

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 18, 1999



Location:

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

**Dinner - 6 p.m. – Classroom West
Meeting – 7 p.m. - Cooperative Extension Building**

IECC BOARD AGENDA
7 P.M.
May 18, 1999

1. Call to order & Roll Call Chairman Wattleworth
2. Disposition of MinutesCEO Bruce
3. Recognition Bruce
 - A. Visitors and Guests
 - B. IECCEA Representative
4. Public Comment
5. Reports
 - A. Report from Trustees
 - B. Report from Presidents
 - C. Report from George Woods
 - D. Report from Cabinet
6. Policy First Readings (and Possible Approval)

None
7. Staff Recommendations for Approval
 - A. Continuation of IECC Retirees in Current Group Plan Bruce
 - B. Long Range Plan Bruce
 - C. Statement of Understanding Between The University of Southern Indiana and IECC Bruce
 - D. Cooperative Agreement with Kaskaskia College..... Bruce
 - E. Lease Agreements Allard
 - F. FY2000 Department of Corrections Contract Bruce
 - G. Board Authorization to Confer Honorary Degrees to Kent Wattleworth – OCC and David Hart – WVC Bruce
8. Bid Committee Report..... Allard

IECC
Student Intercollegiate & Intramural Insurance

LTC
Modular Access Flooring System
9. District Finance
 - A. Financial Report..... Allard
 - B. Approval of Financial Obligations Bruce
10. Chief Executive Officer's Report Bruce
11. Executive Session Bruce
12. Approval of Executive Session Minutes Bruce
13. Approval of Personnel Report Bruce
14. Collective Bargaining..... Bruce
15. Litigation Bruce
16. Acquisition & Disposition of Property Bruce
17. Other Items
18. Adjournment

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in SB 61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, on Tuesday, April 20, 1999.

AGENDA #1 – “Call to Order & Roll Call” - The meeting was called to order at 7:00 p.m., by Dr. Kent L. Wattleworth, Chairman.

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:

Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Dr. Kent L. Wattleworth, Miss Marilyn J. Wolfe. Also present was Mr. Douglas C. Dollahan, student trustee. Trustees absent: None. There being a quorum present, the Chairman 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. Hans Andrews, President of Olney Central College.
Dr. John Arabatgis, President of Lincoln Trail College.
Dr. Harry Benson, President of Wabash Valley College.
Dr. William J. Lex, President of Frontier Community College.
Mr. George Woods, Dean of Community Development & Workforce Education.
Ms. Christine Cantwell, Associate Dean of Academic and Student Support Services.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mr. Jack Davis, Dean of Instruction of Olney Central College.
Mrs. Nancy J. Allard, Comptroller & Director of Finance.
Mrs. Marty Novak, Director of Personnel.
Mrs. Terry Stanford, Executive Secretary to the CEO.
Mr. Harry Hillis, Jr., Board Secretary.

CEO to Chair Meeting: The Chairman asked Mr. Bruce to Chair this meeting. With Board concurrence, Mr. Bruce assumed the Chair.

AGENDA #2 – “Seating of Student Board Member” – The oath of office was administered to Mr. Douglas C. Dollahan, a student at Lincoln Trail College, and he was seated as student member of the Board of Trustees for the coming year.

AGENDA #3 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, held on Tuesday, March 16, 1999, were presented for approval.

Board Action: Mr. Lane made a motion to approve, as prepared, open meeting minutes of the regular meeting, Tuesday, March 16, 1999. The motion was seconded by Mrs. Kessler. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

AGENDA #4 – “Recognition” –

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

#4-B. IECCEA Representative: None.

AGENDA #5 – “Public Comment” – None.

AGENDA #6 – “Reports” -

#6-A. Report from Trustees: None.

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

#6-C. Report from George Woods: Mr. Woods presented an informational report on Workforce Education.

#6-D. Report from Cabinet: None.

AGENDA #7 – “Policy Readings” – None.

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

#8-A. Audit Proposal: The CEO recommended acceptance of the proposal from Clifton, Gunderson & Co. to extend their auditing services for three additional years. They are proposing the FY99 audit fee to be \$22,000 plus out of pocket expenses, if we accept this proposal and notify them prior to May, 1999. They propose extending the audit contract for an additional three years at a fee of \$21,000 per year plus out of pocket expenses. Out of pocket expenses over the past two years have been \$5,331.82. The Audit Committee has reviewed the proposal and recommended acceptance.

Board Action: Mrs. Kessler made a motion to accept the audit proposal of Clifton, Gunderson & Co. as recommended. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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. Approval of Insurance Coverage: Insurance underwriters have submitted the following quotes for renewal of IECC's FY2000 insurance coverage with current carriers.

Workers Compensation*	\$51,595
General Liability	\$21,987
Auto/Garage Liability	\$18,371
Crime	\$ 3,238
Fiduciary	\$ 1,800
Foreign Liability	\$ 2,500
Umbrella	\$11,500
School Board	\$10,518
Boiler & Machinery	\$ 6,360
Property	<u>\$28,524</u>
Totals	\$156,393

*Subject to an increase based on FY99 losses and losses beginning in FY96.

The CEO recommended renewal of insurance coverage with our current carriers.

Board Action: Mrs. Kessler made a motion to renew insurance coverage for FY2000 with the current carriers as recommended. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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. FY2000 Activity Fee Allocation: The CEO recommended approval of allocation of student activity fees for FY2000 as follows:

	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	2%	0%	0%
Athletics	30%	35%	30%
Cheerleaders	5%	5%	4%
College Union	13%	5%	11%
Student Testing	0%	2%	0%
Intramurals	5%	2%	0%
Parking Maintenance	0%	18%	0%
Publications	15%	3%	16%
Soc. Cul. Act. Team	0%	6%	0%
Special Events	4%	0%	3%
Student Senate	15%	15%	15%
Special Projects	9%	4%	16%
Natatorium	2%	0%	0%
Student Handbook	0%	5%	0%
Model United Nations	0%	0%	5%

Board Action: Mr. Lane made a motion to approve FY2000 student activity fee allocation as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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. Constitution Requirement Catalog/Policy Change: The CEO recommended approval of the following change in policy concerning the Constitution requirement, effective Summer 1999:

1. Catalog/Policy Change:
IECC 1999-2001 Catalog, p. 18 #4 Graduation Requirement/Honors
4. ~~Pass required test on the Constitution of the United States and the State of Illinois and the display of the United States flag~~ *examination of patriotism, principles of representative government, proper use and display of the American flag, and method of voting. IECC may accept the following as evidence that the student has met this requirement:*
 - a) *a diploma earned from an Illinois high school; or*
 - b) *an Illinois high school equivalency certificate for successful completion of the Test of General Education Development (GED); or*
 - c) *successful completion of complete PLS 2101, Government of the United States; or*
 - d) *successful completion of PLS 2198, Topics in Political Science; or*
 - e) *successful completion of the College Level Examination Program (CLEP) proficiency test for American Government, through which students may earn credit for PLS 2101, Government of the United States; or*
 - f) *successful completion of IECC's constitution exam .*
2. Form a committee to develop a district-wide constitution exam booklet and study guide, booklet costs and/or administrative fee.
3. Faculty review of course content of PLS 2101, Government of the United States and PLS 2198, Topics of Political Science to ensure that appropriate course content is provided as stated below from the ICCB Administrative Rules Manual.

ICCB Rules p. 32 Section 1501.303 k Program Requirements

- k) *Examination of Patriotism, Principles of Representative Government, Proper Use and Display of the American Flag, and Method of Voting. The examination on American patriotism, principles of representative government, proper use and display of the American flag, and the Australian ballot voting system may be satisfied in one of the following ways:*
 - 1) *The student may pass an appropriate examination at the college;*
 - 2) *The student may complete, with a passing grade, a specified course that includes all subject matter identified above; or*
 - 3) *The college may accept as evidence that the student has previously met the examination requirement a diploma earned from an Illinois high school or an Illinois high school equivalency certificate for successful completion of the Test of General Education Development (GED). Such evidence authorizes the college to make an appropriate notation on the student's transcript.*

Board Action: Mr. Lane made a motion to waive first reading and adopt the foregoing Constitution Requirement Catalog and Policy Change as recommended. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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. Military Services Recruiting Offices Fee: The CEO recommended approval to charge a \$50 fee to the military services recruiting offices for each college's compliance to the Solomon Amendment to provide student recruiting information, being an alpha roster listing student name, address and phone number. The fee has been recommended by the Student Relations Committee and the Cabinet.

Board Action: Mrs. Kessler made a motion to implement a \$50 fee to the military services recruiting offices as recommended. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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-F. Local Plan: The district's Local Plan for fiscal year 2000 was approved for submission to the Illinois State Board of Education. The plan contains a review of all occupational programs in the district and serves as a funding request for the Perkins III grant and Program Improvement grant, outlining the proposed budget for the two grant programs. The CEO recommended approval.

Board Action: Mrs. Turkal made a motion to approve the FY2000 Local Plan as presented. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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-G. Canvass of Election Results of April 13, 1999: The Board of Trustees, as the Canvassing Board of Community College District No. 529, canvassed the returns of an election held on April 13, 1999 to elect two members to the Board of Trustees for the full term. The canvass determined that the candidates received the following total votes in the election: Brenda K. Culver 8986, Gerald Hearing 6125, Shirley B. Kessler 7949, Mel Richards, Jr. 3811.

Board Action: Mr. Lane made a motion to accept the canvass of the April 13, 1999 community college board election. The motion was seconded by Ms. Jameson. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted.

#8-H. Adoption of Resolution Proclaiming Winners in April 13, 1999 Election: The following resolution was presented:

Resolution Proclaiming Results of April 13, 1999 Election

WHEREAS, on the 13th day of April, 1999, there was held in and for Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, an election for the purpose of electing two (2) members of the Board of Trustees for the full term, and

WHEREAS, the Board of Trustees must within seven (7) days after the election canvass the returns and proclaim the results of said election.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of said community college district, as follows:

Section 1: That petitions were properly filed by the following, who were candidates for member of the Board of Trustees for the full term, expiring in 2005:

Brenda K. Culver
Gerald Herring
Shirley B. Kessler
Mel Richards, Jr.

Section 2: That proper petitions were filed, proper notice was given, and proper ballots were used at said election.

Section 3: That certificates of results have been submitted to this Board of Trustees by the county clerks of the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and that a canvass finds that the following number of votes were cast for the candidates at the election:

<u>County</u>	<u>Culver</u>	<u>Herring</u>	<u>Kessler</u>	<u>Richards</u>
Clark	65	33	60	42
Clay	940	1525	958	337
Crawford	1435	640	1237	713
Cumberland	1	1	0	0
Edwards	410	288	419	190
Hamilton	0	0	0	0
Jasper	549	241	658	249
Lawrence	2390	914	1946	931
Richland	1697	1450	1201	441
Wabash	650	438	492	375
Wayne	574	412	725	348
White	<u>275</u>	<u>183</u>	<u>253</u>	<u>185</u>
Totals	8986	6125	7949	3811

Total voters Requesting & Receiving Ballots, by County: Clark 99, Clay 2679, Crawford 2731, Cumberland 1, Edwards 957, Hamilton 0, Jasper 1356, Lawrence 4343, Richland 2791, Wabash 1327, Wayne 1494, White 732: Total 18,510.

Section 4: That the following candidates have been elected as members of this Board of Trustees:

Brenda K. Culver, elected to a full term.
Shirley B. Kessler, elected to a full term.

Section 5: That the Secretary of the Board of trustees is directed forthwith to transmit duplicate original copies of the Abstract of Votes to the State Board of Elections and to the county clerk in each of the 12 counties in which all or a part of Community College District No. 529 is located, as required by the Illinois State Board of Elections.

Board Action: Ms. Jameson made a motion to adopt the foregoing resolution proclaiming the results of the April 13, 1999 election. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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-I. Amendment to Department of Corrections Contract: The CEO recommended approval of the following amendment to the IECC/LTC FY99 contract with the Illinois Department of Corrections, to add \$24,730 to the budget for the educational program at the Robinson Correctional Center.

Expenditures:

Personnel	\$278,885
Fringe Benefits	25,777
Equipment	26,840
Commodities	39,828
Travel	4,900
Other	<u>45,554</u>
Total	\$421,784

Income:

DOC	\$251,602
ICCB	169,121
Plant Sales	<u>1,061</u>
Total	\$421,784

Board Action: Mr. Lane made a motion to approve the budget amendment to the FY99 contract with the Illinois Department of Corrections. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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” – The Bid Committee presented the following report and recommendations, followed by Board action as recorded.

#9-A. IECC – Terminal Server: Bid Committee recommends acceptance of the low bid received that meets all specifications, from Charley, Inc., Robinson, IL, for a Terminal Server, for a

total of \$30,275.50 (Quantity 30 of client access license & workstation license). Source of Funds: Technology Enhancement Grant. Department: IECC Information Technology.

Board Action: Mr. Lane made a motion to approve purchase of a Terminal Server per specifications from Charley, Inc. as recommended. The motion was seconded by Mrs. Turkal and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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.

#9-B. IECC – WAN Router Upgrade: Bid Committee recommends acceptance of the low bid received that meets all specifications, from GTE North, Inc., Olney, IL, for a total of \$36,664 for WAN Router Upgrade (Hardware/Software \$28,885; Installation Charges \$2,264; 1 Year Maintenance \$5,515). Source of Funds: Technology Enhancement Grant. Department: IECC Information Technology.

Board Action: Dr. Fischer made a motion to approve the bid of GTE North for WAN Router Upgrade as recommended. The motion was seconded by Mrs. Kessler and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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.

#9-C. Business & Industry Training Services – Laptop Computers: Bid Committee recommends acceptance of the low bid received that meets all specifications, from Gateway Companies, Inc., Kansas City, MO, for a total of \$32,355 for 15 Laptop Computers. Source of Funds: FY99 Workforce Prep & Workforce Education. Department: Business & Industry Training Services.

Board Action: Dr. Fischer made a motion to approve purchase of 15 Laptop Computers from Gateway Companies, Inc. as recommended. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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 Report: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$2,936,975.93, as of March 31, 1999. The reports were accepted.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of April, 1999, totaling \$1,195,689.84, were presented for approval.

Board Approval for Payment of Financial Obligations: Mr. Lane made a motion to approve payment of the district financial obligations for the month of April, 1999, in the amounts listed, and payments from the revolving fund for the month of March, 1999. The motion was

seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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. Mildly Ill Child Grant Progress.
2. \$261,000 Grant for Marwi – First in State.
3. Working with Eastern Illinois University on Behalf of Student Articulation Coursework.
4. Special Educational Programs Offered by IECC.
5. Educational Goals to be Achieved Through Communications Improvements.
6. Student Voter Registration Program.
7. Master Catalog.
8. FCC Literacy Program.
9. Tuition Percent of Disposable Per Capita Personal Income.
10. Community Colleges Primary Entry Point for Teacher Education Graduates.
11. Regional Office of Education #20 Science Fair.
12. Program Expansion at Hainan Foreign Trade School, China – 30 New Students.
13. Enrollment Comparison Report.
14. FCC Student Academic Resource Center Proposal.
15. NCA Focused Visit, October 19 & 20, 1999.
16. Mr. Davis reviewed the 4th Annual Report Card.

AGENDA #12 – “Executive Session” - The Chair 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 discuss 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: Miss Wolfe made a motion to hold a closed meeting to consider the matters outlined by the Chair. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Ms. Jameson. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried. A closed meeting was held, beginning at 9:05 p.m.

#12-B. Closed Meeting Ended: Dr. Fischer made a motion to reconvene in open session. The motion was seconded by Miss Wolfe. 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 9:53 p.m.

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

AGENDA #13 – “Approval of Executive Session Minutes” – Mr. Lane made a motion to approve, for the public record, minutes of a closed meeting held on Tuesday, March 16, 1999. The motion was seconded by Dr. Fischer. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

AGENDA #14 – “Approval of Personnel Report” - The CEO recommended approval of the following personnel report.

400.1. Employment of Personnel

A. Faculty

1. Connie Girtten: Initial full-time employment as Nursing Instructor. Amount: Based upon \$36,322 per academic year. Effective: August 16, 1999.

B. Professional/Non-Faculty

1. John Loyer: Initial full-time employment as Coach at Wabash Valley College. Amount: Based upon \$32,200 per fiscal year. Effective: April 21, 1999.

2. Deanna Ratts: Initial full-time employment as Coordinator of Public Information and Marketing at Olney Central College. Amount: Based upon \$24,000 per fiscal year. Effective: April 26, 1999.

C. Clerical/Secretarial

1. Amy Johnson: Initial full-time employment as Clerk/Receptionist at the District Office. Amount: Based upon \$13,000 per fiscal year. Effective: April 21, 1999.

D. Maintenance/Custodial

1. Donna Schultz: Initial full-time employment as Custodian at Wabash Valley College. Amount: Based upon \$13,650 per fiscal year. Effective: April 21, 1999.

400.2. Change in Status

A. Clerical/Secretarial

1. Judy Wilkinson, Secretary I, Wabash Valley College, from \$13,650 per fiscal year to \$14,333 per fiscal year. Effective January 1, 1999.

400.3. Resignation

A. Professional/Non-Faculty

- 1. Rick Hughes, Coach, Wabash Valley College, effective March 31, 1999.

400.4. Retirement

A. Faculty

- 1. Norman Brown, Education Instructor, effective May 31, 1999.

Board Action to Approve Personnel Report: Dr. Fischer made a motion to approve the foregoing Personnel Report as recommended. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, 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” – Mr. Dollahan made a motion to adjourn. The motion was seconded by Miss Wolfe. 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 that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 10:00 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #3

Recognition

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Report from Trustees**
- B. Report from Presidents**
- C. Report from George Woods**
- D. Report from Cabinet**

Agenda Item #6

Policy First Readings (and Possible Approval)

None

Agenda Item #7

Staff Recommendations for Approval

- A. Continuation of IECC Retirees in Current Group Plan**
- B. Long Range Plan**
- C. Statement of Understanding Between the University of Southern Indiana and IECC**
- D. Cooperative Agreement with Kaskaskia College**
- E. Lease Agreements**
- F. FY 2000 Department of Corrections Contract**
- G. Board Authorization to Confer Honorary Degrees to Kent Wattleworth – OCC
David Hart – WVC**

Agenda Item #7A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 29, 1999
RE: Continuation of IECC Retirees in Current Group Plan

Current Board of Trustees policy is to allow employees who retire from IECC to continue under our regular group plan for health insurance. Retirees pay the full premium cost for themselves, spouses, and dependents. There are currently 31 retirees covered under our plan. Until June 30, each retiree receives approximately \$730 annually to defray a portion of the premium.

On July 1, the state is beginning a state plan to cover community college retirees. Material was provided to the Board of Trustees concerning the extremely high cost of this plan. Presidents and Chief Fiscal Officers statewide are working to prepare a more acceptable plan with a better premium structure. It is unlikely that this will occur before July 1.

I propose to continue to allow IECC retirees to pay into our group plan until such time that the state plan issues are settled.

The Board of Trustees should realize that eventually, our retirees must be placed within the state plan, but during a very limited transition period, it is appropriate that they be allowed to continue in our plan.

TLB/tes

Agenda Item #7B

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 10, 1999
RE: Long Range Plan

Mr. Chairman, I recommend approval of the Long Range Plan for Illinois Eastern Community Colleges.

Long Range Plan

ILLINOIS EASTERN COMMUNITY COLLEGES

For

Fiscal Years 2000 and 2001

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The Illinois Eastern Community Colleges are on the move! The emphasis on improvement in instruction, student support services, revitalizing facilities, and obtaining state-of-the-art equipment and teaching tools have moved the college district into an excellent position of leadership as it approaches the 21st century.

The Long-Range Plan for Fiscal Years 2000 and 2001 is the product of college and district office-based planning. To help ensure the continued viability of District #529, it is deemed essential that the four colleges, workforce education, and the district office continue making improvements in: (1) instruction; (2) student support services; and (3) facilities and operations. Therefore, each of the major entities has established specific objectives designed to meet these broad-based goals.

The number of area residents per thousand population enrolled in courses remains number one in the state. The unit cost of instruction and other state community college statistics continue to reflect the efficiency of the district's operations. Impending changes to the state's community college equalization formula mandates that the district continue to seek new sources for revenue. The goals of this plan are designed to increase student enrollment, persistence, retention, and contribute significantly to the economic growth of the region. In addition, because of the scarcity of state capital improvement funds, it is critically important that the district pursue local funding sources, such as protection/health/safety bonds and college foundation support to maintain the upkeep of the district's educational facilities. Ultimately, successful attainment of these goals will create increases in the district's revenue from tuition and state credit hour grant reimbursements.

Change and flexibility are essential if the district is to continue to be effective in achieving its mission. Changing demographics require that the colleges constantly analyze their marketing strategies for programs and services to ensure that changes are made where appropriate.

Like the two previous long range plans, this plan will be used as an ongoing two-year guide with an annual review. The annual review will allow for revisions as well as adding a new year. The progress and status of the FY 1999 long-range plan objectives are listed in the far right column of the Long-Range Planning Guide.

LONG RANGE PLANNING GUIDE

FY 1999

1. Improvement of Instruction (FY 1999):

	Objective	Personnel Expenses	Other Expenses	Status
FCC	Develop an outreach educational center in Newton and Lawrenceville to expand course offerings	2 PT staff: \$13,000	Space rental plus office and classroom furniture and equipment	Lawrenceville Center on hold until 2001. N of which 41 were taught, for 68.5 FTE.
FCC	Develop summer "enrichment" series for K-12	None	None	Under development for FY 2000
FCC	Generate 330 FTE (Summer), 675 FTE (Fall), and 780 FTE (Spring)	Additional part-time, overload, and summer school faculty	None	Summer FTE 291, Fall FTE 683, Spring FT
FCC	Increase average class size to 12.0	None	None	Average class size increased to approxima
FCC	Credit FTE generated by non-EP classes will be equal to or greater than 70% of the total	None	None	Credit FTE generated by non-EP classes w
FCC	Establish B.S. program with SIU-E in Business Administration through distance learning	None	Use of existing distance learning classroom	Program was established summer term, 19 midway into fall term, 1998.
FCC	Increase non-credit, community education course headcount by 20%	None	None	Headcount increased 19% as of 4/16/99.
LTC	Develop and initiate Graphic Design AAS degree program	2 PT faculty: \$2,000	None	Conduct a DACUM process during the fall during the fall of 1999; submit program fea program proposal to ICCB March 1999 for
LTC	Activate the Hospitality Management AAS Degree Program	1 FT faculty \$25,000	\$10,000 for kitchen upgrade, etc.	Start classes and hire instructor for Fall of
LTC	Expand non-traditional instructional delivery of courses and programs	None	Professional development and curriculum development enhancement (\$5,000)	On-Going. Offered two Internet classes. E Expanded Interactive Television course off
LTC	Upgrade and purchase new computers for the English Department	None	\$15,000 through LTC Foundation (Eagleton)	On-Going. Goal achieved.
OCC	Continue to expand Outreach and/or Saturdays with local secondary schools	PT faculty	None	A dual credit program in Industrial Technol School. In addition, it is contemplated that with West Richland High School by the clos
OCC	Expand computer offerings	PT faculty	None	A new course in C++ was added and sever offered to faculty. The college made a com Cisco System and to cooperate with area s

Objective	Personnel Expenses	Other Expenses	Status
OCC	Raise funds for department technology needs	None	\$150,000-\$300,000 foundation fund drive (1) A "garage sale" <u>netted</u> \$20,000+ funds (2) A \$25,000 grant was <u>obtained</u> through Center. (3) \$17,000 was <u>obtained</u> from the OCC F (4) \$9,400 was <u>obtained</u> from School-to-V Cisne High School. (5) The fund drive of the Foundation conti (6) 15 new PC's were bought for Business
OCC	Add Speech Pathology Program	1 FT faculty: \$28,000	\$5,000 An advisory committee meeting was held in further exploration. The dean of instruction needs.
OCC	Program Review and Faculty Needs	None	None (1) One automotive instructor reduced-in-t (2) Recommend full-time auto body instru (3) received approval (grant funded) for fu
WVC	Initiate Occupational Therapy Degree	1 FT director: \$40,000	\$25,000 in equipment Not implemented. Continuing to review.
WVC	Improve Computer/Business Instruction	1 FT faculty: \$30,000	None Not implemented. Continuing to review.
WED	Increase OSHA-related training	1 FT faculty: \$30,000	None Goal achieved.
WED	Increase Number of Government Contracts for local businesses and industries	1 FT procurement officer: \$25,000	None Goal achieved.
WED	Provide Internet/E-mail access for all WED sites	None	Equipment-Internet Provider subscription \$500/year Goal achieved.
WED	New computer lab for SBDCs "Computers on the Go" training	None	Equipment-\$40,000 (20 Notebooks @ \$2,000 ea.) Goal achieved.
WED	Increase number of ESL classes	1 PT faculty \$15,000	None Goal achieved.
WED	Provide Notebook computers for all faculty	None	Equipment-\$16,000 (8 @ \$2,000 ea.) Three computers were purchased.
WED	Purchase 1 Video Projector	None	Equipment-\$5,000 Goal achieved.
WED	Faculty Improvement-Attend OSHA-approved training sessions (3 faculty)	\$3,000 (6 classes @ \$500 ea.)	None Goal achieved.
WED	Faculty Improvement: Attend National Instructors Conference (Mining)	None	None 6 faculty and staff attended

	Objective	Personnel Expenses	Other Expenses	Status
DIST	Incorporate and implement Illinois Occupational Skills into relevant programs, including course review and revisions	None	None	On-going through 2001.
DIST	Implement both Education-to-Careers partnerships with federal funding	None	None	Goal achieved. Approximately \$300,000 in expected in FY 1999.

2. Improvement of Student Support Services (FY 1999):

FLOW	Revise student persistence & retention plans at each college to increase retention by 2%	Title III and ICCB Grants	None	FCC and OCC employed a FT Career Coordinator, or similar position, or will employ a FT Career Coordinator, or similar position.
FLOW	Revise marketing plan to increase enrollment by 3%	None	Software for tracking student data on the new central computer system software	On going.
FCC	Establish a Job Placement Office	1 FT staff: \$25,000	Space rental/remodeling/new construction plus office furniture and equipment	The college's Career Advisor's job description includes student recruitment, student management (student recruitment), student completion) and career planning-job placement. The current position is Coordinator of Student Success.
FCC	Establish a non-faculty staff development plan	None	None (Budget allocation)	On-going. Campus staff development committee from perspective of employees as well as superiors.
FCC	Provide comprehensive student support services at Educational Outreach Centers.	None	On-line terminal at each Outreach Center linked to Banner system	Included in campus Technology Plan for 2000.
LTC	Build new reception area in Williams Hall	None	\$6,000	Goal achieved.
LTC	Add full-time reception position	Upgrade from ¾-time to full-time, \$6,000	None	Goal achieved.
LTC	Employ full-time women's coach	\$25,000	None	Goal achieved.
OCC	Hire Coordinator of Student Success	\$24,000	None	A coordinator was hired 10/21/99.
OCC	Employ full-time women's coach	\$29,000	None	Goal achieved.
OCC	Improve service for Financial Aid office	Upgrade from ¾ to FT secretary: \$7,000	None	A full-time secretary was employed in FY 99.
WVC	Improve Financial Aid Services	Upgrade PT secretary to FT \$4,000	None	Goal achieved. FT secretary hired.
DIST	Begin training and implementation of Banner student records	None	None	Goal achieved.
DIST	Employ full-time secretary for the Education-to-Careers partnership	\$14,750 (Gr)	None	Goal achieved.

	Objective	Personnel Expenses	Other Expenses	Status
DIST	IECC (FCC and WVC) will partner with existing IETC (Illinois Employment Training Center) centers	None	None	On-going.

3. Improvement of Facilities and Operations (FY 1999):

FLOW	Update library search system	None	\$25,000	Implemented Pro Quest district-wide in FY
FCC	Repair and/or replace decking and shingles on the Richard L. Mason building	None	None	Condition of roof does not require replacem
FCC	Manage textbook rental program to break even	None	None	Accomplished.
FCC	Develop Technology Enhancement Plan	None	None	Accomplished.
FCC	Renovate Maintenance Building with offices for Maintenance and Textbook Services	None	Capital Renewal Funds	Was not able to use this funding source for renovated to create area for maintenance o
FCC	Acquire additional property fronting Highway 15 through FCC foundation	None	None	Accomplished.
FCC	Develop campus Master Plan for future development	None	Possible architectural &/or consultant fees	Joint funding of this project is being discuss Discussions also underway with architectur
LTC	Implement a master plan for the development of new facilities and space	None	Architectural consultation (\$10,000)	This task has been assigned to the Develo proposed for RAMP document submission. occupational/technical building) Baseball/s soccer field for Summer 1999.
LTC	Replace furniture in the computer labs	None	New tables and chairs (\$15,000)	Completed. New PC repair lab tables and
LTC	Implement a rotation plan for the replacement of computers college-wide	None	None	The plan is to be completed during spring o completed for chemistry lab, CAD lab, Eng Reception desk purchased Fall 1998.
LTC	Replace 15 passenger vans	None	\$19,000-\$20,000 each	Plan for FY 1999 budget cycle. Need met program.
OCC	Acoustical improvement to second floor Classroom (Wattleworth Hall)	None		This is scheduled for completion during the
OCC	Paint outside stairwells/new siding inside	None	\$8,000	This is scheduled for completion during the
OCC	Purchase new classroom furniture	None	\$15,000	This is scheduled for completion during the
OCC	Tile shower room/P.E. building	None	\$3,000	This is scheduled for completion during the

	Objective	Personnel Expenses	Other Expenses	Status
OCC	Update faculty offices	None	\$12,000, deferred maintenance	To be accomplished before June 30, 1999.
OCC	Update open lab in LRC (furniture/equip)	None	\$25,000	Completed December 1999.
OCC	Update two computer classrooms	None	\$35,000	Completed.
OCC	Update Library Research Capacity	None		Pro-Quest available on-line for student, fac
OCC	Carpet library/Paint library	None	\$28,000	Project completed in April of 1999.
OCC	Carpet theater/Paint theater	None	\$23,000	Goal is to be completed by end of fiscal ye
OCC	New bleachers: 1) baseball/softball fields; 2)gym	None	10 \$10,000* 20 \$40,000*	Funding not available for FY 99 (move to F
OCC	Replace gym floor	None	\$150,000*	Funding not available for FY 99 (move to F
OCC	Improve acoustics & carpeting in 8 classrooms (Wattleworth Hall)	None	\$12,000	Completed in April of 1999.
OCC	Purchase 15-passenger van	None	\$19,000-\$20,000	Funding not available for FY 99.
OCC	Complete shift of Ceramic Art to south campus building	None	\$2,100 est.	Completed
OCC	Convert old art ceramic room to classroom	None	\$2,500	Completed
OCC	Complete carpeting student center floor	None	\$1,900 est.	Will be completed in FY 99
OCC	Study need for energized Radiography lab	None	To be determined in study	OCC dean of instruction, associate dean of Radiography program coordinator will conti
OCC	ADA Projects: RAMP	None		Completed FY 99
OCC	New water line installed	None	\$31,000	Completed Fall 1998
OCC	Replace LRC furniture	None	\$7,000	This is planned to be completed during sun
OCC	Re-carpet 15 faculty offices	None	\$6,000	This is scheduled for completion during the
WVC	Add Dynix port and upgrade PCs for patron access in the Learning Resource Center	None	\$5,000 in equipment	Goal achieved.
WVC	Carpet Library & Main Hall	None	\$25,000	Goal achieved.
WVC	Renovate Main Hall Bathrooms	None	\$15,000	Goal achieved.
WVC	Update Computers in Academic Assistance	None	\$25,000	Goal achieved.
WVC	Expand Machine Shop Technology facilities	None	\$555,000	In progress. New building under constructi

	Objective	Personnel Expenses	Other Expenses	Status
WED	Replace/upgrade Black and White laser printers	None	Equipment-\$4,500 (3 @ \$1,500 ea.)	1 laser-jet and 3 ink-jet printers purchased
WED	Provide restroom for trainees at Marissa	None	Facilities - \$7,500	Pending.
WED	Replace classroom furniture at Girard facilities	None	\$7,500	Goal achieved.
WED	Replace window air conditioner for interior office at Marissa	None	\$500	Pending
DIST	Update and continue to implement the IECC Communications Plan	5 FT technicians: \$125,000	Information Technology Equipment: \$100,000	Goal achieved.
DIST	Construction of ADA compliance, HVAC and other major P/H/S projects	None	\$4.5M	\$3.1M PHS projects bid and completed.

LONG RANGE PLANNING GUIDE

FY 2000

1. Improvement of Instruction (FY 2000):

FCC	Implement AAS Degree and Certificates for Cisco Systems networking	None	\$40,000 (Estimate)	
FCC	Employ one full-time faculty member in a discipline currently without a full-time faculty member	1 FT faculty: \$26,000	Office space and office equipment	Deferred to 2001.
FCC	Generate 325 FTE (Summer), 700 FTE (Fall), and 735 FTE (Spring)	Additional part-time, overload, and summer school faculty	None	
FCC	Increase average credit class size to 14.0	None	None	
FCC	Credit FTE generated by non-EP (Emergency Preparedness) classes will be equal to or greater than 75% of the total	None	None	
FCC	Connect Nursing Building to WAN	None	\$5,000 + data line	
FCC	Increase non-credit, community education course headcount by 20%	None	None	
FCC	Establish a PT faculty instructional orientation and development program	None	\$5,000	

	Objective	Personnel Expenses	Other Expenses	Status
FCC	Strengthen ABE/ASE programs so that 70% or more of students will show educational gains after course completion	None	None	

FCC	Strengthen ABE/ASE programs so that 70% or more of students enrolled in remedial courses will complete their courses	None	None	
FCC	Establish Cisco training partnership with local high schools	Replace CS full-time faculty member (\$25,000)	Renovate physical science lab, purchase Cisco software, and upgrade equipment \$35,000	
LTC	Develop and submit proposal for Computer Graphic Design AAS Degree Program reasonable & moderate extension of Business Computer Systems degree.	None	None	For implementation in FY 2001. Reasonable MBS degree program to ICCB.
LTC	Upgrade purchases of computers for English Lab, purchase new furniture, paint and carpet.	None	\$20,000 Eagleton Grant	Goal achieved Summer 1998.
LTC	Develop programs for offering at Lawrenceville Correctional Center	None	None	On-going.
LTC	Analyze existing programs to determine continuation	None	None	Ongoing.
LTC	Hire FT instructor in computers/telecom	1 FT Faculty: \$27,000 beginning 8/16/1999	None	Proposed in FY 2000 budget request.
LTC	Explore expansion of International business Emphasis for Business degree	None	None	
LTC	Offer reasonable & moderate extension Courses on Microcomputer Support Specialist Degree	1 PT faculty: \$3,000	None	
OCC	Offer reasonable & moderate extension courses on Microcomputer Support Specialist Degree	1 PT faculty: \$3,000	None	
OCC	Implement AAS Degree and Certificates for Cisco Systems networking	None	\$40,000 (Estimate)	This should be completed during the summer
OCC	Employ a full-time Auto Body instructor	Approximately \$25,000	None	
OCC	Install a keyboard lab in music department	Plan to request 1 new FT Faculty for FY 2001	\$22,000 (OCC Foundation)	
OCC	Develop part-time faculty evaluation system	None	None	
OCC	Replace FT Auto Service Tech. faculty for Spring Semester of FY 2000	1 FT faculty: \$15,000	None	

	Objective	Personnel Expenses	Other Expenses	Status
WVC	Improve Life Sciences/Math Instruction: employ a F-T Biology instructor	1 FT faculty: \$30,000	None	
WVC	Update equipment in the Machine Tools Program	None	\$150,000	

WED	Increase OSHA-related training	1 PT faculty: \$25,000	None	
WED	Purchase 1 additional Video Projector	None	\$5,000	
WED	Purchase color laser printer	None	\$6,000	
WED	Replace/upgrade existing notebook computers for classroom use	None	\$40,000	
WED	Employ a full-time clerk	\$12,500	None	
WED	Send 3 faculty to OSHA-approved training sessions	None	\$3,000	
WED	Purchase additional/updated programmable logic controls (PLC) training aids	None	\$5,000	
DIST	Online course training	None	\$10,000	

2. Improvement of Student Support Services (FY 2000):

FCC	Develop new scholarship program for Office Careers students	None	None	
FCC	Strengthen student success skills by enrolling 70% of new, on-campus students in GEN 1104 or 1105 in their first two semesters	None	None	
LTC	Open and hire staff for the Child Care Center	Director and staff: \$45,000	(Must specify facilities and equipment needed.)	Postponed. (Will be incorporated in plans)
LTC	30 th Anniversary Celebration	None	\$5,000 for expenses	Event planned for 10/99.
LTC	Hire new career advisor	1 FT Staff: \$22,000	None	Proposed in FY 2000 budget request.
LTC	Hire community and sports complex services secretary	1 FT Staff: \$13,500	None	Proposed in FY 2000 budget request.
OCC	Upgrade office equipment in Student Services	\$5,000	Computer equipment/office equipment	FY 2000 budget request

Objective

Personnel Expenses

Other Expenses

Status

OCC	Employ full-time Learning Skills Center Director	\$25,000	None	
WVC	Upgrade secretary to F-T in AA or Science Building	\$5,000 additional (\$13,000)	None	
WVC	Coordinator of Student Success	1 FT Staff	\$21,000	
WED	Employ a full-time clerk	\$12,500	None	
DIST	Complete training and implementation of Banner student records	None	None	

3. Improvement of Facilities and Operations (FY 2000):

FCC	Replace carpet in Classroom West	None	None	
FCC	Replace and/or repair Richard L. Mason parking lot	None	None	
FCC	Develop architectural plans for a Student Academic Resource Center	None	Budget to support activities	Project is #22 on ICCB approved capital pr
FCC	Develop campus landscaping plan	None	None	
FCC	Construct 2 additional generic classrooms	None	Part of SARC project (when ICCB funding approved)	
FCC	Erect campus electronic information sign	None	\$10,000	
FCC	Renovate room 21 in RLM for Cisco training lab	None	\$8,000	
LTC	Open computer labs for Air conditioning, Physics and Chemistry	None	\$30,000	Proposed for Advanced Technology Grant
LTC	Lease a new van	None	\$10,000	
LTC	Upgrade one computer lab	None	\$20,000	
LTC	Carpet replacement in Administrative areas, theater and faculty offices	None	\$35,000	
LTC	Remodel Administrative/Student Services area in Williams Hall	None	\$25,000	
LTC	Remodel kitchen	None	\$20,000	
LTC	Replace/add directional signage	None	\$5,000	

	Objective	Personnel Expenses	Other Expenses	Status
LTC	Replace men and women lockers in sports complex	None	\$10,000	
LTC	Remodel SU 211 for new Cisco Computer Lab	PT Faculty: \$3,000	\$23,000	
WVC	Equip Life/Science Lab	None	\$25,000	
WVC	Replace 2 15-passenger vans	None	\$40,000	
WED	Upgrade computer software packages	None	\$1,500	
WED	Replace office furniture at the Marissa facility	None	\$800	
DIST	Telephone system additions	None	\$10,000	
DIST	Voice mail & traffic analyzer, e-mail, student access, distance learning	None	\$95,000 software	
DIST	Administrative network	None	\$50,000 file server	
DIST	Development and implement District-wide training programs in grants process	None	Internet access	
DIST	Create a new Business Office position at the District Office	Employ a full-time professional/non-faculty @ approximately \$34,000	None	
DIST	Construction of ADA compliance, HVAC and other major P/H/S projects	None	\$500,000	

LONG RANGE PLANNING GUIDE

FY 2001

1. Improvement of Instruction (FY 2001):

FCC	Locate Lawrenceville Center	Additional part-time instructors	Rental facilities and support/office equipment: \$4,000	
FCC	One new full-time faculty member in area of need to be determined.	1 full-time faculty position	\$25,000	
LTC	Do feasibility study and submit for approval to ICCB new health occupations program	None	None	
LTC	Offer courses for MBS degree extension in Computer Graphic Arts	PT Faculty: \$10,000	Macintosh Computers (10)	Budget request for FY 2001

	Objective	Personnel Expenses	Other Expenses	Status
LTC	Begin instructional programs at the Lawrenceville Correctional Center	Hire full-time instructors and educational coordinator as per DOC contract	To be determined.	On-going.
LTC	Hire a full-time speech instructor	1 FT Faculty: \$28,000	None	Proposed in FY 2001 budget requests.
OCC	Add Speech Pathology Program	1 FT Faculty: \$26,000	None	Proposed in FY 2001 budget requests.
OCC	Add Music Instructor	1 FT Faculty: \$30,000	None	Proposed in FY 2001 budget requests.
OCC	Purchase and install at least two more LCD projectors in classrooms so that faculty can deliver lectures by PowerPoint.	None	\$10,000	
OCC	Implement part-time faculty evaluation system	None	None	
WVC	Improve Psychology Instruction	1 FT Faculty	\$30,000	
WVC	Improve Business Instruction	1 FT Faculty	\$30,000	
WVC	Improve Humanities Instruction	1 FT Faculty	\$30,000	
WED	Increase OSHA-related training	1 FT Faculty (\$38,000)	None	
WED	Increase MSHA-related training	PT instruction (wages) (\$25,000)	None	
WED	Purchase color laser printers	None	Equipment--\$11,000 (2 @ \$5,500)	
WED	Replace/upgrade existing notebook computers (classroom use)	None	Equipment--\$30,000 (20 Notebooks @ \$1,500 ea.)	
WED	Faculty Improvement—Attend TRAM/National Instructors Conference (Mining)	None	None	
WED	Faculty Improvement—Attend OSHA-approved training sessions (3 faculty)	\$3,000 (6 classes @ \$500 ea.)	None	
WED	Purchase additional/updated Programmable Logic Controls (PLC) training aids	None	Equipment--\$5,000 (est.)	
WED	Purchase video projectors	None	Equipment--\$15,000 (3 @ \$5,000)	
WED	Purchase 32-inch televisions for classrooms	None	Equipment--\$2,800 (4 @ \$700)	
WED	Purchase TV/VCR stands for big-screen TVs	None	Equipment--\$800 (4 @ \$200)	
WED	Replace aging VCRs	None	Equipment--\$750 (5 @ 150)	
WED	Replace older faculty notebook computers	None	Equipment--\$9,000 (6 @ \$1,500)	
WED	Expand Business & Industry offerings	2 PT \$30,000 (\$15,000 ea.)	None	
WED	Expand ESL training	1 FT faculty @ \$25,000	None	
WED	Purchase new ESL software	None	\$15,000	
WED	Upgrade ESL computer lab	None	\$20,000 (20 @ \$1,000)	

	Objective	Personnel Expenses	Other Expenses	Status
WED	Purchase/upgrade software/site licenses for notebook computers	None	Equipment--\$4,000	
WED	Purchase removable media drives and backup software for all faculty & office computers	None	Equipment--\$4,000 (20 @ \$200)	
WED	Purchase CD-ROM drives for office computers	None	Equipment--\$2,000 (4 @ \$500)	

2. Improvement of Student Support Services (FY 2001):

FCC	Expand student services to off-campus education centers and other sites	2 full-time student service technicians; \$36,000	Office Space, equipment, furniture and utilities	
FCC	Increase Records Office staff support	.75 clerical \$10,000	None	
LTC	Expand One Stop Shop Satellite Office	None	None	ETC grant
LTC	Hire performing arts secretary	1 FT staff: \$13,500	None	Budget request for FY 2001
LTC	Hire secretary for maintenance & operations	1 FT staff: \$13,500	None	Budget request for FY 2001
LTC	Computer Lab Supervisor	1 FT staff: \$16,000	None	Budget request for FY 2001
OCC	Upgrade office equipment in Student Services	\$8,000	Office Equipment/Computer Equipment	Budget request for FY 2001
WVC	Upgrade Student Services Secretary to F-T		\$5,000	
WED	Establish WED Business Office	Business Officer (\$30,000)	Office Equipment and Furnishings—\$6,000	
WED	Secretary for Business and Industry	Secretary (\$14,000)	None	

3. Improvement of Facilities and Operations (FY 2001):

FCC	Begin construction on Student Academic Resource Center	1 full-time library technician \$18,000	\$2.6 million	#22 on the ICCB approved capital projects
FCC	Implement Phase 1 of campus landscaping plan	.5 landscape maintenance technician: \$8,000	None	
FCC	Update/implement campus technology plan	None	\$175,000	

	Objective	Personnel Expenses	Other Expenses	Status
FCC	Renovate former LRC building	None	\$15,000	
LTC	Continue carpet replacement	None		On going

DIST	Upgrade energy management systems	None	\$400,000 Tech Enhancement funds	
DIST	Submit \$1.5M PHS projects for approval	None	\$1.5M bonds	
DIST	Additional IT staff	(1) \$25,000	None	
LTC	Remodel conference room and Lincoln Room	None		
LTC	Submit plan for occupational/technology building for state funding (N.C. building replacement)	None	None	Ramp document submission planned for F
LTC	Hire custodian for Crisp Building	FT staff: \$18,000	None	Budget request for FY 2001
LTC	Continue to make North Campus repairs	None	Estimate pending	
LTC	Add additional lighting in parking lots	None	Estimate pending	
LTC	Replace seats in theater	None	\$20,000	
LTC	Move softball complex and expand baseball/softball complex to include plumbing/concessions. Relocate soccer field.	None	\$25,000	
OCC	New bleachers: 1) baseball/softball fields; 2) gym	None	10 \$10,000* 20 \$40,000*	Funding was not available FY 99
OCC	Replace gym floor	None	\$150,000	Funding was not available FY 99
OCC	Improve entry drive to Banquet/Loading dock area	None	\$20,000	
OCC	Light baseball field	None	\$10,000 (grant funds)	
WVC	Remodel Student Services/Business Offices	None	\$150,000	
WVC	Replace WVJC Radio Transmitter	None	\$100,000	
WED	Increase number of government contracts for local businesses and industries	1 FT Procurement Officer (\$25,000)	None	
WED	Purchase color laser printer	None	Equipment--\$6,000	

Objective		Personnel Expenses	Other Expenses	Status
WED	Upgrade computer software packages	None	Equipment--\$1,500	
WED	Replace office furniture at Marissa facilities	None	Facilities--\$1,000	
WED	Upgrade office furniture at Girard and Southeastern Illinois College facilities	None	Facilities--\$1,500	
WED	Improve acoustics in ESL classrooms	None	Facilities--\$8,000	
WED	Remove 3-phase power from Marissa facilities	None	Facilities--\$6,000	
WED	Replace 3 aging vans/minivans	None	Equipment--\$60,000 (3 @ \$20,000)	
WED	Replace aging computers at WED facilities	None	Equipment--\$15,000 (10 @ \$1,500)	

DEFINITIONS:

ABE/ASE – Adult Basic Education/Adult Secondary Education

ADA - Americans with Disabilities Act

DACUM - (Developing a Curriculum) is a structured process used as a part of the Title III Grant to update and validate curricula.

EP - Emergency Preparedness AAS Degree Program at FCC

ERBA – Embarras River Basin Agency

ESL - English as a Second Language

FLOW - FCC, LTC, OCC, WVC

FTE - Full-Time Equivalent (15 credit hours per semester)

ETC - Education-To-Careers is a federally funded initiative to provide a seamless path from elementary education on into the workplace.

LRC – Learning Resource Center

OSHA - Occupational Safety and Health Act is a federal law, which mandates specific conditions as related to a safe working environment .

ONE-STOP-SHOP - This is a state initiative which endeavors to deliver a variety of career services to local communities including career guidance and counseling, employment information and placement services, information on and referral to training and education programs, and labor market and economic development information.

P/H/S - Protection, Health, and Safety

RAMP – Resource Allocation Management Plan

WED - Workforce Education and Development

**STATEMENT OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF SOUTHERN INDIANA AND THE ILLINOIS EASTERN
COMMUNITY COLLEGES**

Statement of Intent

The purpose of this agreement is to facilitate the transfer of graduates of Illinois Eastern Community Colleges who earn associate degrees in arts and science to the baccalaureate programs at the University of Southern Indiana.

Principles Upon Which Articulation is Based

This agreement, which encompasses the four degree granting institutions of Illinois Eastern Community Colleges (Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College) and the University of Southern Indiana, provides a written record of a continuing relationship centered on a mutually beneficial commitment to serving students.

The University of Southern Indiana recognizes for transfer the Illinois Articulation Initiative General Education Core Curriculum as described on pages 32-33 of the IECC 1999-2001 catalog. The specific details of the articulation between the Illinois General Education Core Curriculum are described on page 2 of this agreement.

It is the intention of both parties to extend articulation agreements at the program level. It is understood that these agreements may involve the Illinois Eastern Community Colleges system and/or individual campuses as appropriate.

H. Ray Hoops, President
University of Southern Indiana

Terry Bruce, Chief Executive Officer
Illinois Eastern Community Colleges

The University Core Curriculum

POLICIES FOR ARTICULATING GENERAL EDUCATION PROGRAMS WITH THE ILLINOIS EASTERN COMMUNITY COLLEGES

April 1999

1. IECC Associate in Arts Transfer Degree (as described on page 35 of the IECC 1999-2001 catalog)

Students who complete this degree, including the General Education Core and the Additional IECC AA Degree Requirements, will satisfy USI's University Core Curriculum with the following exception:

Category D: Synthesis (3 hours).

This course must be completed during the senior year on the USI campus.

2. IECC Associate in Science Transfer Degree (as described on page 34 of the IECC 1999-2001 Catalog)

Students who complete this degree, including the General Education Core and the Additional IECC AS Degree Requirements, will satisfy USI's University Core Curriculum with the following exception:

Category D: Synthesis (3 hours).

This course must be completed during the senior year on the USI campus.

3. Illinois Articulation Initiative General Education Core Curriculum (as described on pages 32-33 of the IECC 1999-2001 Catalog)

Students who complete this program *without* the additional IECC courses noted above will satisfy USI's University Core Curriculum with the following exceptions:

Category B1: Ethics	(3 hours)
Category B3: Health/Fitness	(2 hours)
Category C5: Global Communities	(0-3 hours)*
Category D: Synthesis	(3 hours)
TOTAL:	8-11 hours

*The Global Communities requirement will be satisfied if the student has selected an IAI Human Diversity course to satisfy part of IAI's Humanities or Social Science requirement. This course must be one identified by the suffix "N" (for non-western), and not "D" (for diversity), in the IAI course numbering system.

All but the Category D requirement can be completed either on the community college campus (with appropriately articulated courses) or at USI. The Synthesis course, however, must be taken during the senior year at USI.

USI students may transfer a maximum of 64 credit hours from a community college, and must complete a minimum of 39 hours at the 300/400 level as part of their baccalaureate program.

Agenda Item #7D

MEMORANDUM

To: Board of Trustees
FROM: Terry L. Bruce
DATE: May 10, 1999
RE: Cooperative Agreement with Kaskaskia College

Mr. Chairman, I recommend adoption of the resolution to extend the joint agreement between **Kaskaskia College** and IECC for a one-year period. **Illinois Eastern Community College District No. 529** agrees to accept students from Kaskaskia College, District #501 in the following programs:

Coal Mining Technology	AAS/Certificate
Diesel Equipment Technology	AAS
Hospitality Management	AAS
Machine Shop Technology	AAS/Certificate
Radio-TV Broadcasting	AAS
Telecommunications Technology	AAS/Certificate
Woodworking Technology	AAS

Kaskaskia College, District #501, agrees to accept students from **Illinois Eastern Community Colleges, District #529** in the following programs:

Business Management	AAS
Music Emphasis	AA
Dental Assisting	Certificate
Certified Respiratory Therapy Technician	Certificate
Physical Therapist Assistant	AAS

The resolution stating the above, will be submitted to the Board at the regular monthly meeting for signature.

Thank you.

TLB/tes

Agenda Item #7E

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 10, 1999
RE: Lease Agreements

The following leases and subleases are submitted for Board consideration and approval at the May meeting of the IECC Board of Trustees.

1. Tom Fehrenbacher/OCC Cosmetology Lease – amended lease for the Cosmetology program property located at 202 E. Main, extend least from July 1, 1999 through June 30, 2000, rent from \$5157 to \$5,757.
2. Tom Fehrenbacher/IECC Lease – amendment for property located at 216 E. Main, extend lease through June 30, 2000, rent remains the same at \$760 per month. Snow and ice removal will be provided by IECC.
3. CMS IDES/IECC Lease – agreement with Central Management Services for IL Dept. of Employment Security, 693 square feet, property located at 216 E. Main, extend lease from July 1, 1999 to June 30, 2000, monthly rent remains the same at \$472.
4. IECC/Dislocated Workers Sublease – sublease with Lakeland College Dislocated Workers Center for property located at 216 E. Main, 988 sq. feet, extend lease from July, 1999 through June 30, 2000 monthly rent remains the same at \$672.
5. CEFS/IECC Sublease – with CEFS Economic Opportunity Corporation for property located at 216 E. Main in Olney, Illinois for \$175 per month.

Agenda Item #7F

TO: Terry Bruce, Chief Executive Officer
FROM: John S. Arabatgis, President
DATE: May 12, 1999
SUBJECT: FY '2000 Department of Corrections Contract

I am requesting you submit the budget for the FY2000 Contract with the Illinois Department of Correction School District #428 to the Board for approval. The FY2000 Contract provides for thirty-five baccalaureate courses, Business Management, Computer Technology, Horticulture, Food Service Technology, Commercial Custodial Services and pay increases.

Enclosed is a summary of the budget. The total amount of the contract is \$402,978. Income for the contract includes \$174,907 from ICCB, \$1,000 for plant sales and \$227,071 for Department of Corrections.

If you have any questions or need additional information, please contact me.

djc

enclosure

Department of Correction Contract FY2000 Budget Summary

I.	INCOME (Estimated)		
	Source:	ICCB	\$174,907
	Plant Sales		\$ 1,000
I.	EXPENDITURES		
	Personal Services		\$295,700
	Fringe Benefits		\$ 32,273
	Equipment		\$ 0
	Commodities		\$ 34,968
	Travel		\$ 3,700
	Other Costs		\$ 36,337
	Total Expenditures		\$402,978
	Less Income		<u>\$175,907</u>

Amount Requested from DOC \$227,071

Resolution Authorizing Honorary Degrees

Dr. Kent L. Wattleworth & Mr. David L. Hart

WHEREAS, Dr. Kent L. Wattleworth and Mr. David L. Hart have given many years of dedicated service to the citizens of Illinois Eastern Community Colleges District No. 529 as members of this Board of Trustees.

WHEREAS, Dr. Wattleworth is a physician and surgeon who was elected to the first Board of the community college district in 1967, serving until April of 1975. He then returned to the Board in 1982 and has served until the present date. He was not a candidate for reelection this year and when his term expires in November, he will have served more than 25 years on the Board of Trustees, plus three years as a member of the Class II Junior College Board that operated Olney Community College before District 529 was formed, for a total of more than 28 years of service as a community college board member.

WHEREAS, Dr. Wattleworth was the Board's first Chairman and has held that office for more than 23 years, and the main building at Olney Central College has been named Wattleworth Hall in his honor.

WHEREAS, Mr. Hart has a distinguished background in education, serving as a teacher, coach, principal, and regional superintendent of schools. Mr. Hart was elected to the Board of Trustees in April of 1971 and served continuously until November of 1997, when he was not a candidate for reelection. Thus he has served for 27 year as a member of the Board of Trustees, including 11 years as Vice Chairman.

WHEREAS, Mr. Hart is a former instructor at Wabash Valley College and the student center there has been named the David L. Hart Student Center in his honor.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of said community college district, that Dr. Wattleworth and Mr. Hart be given special recognition for their many hours of exemplary service to education in general and to the community college system in particular, as follows:

Section 1: Olney Central College is hereby authorized to confer an Honorary Associate Degree to Dr. Kent L. Wattleworth.

Section 2: Wabash Valley College is hereby authorized to confer an Honorary Associate Degree to Mr. David L. Hart.

Resolution adopted this 18th day of May, 1999.

Approved: Chairman: _____

Secretary: _____

Agenda Item #8

Bid Committee Report

May 18, 1999

Bid Committee Report
May 18, 1999

Illinois Eastern Community Colleges

1. Student Intercollegiate & Intramural Insurance

Lincoln Trail College

1. Modular Access Flooring System

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation - Student Intercollegiate & Intramural Insurance

DATE: May 18, 1999

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 for our student intercollegiate & intramural insurance from **First Agency, Inc., Kalamazoo, Michigan** as follows:

FY1999-2000

Total Annual Premium

Intercollegiate \$36,549

Intramural \$ 2,700

A tabulation sheet is attached.

Respectfully submitted,

Nancy Allard
Harry Hillis, Jr.

Source of Funds: Operating

Department: District-wide Athletic Insurance Coverage

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

FY1999-2000
Student Intercollegiate & Intramural Insurance

Annual Premium		
Company	Intercollegiate	Intramural
First Agency, Inc. Kalamazoo, MI	\$36,549	\$2,700
Francis L. Dean & Associates, Inc. Wheaton, IL	\$37,900	\$2,700
Student Risk Managers, Inc. Rochester, MI	\$41,116	\$2,900
Forrest Sherer Inc. Terre Haute, IN	\$51,178	\$4,574
Collegiate Risk Management, Inc. Tarpon Springs, FL	\$52,521	\$2,693

**INTERCOLLEGIATE/INTRAMURAL
ATHLETIC ACCIDENT INSURANCE COVERAGE**

SPECIFICATIONS

Illinois Eastern Community Colleges (IECC) District #529 is accepting bids for the intercollegiate and intramural athletic accident coverage. All bids should conform to the specifications outlined below, as a minimum, which is the present coverage in force.

Additional Years:

Up to four renewals may be granted by the college based on a fair negotiated renewal premium which is directly related to the experience of Illinois Eastern Community Colleges District No. 529, without regard to the experience at any other college.

Number of Athletes:

The following outlines the number of participants in our program for the last completed year of 1998/99. These numbers are the final squad figures and it should be noted that the tryouts in each sport, which are to be covered, would increase these numbers by approximately 150 persons.

	Intercollegiate		Intramural	
	<u>Men</u>	<u>Women</u>	<u>Men</u>	
<i>Lincoln Trail College</i>				
	<u>Women</u>			
Basketball	14	10	50	
Softball		14		
Baseball	23			
Golf	8			
Football			34	6
Volleyball			25	15

Olney Central College

Basketball	13	11
Softball		15
Baseball	32	
Tennis	8	
Volleyball		10

Wabash Valley College

Basketball	14	14	
Softball		16	
Baseball	36		
Volleyball		13	
Soccer			15

Coverage quoted should be equal to or better than the present coverage outlined below:

1. **From \$0 to \$500 per accident** – This layer of the coverage may be on the primary or excess basis with the decision on each claimant to be that of each college. The college has the draft authority to write checks on this layer of the coverage so as to reduce the paper work and time spent of completing claim forms, following up on claims, reviewing lack of claim payments to medical vendors, etc.
2. **From \$500 to \$15,000 per accident** – This layer of coverage is to be written on the excess basis and claims are to be processed and paid by the agency awarded the bid. IECC does not desire to have the claims from this layer of the coverage paid by an underwriting company, rather it desires the agency awarded the bid to have the ability to pay the claims.
3. **From \$15,000 to \$25,000 per accident** – This layer of coverage is to be written on the excess basis and claims are to be processed and paid by the agency awarded the bid. IECC does not desire to have the claims from this layer of the coverage paid by an underwriting company, rather it desires the agency awarded the bid to have the ability to pay the claims.

Coverage is **EXCESS** coverage and does contain an exclusion for bills incurred that were “payable” by other insurance or plan. **If the parents or students choose not to use authorized medical vendors of their plan, they should be aware that this coverage will not be able to pay the bills incurred that would have been honored had they used the proper medical vendors.**

POLICY PERIOD-- August 1, 1999 – July 31, 2000

Coverage in Effect:

Coverage is in effect for twelve months of the year for all games, regularly scheduled practices for the whole team, travel to and from, and anytime under the general supervision of the authorized college personnel.

Benefit Period:

For the first two layers of coverage, the benefit period is up to one year from the date of accident and the third layer of high limits is four years from the date of accident.

Deductibles

Intercollegiate program: -0-

Intramural program: \$250 deductible, which may be satisfied by other insurance payments will be applied to each claim.

Dates of Seasons:

No dates of seasons in the program.

Roster Lists:

No roster lists necessary in the program.

Agency:

The agency awarded the bid is expected to provide an annual visit and renewal report and any other items the administration of the college desires as it relates to the intercollegiate/intramural coverage. In addition, IECC expects the agency to recommend changes in procedures for administering the program, and also to make available methods of cost savings that other colleges have tried and that are working. In other words, the college expects the awarded agency

to have the proper experience in this special risk field that will warrant a relationship that will be advantageous to IECC over the years.

Bid Rejections:

IECC reserves the right to reject any or all bids.

CLAIMS EXPERIENCE

	PREMIUMS	CLAIMS PAID
YEAR 1990/91-94	69,861.00	\$64,754.79*
YEAR 1994/95	22,191.00	38,886.22*
YEAR 1995/96	25,416.00	41,253.06
YEAR 1996/97	27,978.00	40,257.03
YEAR 1997/98	32,307.00	35,678.24
YEAR 1998/99	37,197.00	?

*includes administration expense.

INTRAMURAL PREMIUM: \$2900.00

INTRAMURALS

Medical Maximum – First \$4,750 of incurred expense.

Deductible – The greater of \$250 or the amount paid by other insurance.

Accidental Death Benefit \$1000

Dismemberment Schedule \$1,000

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation - Modular Access Flooring System
Lincoln Trail College

DATE: May 18, 1999

Attached you will find a copy of the bid tabulation results and recommendation received from Marion Poggas, Garrison Jones Architects Inc. for the above referenced project.

Respectfully submitted,

Nancy Allard
John Arabatgis
Harry Hillis, Jr.
Marion Poggas

Source of Funds: FY98 Technology Enhancement Grant

Department: LTC Computer Classrooms/Williams Hall

The "Advertisement for bids" was placed in the Wayne County Press for one (1) day.

May 12, 1999

Ms. Nancy Allard, Comptroller
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney, Illinois 62450

Re: Modular Access Flooring System for
Existing Computer Classrooms
Williams Hall
Lincoln Trail College
Robinson, Illinois

Dear Ms. Allard:

We have reviewed the bids received yesterday morning for the referenced project. The apparent low bidder is **Grunloh Construction, Inc.**, Effingham, Illinois, with a base bid of **\$61,284.00.**

Based upon our experience with Grunloh Construction on two recent projects, we are unaware of any concerns or performance problems that should prevent the District from awarding the contract for this project to them.

Sincerely,

GARRISON JONES ARCHITECTS INC.

Marion J. Poggas, AIA
President

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**MODULAR ACCESS FLOORING SYSTEM FOR
EXISTING COMPUTER CLASSROOMS
WILLIAMS HALL
LINCOLN TRAIL COLLEGE, ROBINSON, ILLINOIS**

Bid Tabulation

Tuesday, May 11, 1999 @ 11:00 a.m.

DIVISION I – GENERAL WORK

BIDDER	BID SECURITY	ADDENDUM	BASE BID	ALT. G-1 Delete enhanced CAT.5 cabling from Rms. 119 & 120	ALT. G-2A Access flooring system, ramps & railings, finish carpet, mod. elec. system, mod. voice & data cable system, etc. for Rm. 118	ALT. G-2B Delete enhanced CAT.5 cabling from Rm. 118	ALT. G-3A Access flooring system, finish carpet, mod. elec. system, mod. voice & data cable system, etc. for Rm. 117	ALT. G-3B Delete enhanced CAT.5 cabling from Rm. 117
Grunloh Construction Effingham, IL	X	X	\$61,284	\$2,916	\$15,500	\$1,416	\$14,800	\$1,416
E.H. Montgomery Const. Vincennes, IN	X	X	65,000	2,916	17,500	1,416	14,320	1,416
Kieffer Bros. Const. Co. Mt. Carmel, IL	X	X	66,925	3,400	27,385	2,850	22,005	2,300

**MODULAR ACCESS FLOORING SYSTEM
LINCOLN TRAIL COLLEGE**

DESCRIPTION OF WORK:

Access flooring system, ramps and railings, finish carpet, modular electrical system, modular voice and data cable system, installation of power and communication equipment.

Agenda Item #9

District Finance

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

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 13, 1999

RE: Financial Report

Mr. Chairman, the district's financial report is presented for your information.

ILLINOIS EASTERN COMMUNITY COLLEGES

DISTRICT 529

TREASURER'S REPORT April 30, 1999

<u>FUND</u>	<u>BALANCE</u>
Educational	\$2,163,935.66
Operations & Maintenance	\$224,433.25
Operations & Maintenance (Restricted)	\$197,353.29
Bond & Interest	(\$28,206.48)
Auxiliary	\$727,811.63
Restricted Purposes	\$180,965.20
Working Cash	\$28,898.37
Trust & Agency	\$229,502.01
Audit	\$2,673.61
Liability, Protection & Settlement	\$46,133.62
TOTAL ALL FUNDS	\$3,773,500.16

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

April, 1999

Date Purchase	Maturity Date	Rate of Interest	Bank	Cost	Value	Interest To be Earned
<u>Administrations & Maint. Fund</u>						
1999	6/7/99	4.97	Olney Trust Bank (CD)	\$2,000,000	\$2,024,850	\$24,850
<u>Auxiliary Fund</u>						
<u>Working Cash Fund</u>						
10/17/98	10/17/99	5.59	Security Bank & Trust (CD)	\$675,000	\$734,738	\$59,738
6/98	6/16/99	4.75	Mercantile Bank (CD)	\$43,000	\$44,021	\$1,021
6/98	6/16/00	5.10	Old National Bank (CD)	\$1,515,000	\$1,630,898	\$115,898
99	6/07/99	4.97	Olney Trust Bank (CD)	\$33,000	\$33,410	\$410
<u>Trust & Agency Fund</u>						
<u>Liability & Protection Fund</u>						
99	6/7/99	4.97	Olney Trust Bank (CD)	\$150,000	\$151,864	\$1,864

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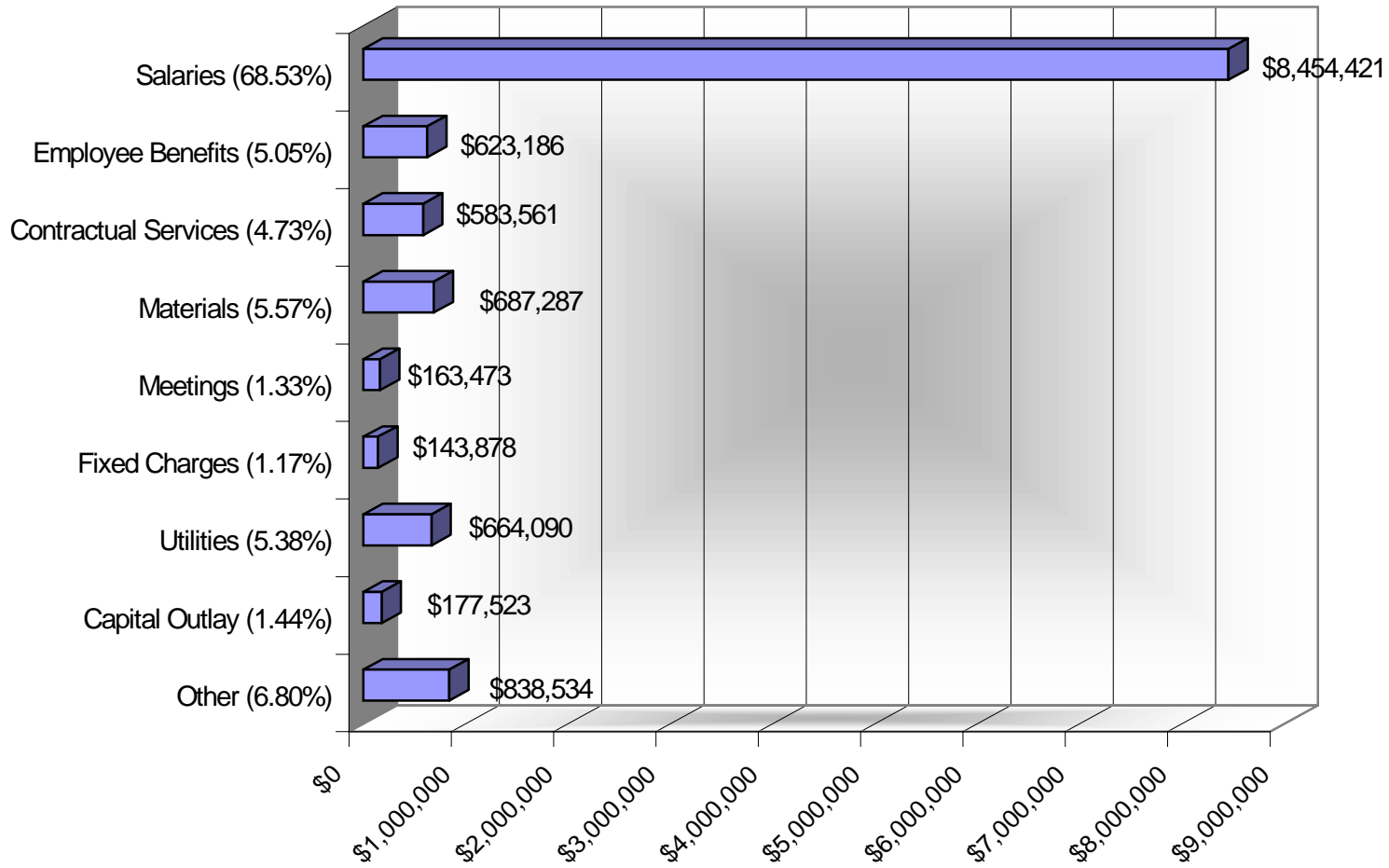
ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
ANNUAL COMPARISON REPORT FY95-96

College	Category	FISCAL YEAR 1995			FISCAL YEAR 1996		
		Annual Budget	Spent Thru FY95	% of Bdgt.	Annual Budget	Spent Thru FY96	% of Bdgt.
Frontier	Bills		194,073			280,697	
	Payroll		1,197,955			1,261,346	
	Totals	1,413,998	1,392,028	98%	1,584,532	1,542,043	97%
Lincoln Trail	Bills		231,088			376,901	
	Payroll		1,399,336			1,451,821	
	Totals	1,695,376	1,630,424	96%	1,910,994	1,828,722	96%
Olney Central	Bills		278,903			508,385	
	Payroll		2,366,536			2,444,855	
	Totals	2,671,812	2,645,439	99%	2,992,001	2,953,240	99%
Wabash Valley	Bills		332,642			414,722	
	Payroll		1,863,163			1,827,712	
	Totals	2,207,561	2,195,805	99%	2,282,100	2,242,434	98%
Workforce Educ.	Bills		79,829			195,431	
	Payroll		1,139,903			1,301,780	
	Totals	1,219,803	1,219,732	100%	1,519,113	1,497,211	99%
District Office	Bills		159,613			210,287	
	Payroll		532,416			601,776	
	Totals	715,838	692,029	97%	816,740	812,063	99%
District Wide	Bills		1,155,991			520,503	
	Payroll		245,934			211,558	
	Totals	1,418,897	1,401,925	99%	838,763	732,061	87%
O & M	Bills		1,086,710			1,248,157	
	Payroll		588,897			594,759	
	Totals	1,680,635	1,675,607	100%	1,908,058	1,842,916	97%
GRAND TOTALS		13,023,920	12,852,989	99%	13,852,301	13,450,690	97%

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY97-99

College	Category	FISCAL YEAR 1997			FISCAL YEAR 1998			FISCAL YEAR 1999				Sum. & Fall Sem. Hours	Cost per Semester Hour
		Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	% of Year		
Frontier	Bills		\$269,849			\$380,647		\$348,014					
	Payroll		1,069,569			1,142,118		1,206,623					
	Totals	\$1,669,767	1,339,418	80%	\$1,982,133	1,522,765	77%	\$2,077,018	1,554,637	75%	83%	14,629	\$106.27
Lincoln Trail	Bills		361,339			627,019		578,280					
	Payroll		1,120,009			1,379,300		1,507,342					
	Totals	1,891,732	1,481,348	78%	2,602,512	2,006,319	77%	2,697,681	2,085,622	77%	83%	12,922	161.40
Olney Central	Bills		502,303			793,360		669,251					
	Payroll		1,862,463			2,122,315		2,180,933					
	Totals	3,051,721	2,364,766	77%	3,700,904	2,915,675	79%	3,761,268	2,850,184	76%	83%	18,299	155.76
Wabash Valley	Bills		327,345			575,048		492,419					
	Payroll		1,409,044			1,656,686		1,763,556					
	Totals	2,216,259	1,736,389	78%	2,822,934	2,231,734	79%	2,944,978	2,255,975	77%	83%	16,037	140.67
Workforce Educ.	Bills		184,115			203,292		189,887					
	Payroll		928,574			1,034,342		1,025,447					
	Totals	1,534,554	1,112,689	73%	1,608,675	1,237,634	77%	1,769,316	1,215,334	69%	83%	13,028	93.29
District Office	Bills		197,759			214,192		186,067					
	Payroll		567,183			542,552		543,198					
	Totals	904,204	764,942	85%	910,368	756,744	83%	929,451	729,265	78%	83%		
District Wide	Bills		783,839			1,639,607		1,417,136					
	Payroll		177,917			196,983		227,800					
	Totals	1,378,951	961,756	70%	2,037,720	1,836,590	90%	1,402,296	1,644,936	117%	83%		
O & M	Bills		1,027,076										
	Payroll		514,412										
	Totals	1,904,920	1,541,488	81%									
GRAND TOTALS		14,552,108	11,302,796	78%	15,665,246	12,507,461	80%	15,582,008	12,335,953	79%	83%	74,915	164.67

Illinois Eastern Community Colleges FY99 Operating Funds



Illinois Eastern Community Colleges Dist. #529
■ As of April 30, 1999 - \$12,335,953

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-1999
Percentage of time remaining through the Budget: 16.712

GENERAL FUNDS

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	2,291,000.00	2,272,803.33	-18,196.67	-.794
STATE GOVT SOURCES	11,855,009.00	9,017,722.91	-2,837,286.09	-23.933
STUDENT TUITION & FEES	1,786,000.00	3,531,960.80	1,745,960.80	97.758
SALES & SERVICE FEES	.00	1,038.40	1,038.40	#####
FACILITIES REVENUE	.00	2,605.40	2,605.40	#####
INVESTMENT REVENUE	50,000.00	49,231.26	-768.74	-1.537
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	13,143.60	13,143.60	#####
OTHER REVENUES	200,000.00	57,929.18	-142,070.82	-71.035
DUMY	.00	203,562.79	203,562.79	#####
	-----	-----	-----	-----
TOTAL REVENUES:	16,182,009.00	15,149,997.67	-1,032,011.33	-6.378
EXPENDITURES:				
INSTRUCTION	8,081,162.66	6,008,861.19	-2,072,301.47	-25.644
ACADEMIC SUPPORT	542,095.74	424,699.50	-117,396.24	-21.656
STUDENT SERVICES	807,781.26	675,119.39	-132,661.87	-16.423
PUBLIC SERV/CONT ED	45,874.31	43,112.09	-2,762.22	-6.021
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	2,194,047.00	1,646,543.86	-547,503.14	-24.954
INSTITUTIONAL SUPPORT	3,911,047.53	3,492,255.83	-418,791.70	-10.708
SCH/STUDENT GRNT/WAIVERS	.00	45,361.34	45,361.34	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	15,582,008.50	12,335,953.20	-3,246,055.30	-20.832
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	611,185.00	611,185.00	.00	.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	611,185.00	611,185.00	.00	.000
NET INCREASE/DECREASE IN NET ASSETS	-11,184.50	2,202,859.47	2,214,043.97	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-1999
Percentage of time remaining through the Budget: 16.712

OBM RESTRICTED

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	.00	.00	.00	.000
STATE GOVT SOURCES	1,066,800.00	1,066,400.00	-400.00	-.037
STUDENT TUITION & FEES	.00	.00	.00	.000
INVESTMENT REVENUE	100,000.00	111,918.33	11,918.33	11.918
OTHER REVENUES	.00	1,855.00	1,855.00	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,166,800.00	1,180,173.33	13,373.33	1.146
EXPENDITURES:				
INSTRUCTION	.00	.00	.00	.000
OPER & MAINT PLANT	670,976.00	337,601.46	-333,374.54	-49.685
INSTITUTIONAL SUPPORT	3,661,907.00	1,670,225.65	-1,991,681.35	-54.389
	-----	-----	-----	-----
TOTAL EXPENDITURES:	4,332,883.00	2,007,827.11	-2,325,055.89	-53.661
NET INCREASE/DECREASE IN NET ASSETS	-3,166,083.00	-827,653.78	2,338,429.22	73.859

ILLINOIS EASTERN COMMUNITY COL
 Revenues, Expenditures, Other Changes
 AS OF 30-APR-1999
 Percentage of time remaining through the Budget: 16.712

BOND AND INTEREST

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,371,466.00	1,366,956.76	-4,509.24	-.329
INVESTMENT REVENUE	.00	5,080.02	5,080.02	#####
OTHER REVENUES	.00	7,218.84	7,218.84	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,371,466.00	1,379,255.62	7,789.62	.568
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,415,409.00	1,288,631.88	-126,777.12	-8.957
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,415,409.00	1,288,631.88	-126,777.12	-8.957
NET INCREASE/DECREASE IN NET ASSETS	-43,943.00	90,623.74	134,566.74	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-1999

Percentage of time remaining through the Budget: 16.712

AUXILIARY FUNDS

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
STATE GOVT SOURCES	.00	.00	.00	.000
STUDENT TUITION & FEES	601,325.34	428,921.98	-172,403.36	-28.671
SALES & SERVICE FEES	2,389,162.91	1,693,679.40	-695,483.51	-29.110
FACILITIES REVENUE	1,128.00	14,894.00	13,766.00	###.###
INVESTMENT REVENUE	24,877.00	44,032.81	19,155.81	77.002
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	150.00	150.00	#####
OTHER REVENUES	322,173.95	655,963.33	333,789.38	103.605
	-----	-----	-----	-----
TOTAL REVENUES:	3,338,667.20	2,837,641.52	-501,025.68	-15.007
AUXILIARY ENTERPRISES:				
SALARIES	1,141,869.95	681,836.88	-460,033.07	-40.288
EMPLOYEE BENEFITS	45,428.00	40,468.98	-4,959.02	-10.916
CONTRACTUAL SERVICES	146,786.36	117,138.72	-29,647.64	-20.198
GEN. MATERIAL & SUPPLIES	2,109,483.72	1,335,416.67	-774,067.05	-36.695
CONF/TRAVEL MEETING EXPENSE	197,584.76	178,549.78	-19,034.98	-9.634
FIXED CHARGES	18,600.00	17,466.25	-1,133.75	-6.095
UTILITIES	22,647.00	18,086.78	-4,560.22	-20.136
CAPITAL OUTLAY	120,676.10	50,798.33	-69,877.77	-57.905
OTHER EXPENDITURES	146,776.48	90,665.89	-56,110.59	-38.229
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	3,949,852.37	2,530,428.28	-1,419,424.09	-35.936
NET INCREASE/DECREASE IN NET ASSETS	-611,185.17	307,213.24	918,398.41	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-1999
Percentage of time remaining through the Budget: 16.712

WORKING CASH

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	-140,000.00	104,898.37	244,898.37	#####
	-----	-----	-----	-----
TOTAL REVENUES:	-140,000.00	104,898.37	244,898.37	#####
NET INCREASE/DECREASE IN NET ASSETS	-140,000.00	104,898.37	244,898.37	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-1999
Percentage of time remaining through the Budget: 16.712

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	30,000.00	29,938.44	-61.56	-.205
INVESTMENT REVENUE	.00	34.78	34.78	#####
	-----	-----	-----	-----
TOTAL REVENUES:	30,000.00	29,973.22	-26.78	-.089
EXPENDITURES:				
INSTITUTIONAL SUPPORT	24,342.00	21,641.22	-2,700.78	-11.095
	-----	-----	-----	-----
TOTAL EXPENDITURES:	24,342.00	21,641.22	-2,700.78	-11.095
NET INCREASE/DECREASE IN NET ASSETS	5,658.00	8,332.00	2,674.00	47.261

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-1999
Percentage of time remaining through the Budget: 16.712

LPS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	450,000.00	449,086.02	-913.98	-.203
INVESTMENT REVENUE	.00	3,124.71	3,124.71	#####
	-----	-----	-----	-----
TOTAL REVENUES:	450,000.00	452,210.73	2,210.73	.491
EXPENDITURES:				
INSTITUTIONAL SUPPORT	518,564.00	324,640.70	-193,923.30	-37.396
	-----	-----	-----	-----
TOTAL EXPENDITURES:	518,564.00	324,640.70	-193,923.30	-37.396
NET INCREASE/DECREASE IN NET ASSETS	-68,564.00	127,570.03	196,134.03	#####

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups - June 30, 1999
 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

Governmental Fund Types

	GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	2,387,443	177,056	2,674	46,134	-28,206	197,353
CASH IN BANK	18,530	--	--	--	--	--
IMPREST FUND	1,100	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	--	--	--	150,000	--	2,000,000
RECEIVABLES	4,792,885	444,886	30,035	450,521	--	26,550
INTERFUND RECEIVABLES	--	6,067	--	--	--	--
INVENTORY	--	--	--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	7,201,958	628,009	32,708	646,655	-28,206	2,223,903
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	3,437	--	--	--	--	--
CURRENT OBLIGATIONS PAYABLE	--	--	--	--	24,786	--
ACCOUNTS PAYABLE	-70,303	39,806	--	--	--	--
ACCRUED EXPENSE	426,018	--	--	--	--	--
INTERFUND PAYABLES	6,067	--	--	--	--	--
DEFERRED REVENUE	3,633,117	--	30,035	450,521	--	--
OTHER LIABILITIES	--	--	--	--	--	--
TOTAL LIABILITIES:	3,998,336	39,806	30,035	450,521	24,786	--
EQUITY AND OTHER CREDITS:						
REVENUE CONTROL	--	--	--	--	--	--
Fund Balances:						
FUND BALANCE	180,473	-1,156,185	8,332	127,570	90,624	-1,363,958
RESERVE FOR ENCUMBRANCES	2,022,405	1,189,023	--	--	--	536,304
TOTAL EQUITY AND OTHER CREDITS:	2,202,877	32,838	8,332	127,570	90,624	-827,654
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	6,201,214	72,643	38,367	578,091	115,410	-827,654
=====	=====	=====	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups - June 30, 1999
 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

	Governmental Fund Types	
	Current Year 1999	Prior Year 1998
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,782,452	
CASH IN BANK	18,530	
IMPREST FUND	1,100	
CHECK CLEARING	2,000	
INVESTMENTS	2,150,000	
RECEIVABLES	5,744,877	
INTERFUND RECEIVABLES	6,067	
	10,705,027	
TOTAL ASSETS AND OTHER DEBITS:		
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	3,437	
CURRENT OBLIGATIONS PAYABLE	24,786	
ACCOUNTS PAYABLE	-30,497	
ACCRUED EXPENSE	426,018	
INTERFUND PAYABLES	6,067	
DEFERRED REVENUE	4,113,673	
OTHER LIABILITIES		
	4,543,484	
TOTAL LIABILITIES:		
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	-2,113,144	
RESERVE FOR ENCUMBRANCES	3,747,731	
	1,634,587	
TOTAL EQUITY AND OTHER CREDITS:		
	6,178,071	
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:		

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups - June 30, 1999
 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

Proprietary Fund Types

	AUXILIARY FUNDS	Current Year 1999	Prior Year 1998
<hr/>			
ASSETS and OTHER DEBITS:			
ASSETS:			
CASH	727,812	727,812	
CASH IN BANK			
IMPREST FUND	20,500	20,500	
CHECK CLEARING			
INVESTMENTS			
RECEIVABLES	83,047	83,047	
INTERFUND RECEIVABLES			
INVENTORY	348,431	348,431	
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS AND OTHER DEBITS:	1,179,790	1,179,790	
Liabilities, equity and other credits			
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE			
CURRENT OBLIGATIONS PAYABLE			
ACCOUNTS PAYABLE	-30,881	-30,881	
ACCRUED EXPENSE	4,143	4,143	
INTERFUND PAYABLES			
DEFERRED REVENUE			
OTHER LIABILITIES			
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES:	-26,738	-26,738	
EQUITY AND OTHER CREDITS:			
REVENUE CONTROL	307,213	307,213	
Fund Balances:			
FUND BALANCE			
RESERVE FOR ENCUMBRANCES			
	<hr/>	<hr/>	<hr/>
TOTAL EQUITY AND OTHER CREDITS:	307,213	307,213	
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES,	280,475	280,475	

EQUITY AND OTHER CREDITS:

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ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups - June 30, 1999
 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 1999	Prior Year 1998
<hr/>				
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	28,898	229,502	258,400	
CASH IN BANK		--		
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,266,000	--	2,266,000	
RECEIVABLES		3,021	3,021	
INTERFUND RECEIVABLES		--		
INVENTORY		--		
	<hr/>			
TOTAL ASSETS AND OTHER DEBITS:	2,294,898	232,523	2,527,422	
<hr/>				
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
CURRENT OBLIGATIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
	<hr/>			
TOTAL LIABILITIES:		139,950	139,950	
<hr/>				
EQUITY AND OTHER CREDITS:				
REVENUE CONTROL		--		
Fund Balances:				
FUND BALANCE	104,898	74,790	179,689	
RESERVE FOR ENCUMBRANCES		10,280	10,280	
	<hr/>			

TOTAL EQUITY AND OTHER CREDITS:	104,898	85,070	189,968
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TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	<u>104,898</u>	<u>225,020</u>	<u>329,918</u>
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ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups - June 30, 1999
 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

Memorandum Only

	<u>Current Year 1999</u>	<u>Prior Year 1998</u>
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	3,768,664	
CASH IN BANK	18,530	
IMPREST FUND	21,600	
CHECK CLEARING	2,000	
INVESTMENTS	4,416,000	
RECEIVABLES	5,830,946	
INTERFUND RECEIVABLES	6,067	
INVENTORY	348,431	
TOTAL ASSETS AND OTHER DEBITS:	<u>14,412,239</u>	
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	3,437	
CURRENT OBLIGATIONS PAYABLE	24,786	
ACCOUNTS PAYABLE	-61,379	
ACCRUED EXPENSE	430,161	
INTERFUND PAYABLES	146,017	
DEFERRED REVENUE	4,113,673	
OTHER LIABILITIES		
TOTAL LIABILITIES:	<u>4,656,695</u>	
EQUITY AND OTHER CREDITS:		
REVENUE CONTROL	307,213	
Fund Balances:		
FUND BALANCE	-1,933,456	

RESERVE FOR ENCUMBRANCES	3,758,011	
TOTAL EQUITY AND OTHER CREDITS:	<u>2,131,769</u>	<u> </u>
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	<u>6,788,464</u>	<u> </u>
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Agenda Item #10

Chief Executive Officer's Report

Agenda Item #11

Executive Session

Agenda Item #12

Approval of Executive Session Minutes

Agenda Item #13
Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: May 10, 1999
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Copies of the resignation/retirement letters will be mailed to you.

mr

Attachment

PERSONNEL REPORT

INDEX

**400.1. Adoption of Resolution and Reemployment
of Full-time Staff**

400.2. Resignations

400.3. Retirement

PERSONNEL REPORT

400.1. Adoption of Resolution and Reemployment of Full-time Staff

It is recommended that the attached resolution be adopted. The employment of personnel whose wages are supported by Department of Corrections, grant, or auxiliary funds is completely dependent upon continued funding from those sources. Should the account terminate or revenues cease, employment is null and void and the rights of both parties are at an end.

400.2. Resignations

A. Professional/Non-Faculty

1. Barbara Simmons, Manager of Food Services, LTC, effective May 15, 1999.

B. Faculty

1. Mary Tolliver, Nursing Instructor, effective June 1, 1999.

C. Technical

1. Deborah Johnson, Library Technician, OCC, effective May 14, 1999.

400.3. Retirement

A. Administrative

1. Nadine Smith, Director of LRC, WVC, effective July 31, 1999.

RESOLUTION

WHEREAS, effective July 1, 1999, the Board of Trustees desires to employ administrative, professional/non-faculty, technical, clerical/secretarial, and maintenance/custodial/security employees whose names are set forth on Appendix A; and

WHEREAS, the Board of Trustees desires to establish certain terms and conditions of employment with respect to said employees that will be in effect during the 1999-00 fiscal year.

NOW, THEREFORE, BE IT RESOLVED:

1. Effective July 1, 1999, the employees whose names are set forth on Appendix A shall be reemployed and during their continued employment, THEY SHALL BE EMPLOYEES-AT-WILL AND EITHER THE BOARD OF TRUSTEES OR THE EMPLOYEE CAN TERMINATE THIS AT-WILL RELATIONSHIP WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME. No supervisor, managerial employee, administrator or representative of Illinois Eastern Community Colleges has the authority to enter into any agreement with any employee for employment for any specified period or to make any promises contrary to the employment-at-will policy. Only the Board of Trustees has such authority.
2. The appropriation to cover the salaries of said employees does not constitute an express or implied contract and shall not create any right on the part of any such employee to demand continuous employment or compensation by reason of such appropriation if the Board determines that the employment of any such employees is no longer needed or necessary.
3. If any vacancy occurs in any of the positions held by any of the individuals listed on Appendix A, there shall be no requirement to fill any such vacancy if it is determined that there is no need or necessity to fill such vacancy.
4. Any past resolution, policy, authority or any action of the Board inconsistent with the instant Resolution is hereby amended so as to conform with this Resolution.
5. This Resolution shall be in full force and effective from and after its adoption. In the event that any past, current or future policies or procedures conflict with this Agreement, this Agreement shall govern.

Adopted this 18th day of May, 1999.

Attest:

Chairman, Board of Trustees
Illinois Eastern Community Colleges
District No. 529

Secretary, Board of Trustees
Illinois Eastern Community Colleges
District No. 529

ADMINISTRATIVE

FRONTIER COMMUNITY COLLEGE

<u>Name</u>	<u>Position</u>
Ted Davis	Director of LRC
Blenda Demaret	Assistant to the Dean of the College
Jerry Hefley	Dean of the College
Carroll Hilliard	Director of Financial Assistance and Community Services
Melanie Lee	Director of Public Info & Marketing
LaVonna Miller	Director of Business

LINCOLN TRAIL COLLEGE

<u>Name</u>	<u>Position</u>
Debbie Kull	Director of Financial Aid
Juanita Martin	Director of LRC
Gayle Saunders	Dean of the College
Lydia Williams	Director of Business, Community Services & Continuing Ed

OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
Jack Davis	Dean of Instruction
Doug Shipman	Director of Business
Fran Stencil	Director of LRC
Chris Webber	Assistant Dean for Student Services

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

WABASH VALLEY COLLEGE

<u>Name</u>	<u>Position</u>
Louise Acree	Director of Public Information & Marketing
Wayne Henegar	Dean of Instruction
** Nadine Smith	Director of LRC
Diana Spear	Assistant Dean of Student Services
Cynthia Walls	Director of Business

WORKFORCE EDUCATION

<u>Name</u>	<u>Position</u>
John Howard	Associate Dean, CMT
George Woods	Dean of Workforce Education

DISTRICT OFFICE

Nancy Allard	Comptroller & Director of Finance
Chris Cantwell	Assoc Dean, Acad & Student Support Serv
Marty Novak	Director of Personnel
Pam Schwartz	Assoc Dean, Institutional Development
Kathleen Vespa	Assoc Dean, Education to Careers Prog

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

**Retirement effective July 31, 1999.

PROFESSIONAL/NON-FACULTY

FRONTIER COMMUNITY COLLEGE

<u>Name</u>	<u>Position</u>
Robert Boyles	Program Director, Adult & Continuing Ed
Suzanne Brooks	Coordinator of Registration & Records
* Bill Brower	Coordinator of Literacy Development Program (GRANT)
Galen Dunn	Supervisor of Building & Grounds
* Beverly Fisher	Director, Public Assistance (GRANT)
* Brenda Helm	Director of Ad Education Recruitment & Advisement (GRANT)
* Lawrence Houston	Director of Admissions & Special Populations (GRANT)
Janice Tucker	Director of Recruitment & Advisement
Wesley Weber	Program Director, Emergency Preparedness & Industrial Quality Management
Jeannette Wiles	Coordinator of Student Success

LINCOLN TRAIL COLLEGE

<u>Name</u>	<u>Position</u>
* Rick Arp	Coach (AUXILIARY)
James Chambers	Coach
* Carol Fouts	Coordinator of Public Information & Marketing (AUXILIARY)
* Liz Grant	Manager of Bookstore (AUXILIARY)
Richard Kent	Building Superintendent
* Anthony Kestranek	Fitness Center Coordinator (AUXILIARY)
Becky Mikeworth	Director of Admissions
Brad Musgrave	Director of Recruitment & Advisement

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
* Kristi Angle	Coordinator, Community Programming & Student Activities (AUXILIARY)
Judy Burroughs	Director of the Cosmetology Program
* Norma Clodfelter	Manager of Food Services (AUXILIARY)
Dennis Conley	Athletic Director/Coach
James Glash	Coach
Jervaise McGlone	Coordinator of Student Success
Jessica Morris	Coach
Deanna Ratts	Coordinator of Public Information & Marketing
J. Robert Story	Building Superintendent
Vicki Stuckey	Financial Aid Coordinator
* Ed Wright	Manager of Bookstore (AUXILIARY)

WABASH VALLEY COLLEGE

<u>Name</u>	<u>Position</u>
James Bogard	Building Superintendent
Elaine Brown	Coordinator, Academic Assistance Center
James Cox	Director, Radio/TV Broadcasting
* Greg Goldman	Manager of Bookstore (AUXILIARY)
John Loyer	Coach
* Glenda Raber	Coordinator Radio Information Serv (GRANT)
* Judy Riggs	Manager of Food Services (AUXILIARY)
Melinda Silvernale	Financial Aid Coordinator
Stephanie Smith	Coach
Tim Zimmer	Director of Academic Advising

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

WORKFORCE EDUCATION

<u>Name</u>	<u>Position</u>
* Byron Brumfiel	Asst Prog Dir, Small Bus Dev Ctr (GRANT)
* Debbie Chillson	Pr Dir, Econ Dev/Sm Bus Dev Center GRANT)
John Frazier	Asst Prog Dir, Hainan Project
John Highhouse	Prog Dir, Telecommunications Training
George Kocher	Asst Prog Dir, Telecom & Ind Training
Diane Lutes	Director of Admissions & Financial Aid
* Kristi Masinelli	District Student Recruiter Coord (GRANT)
Pamela Swanson-Madden	Prog Dir, International Students/Dir of District Student Recruitment
* Carla Wesner	Dir of Business & Industry Training (GRANT)

DISTRICT OFFICE

<u>Name</u>	<u>Position</u>
Rita Adams	Program Director, College Support Services
* James Beers	Dir of the Welfare to Work Program (GRANT)
Alex Cline	Director of Information & Comm Technology
Jack Dunn	Communications Specialist
Marilyn Grove	Treasurer
* LeAnn Hartleroad	Asst Program Dir, Upward Bound (GRANT)
* Peggy Jausel	Dir of Dislocated Worker Program (GRANT)
* Susan Polgar	Project Dir, Success Network Title IV (GRANT)
* Rodney Ranos	Asst Prog Dir, Educ Talent Search (GRANT)

* Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

TECHNICAL

FRONTIER COMMUNITY COLLEGE

	<u>Name</u>	<u>Position</u>
*	Jeffery Davenport	Computer Technician (GRANT)
*	Janet Herman	Literacy Development Center Tech (GRANT)
	Scott Talbert	Textbook Library/Equipment Technician

LINCOLN TRAIL COLLEGE

	<u>Name</u>	<u>Position</u>
	Paul Lange	Audio/Visual Technician
*	Fred Strohm	Computer Technician (GRANT)

OLNEY CENTRAL COLLEGE

	<u>Name</u>	<u>Position</u>
*	Joyce Nix	Special Needs/Academic Advisor (GRANT)
*	Bruce Stovall	Computer Technician (GRANT)
*	Rose Teel	Job Developer/Intake Processor (GRANT)
*	Christine Weber	Jobs Advisor (GRANT)

WABASH VALLEY COLLEGE

	<u>Name</u>	<u>Position</u>
	Darla Brooke	Computer Lab Technician
	Sandra Craig	Library Technician
*	Joedy Groff	Computer Technician (GRANT)
*	Jennifer Hering	Food Service Technician (9 mo)(AUXILIARY)

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WORKFORCE EDUCATION

<u>Name</u>	<u>Position</u>
Kay Brown	Training Advisor – Carterville
Shirley Buche	Training Advisor – Harrisburg
Becky Coomer	Training Advisor – Robinson
Mary Kay Enrietta	Training Advisor – Springfield
Teresa Harris	International Student Liaison
Barbara McGuire	Computer Lab Technician
* Teresa O'Brien	Program Assistant (GRANT)
Lynda Price	Training Advisor – Marissa
Ada Reed	International Student Liaison

DISTRICT OFFICE

<u>Name</u>	<u>Position</u>
Charles Bennett	Systems Technician
* Cheryl Blank	Upward Bound Student Advisor (GRANT)
Jeff Gumbel	Webmaster
* Stephanie Harrison	College Acad Adv, Ed Talent Search (GRANT)
Chris Heindselman	Research Technician
* Shirley Kessler	Student Adv, Succ Network (GRANT)(OCC)
* Carole Kirk	Upward Bound Student Advisor (GRANT)
* Judy Neikirk	Student Adv, Succ Network (GRANT)(WVC)
* Carol Redman	Program Advisor, Ed Talent Search (GRANT)
* Wilma Seiler	Case Worker (GRANT)
Rebecca Shultz	Computer Operations Technician I
* Kathy Swinson	Case Worker (GRANT)
Paul Tait	Networking Technician
* Cora Weger	Student Adv, Succ Network (GRANT)(LTC)
* Lisa Weiler	Case Worker (GRANT)
* Janet Wellen	Student Adv, Succ Network (GRANT)(FCC)
Lucinda Wingert	Database Specialist

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CLERICAL/SECRETARIAL

FRONTIER COMMUNITY COLLEGE

<u>Name</u>	<u>Position</u>
Barbara Bennett	Secretary I
Karen Bryant	Secretary I
Trena Cline	Clerk/Receptionist
Debra Dawkins	Secretary I
Tara Farleigh	Clerk/Receptionist
Denise Hilliard	Secretary II
Freda Hoffman	Secretary II
Janie Lake	Secretary II
* Amy Loss	Clerk/Receptionist (GRANT)
Renee Smith	Secretary III

LINCOLN TRAIL COLLEGE

<u>Name</u>	<u>Position</u>
Sheri Bayne	Secretary I
Donna Boyd	Secretary II
Deanna Chrysler	Secretary II
Carolyn DiBeasi	Secretary I
Sharon Hanson	Clerk/Receptionist
Jamie Henry	Secretary I
Julie Higginbotham	Secretary I
Jo Wachtel	Secretary I

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OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
Jean Blackford	Secretary II
Jean Duckworth	Secretary II
Jaye Fehrenbacher	Secretary II
Kathy Fehrenbacher	Secretary I
Carla Gardner	Secretary II
Tammy Harmon	Secretary II
Carla Heckenbach	Secretary II
Linda Horn	Secretary I
Cheryl Knight	Secretary II
Sara Kocher	Secretary I
Reba Stanfield	Secretary I
Betty Stout	Secretary II

WABASH VALLEY COLLEGE

<u>Name</u>	<u>Position</u>
Pamela Henegar	Secretary I
Betty Hocking	Secretary I
Cindy Kruse	Secretary II
Barbara Minniear	Secretary I
Jane Owen	Secretary I
Cathy Seaton	Secretary II
Audrey Tice	Secretary III
Judy Wilkinson	Secretary I

WORKFORCE EDUCATION

<u>Name</u>	<u>Position</u>
* Sarah Kincaid	Secretary I (GRANT)

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DISTRICT OFFICE

	Amy Johnson	Clerk/Receptionist
*	Jill Bloehs	Secretary I (GRANT)
*	Kathy Corry	Secretary II (GRANT)
	Cynde Frost	Bookkeeper II
*	Beverly Hemrich	Secretary I, Success Network (GRANT) (LTC)
	Eva Hubble	Secretary I
	Maria Michels	Bookkeeper I
*	Andrea Pampe	Secretary I, Ed Talent Search (GRANT)
	Chris Raley	Secretary II
	Melanie Rariden	Secretary II
	Jan Robards	Bookkeeper II
	Rae Rose	Bookkeeper I
	Jackie Shamhart	Secretary I
*	Kathy Slichenmyer	Secretary I (GRANT)
	Terry Stanford	Executive Secretary
	Barbara Thomas	Secretary II

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MAINTENANCE/CUSTODIAL

FRONTIER COMMUNITY COLLEGE

<u>Name</u>	<u>Position</u>
Andy Pottorff	Custodian

LINCOLN TRAIL COLLEGE

<u>Name</u>	<u>Position</u>
Douglas Edwards	Lead Custodian
Kenneth Hawkins	Maintenance
Freda Kelley	Custodian
Albert Miller	Custodian
Ricky Rich	Groundskeeper
Gary Upton	Custodian

OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
Timothy Bower	Custodian
Larry Gangloff	Maintenance
Larry Johnson	Groundskeeper
Steve Martin	Custodian
Damona Nease	Custodian
Carl Sager	Lead Custodian
John Stoll	Custodian

WABASH VALLEY COLLEGE

<u>Name</u>	<u>Position</u>
Donna Schultz	Custodian
Mary Ann Fields	Lead Custodian
Lisa Fortner	Custodian
Ron Martin	Groundskeeper
Dwight Piper	Maintenance
Brenda Wren	Custodian

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Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition & Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

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**TENTATIVE
Protection, Health, and Safety
Projects Schedule
Phase IV**

Phase IV

MECHANICAL & ELECTRICAL PROJECTS:	Estimated Budget										
Replace Rooftop Units LTC	\$363,000										
Replace Rooftop Units OCC	\$779,300										
HVAC/Dehumidification Upgrades – WVC	\$284,300										
HVAC Replacement FCC	\$137,900										
Fire Alarm & Emergency Lighting Replacement LTC & WVC	\$382,000										
Electrical Renovations WVC	\$284,300										
Furnace Replacement FCC	\$84,700										
Lighting & Fire Alarm Upgrades - FCC & OCC	\$69,600										
TOTALS :			Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
ESTIMATED BUDGET \$3,781,600											
BID AMOUNT \$2,727,815											

5/12/99

