26,408.50	-1.797
NET INCREASE/DECREASE IN NET ASSETS	.00	70,679.80	70,679.80	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
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AUXILIARY ENTERPRISE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	44,950.00	.00	-44,950.00	-100.000
STUDENT TUITION & FEES	494,125.00	160,915.84	-333,209.16	-67.434
SALES & SERVICE FEES	2,760,601.00	1,920,886.37	-839,714.63	-30.418
FACILITIES REVENUE	1,415.00	1,310.00	-105.00	-7.420
INVESTMENT REVENUE	17,833.00	16,612.08	-1,220.92	-6.846
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	20,000.00	20,000.00	#####
OTHER REVENUES	73,914.00	21,155.18	-52,758.82	-71.379
	-----	-----	-----	-----
TOTAL REVENUES:	3,392,838.00	2,140,879.47	-1,251,958.53	-36.900
AUXILIARY ENTERPRISES:				
SALARIES	1,232,480.00	642,642.61	-589,837.39	-47.858
EMPLOYEE BENEFITS	72,473.00	45,744.00	-26,729.00	-36.881
CONTRACTUAL SERVICES	305,476.00	100,439.56	-205,036.44	-67.120
GEN. MATERIAL & SUPPLIES	2,363,563.00	1,583,553.86	-780,009.14	-33.001
CONF/TRAVEL MEETING EXPENSE	298,727.00	184,355.79	-114,371.21	-38.286
FIXED CHARGES	86,120.00	68,487.93	-17,632.07	-20.474
UTILITIES	15,950.00	9,062.83	-6,887.17	-43.180
CAPITAL OUTLAY	250,100.00	40,244.11	-209,855.89	-83.909
INTERFUND TRANSFERS	775,221.00	-875,221.00	-1,650,442.00	#####
OTHER EXPENDITURES	175,875.00	74,028.53	-101,846.47	-57.908
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,575,985.00	1,873,338.22	-3,702,646.78	-66.403
NET INCREASE/DECREASE IN NET ASSETS	-2,183,147.00	267,541.25	2,450,688.25	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2003

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WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	104,000.00	67,426.84	-36,573.16	-35.167
	-----	-----	-----	-----
TOTAL REVENUES:	104,000.00	67,426.84	-36,573.16	-35.167
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-104,000.00	.00	104,000.00	100.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-104,000.00	.00	104,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	208,000.00	67,426.84	-140,573.16	-67.583

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
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AS OF 28-FEB-2003
Percentage of time remaining through the Budget: 33.425

AUDIT

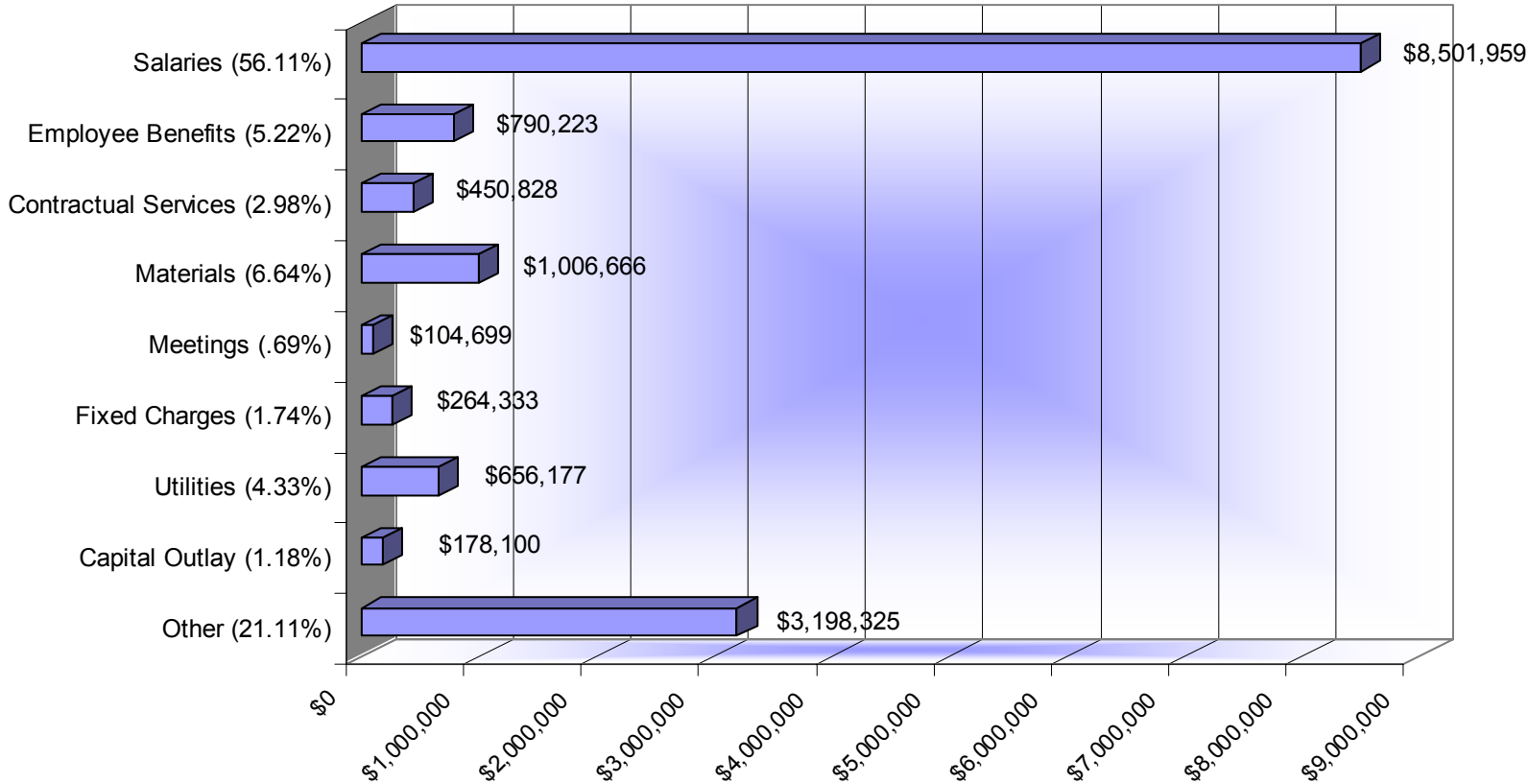
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	45,000.00	46,080.58	1,080.58	2.401
INVESTMENT REVENUE	.00	780.21	780.21	#####
	-----	-----	-----	-----
TOTAL REVENUES:	45,000.00	46,860.79	1,860.79	4.135
EXPENDITURES:				
INSTITUTIONAL SUPPORT	46,016.00	24,754.29	-21,261.71	-46.205
	-----	-----	-----	-----
TOTAL EXPENDITURES:	46,016.00	24,754.29	-21,261.71	-46.205
NET INCREASE/DECREASE IN NET ASSETS	-1,016.00	22,106.50	23,122.50	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2003
Percentage of time remaining through the Budget: 33.425

LIAB, PROTECT, SETTLEMENT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	467,221.00	469,474.26	2,253.26	.482
INVESTMENT REVENUE	.00	13,048.34	13,048.34	#####
	-----	-----	-----	-----
TOTAL REVENUES:	467,221.00	482,522.60	15,301.60	3.275
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,084,557.00	289,331.17	-795,225.83	-73.323
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,084,557.00	289,331.17	-795,225.83	-73.323
NET INCREASE/DECREASE IN NET ASSETS	-617,336.00	193,191.43	810,527.43	#####

**Illinois Eastern Community Colleges
FY2003 Operating Funds**



Illinois Eastern Community Colleges Dist. #529
As of February 28, 2003 - \$15,151,309

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: March 12, 2003
RE: Personnel Report

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

mk

Attachments

INDEX

400.1. Employment of Personnel

400.2. Resignations

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional/Non-Faculty

1. Timothy Emmons, Building Superintendent, LTC.

400.2 Resignations

A. Classified

1. Stacey Bradbury, Computer Technician, OCC, effective March 31, 2003.
2. Dixie Cherry, Clerk/Receptionist, FCC, effective March 28, 2003.

Agenda Item #15
Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

