

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

November 20, 2001



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**November 20, 2001
7:00 p.m.
Wabash Valley College**

1. Call to Order & Roll Call..... CEO Bruce
2. Oath of Office and Seating of Trustees Elected April 3, 2001Board Secretary
3. Organization of New Board..... Bruce
 - A. Roll Call
 - B. Election of Chairman
 - C. Election of Vice-Chairman
 - D. Election of Secretary Pro Tempore
 - E. Election of Secretary
 - F. Appointment of Ethics Officer
 - G. Resolution for Time and Place of Board Meetings
 - H. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards
4. Disposition of Minutes Bruce
5. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECCEA Representative
6. Public Comment
7. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
8. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
9. Policy Second Reading Bruce
 - A. None

10. Staff Recommendations for Approval
 - A. FY2002 Assessment Plan..... Cantwell
 - B. SIU/IECC Articulation Telecommunications Agreement Pampe
 - C. Flex Spending Plan Bank Account Browning
 - D. Resolution for Increased Capital Funding for Community Colleges Bruce

11. Bid Committee Report Browning

Wabash Valley College

 1. Laser Jet Printer
 2. Semi-Tractor

12. District Finance
 - A. Financial Report..... Browning
 - B. Approval of Financial Obligations Browning

13. Chief Executive Officer’s Report Bruce

14. Executive Session Bruce

15. Approval of Executive Session Minutes..... Bruce

16. Approval of Personnel Report Bruce

17. Collective Bargaining Bruce

18. Litigation..... Bruce

19. Acquisition and Disposition of Property Bruce

20. Other Items

21. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria at Lincoln Trail College, Robinson, Illinois, Tuesday, October 16, 2001.

AGENDA #1 – “Call to Order & Roll Call” – Mr. James W. Lane, Jr., Chairman, called the meeting to order at 7:00 p.m.

Roll Call: Dr. G. Andrew Fischer, Secretary Pro-Tempore, called the roll of members present, and the following trustees answered to their names as called and were found to be present:

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mr. James Lane, Mr. Larry Rost. Also present was Mr. Blake Smith, student trustee. Trustees absent at roll call: Mrs. Shirley Kessler, Miss Marilyn J. Wolfe. 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. Michael Dreith, President of Frontier Community College
Mr. Roger Browning, Chief Finance Officer
Mr. George Woods, Dean of Community Development & Workforce Education
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services
Ms. Pamela Schwartz, Associate Dean of Institutional Development
Ms. Kathleen Pampe, Associate Dean of Education to Careers Program
Mrs. Marty Novak, Director of Personnel

Appointment of Temporary Secretary. Dr. G. Andrew Fischer, Secretary Pro-Tempore, made a motion to appoint Mr. Kenneth Allen to serve as interim secretary in the absence of Harry Hillis. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken, and the Chair declared that the “Ayes” have it and the motion is adopted.

Recognition of Ms. Jameson. As the term for Ms. Jameson ends in November, recognition and presentation of gifts were made.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting on Tuesday, September 18, 2001, were presented for approval.

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

AGENDA #3 – “Recognition”

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

#3-B. IECCEA Representative: Mr. Dan Tahtinen was present and made a brief presentation.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports”

#5-A. Report from Trustees: - None.

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

#5-C. Report from Cabinet:

- (1) Coal Mining Technology/Telecom: Mr. Woods presented an informational report on Coal Mining Technology/Telecom, including a computer slide presentation of new facilities in Flint, Michigan.
- (2) The Student Advantage Network employees presented an informational report on that program.

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

#6A. Student Military Policy (500.21): The CEO recommended that the Board waive second reading and immediately adopt the following revised Student Military Policy (500.21):

Any IECC student in the military service, or a student who enlists in the military service (Army of the United States, United States Navy, the Marine Corp, the Air Force, the Coast Guard, and members of the State Militia), or a student who is a member of the National Guard or Reserves and has been ordered to active duty, and is unable to attend class for 7 or more days, shall receive a full refund of required tuition, fees, and other institutional charges. Withdrawal from courses shall not impact final grade point average or re-enrollment options. Students unable to process their enrollment for the upcoming term due to military service will have all late penalties or fees set aside.

Any IECC student who is Title IV eligible and withdraws because of being called to active duty, or has been otherwise impacted by the military mobilization, will not be required to repay an overpayment of grant funds based on the Return of Title IV Funds calculation. IECC must perform the Return of Title IV Funds calculations that are required by the statute and regulations and will return funds to one or more of the Title IV programs as calculated by the Return of Title IV Funds calculation.

Board Action. After discussion, Ms Jameson made a motion to waive a second reading and adopt the Student Military Policy. Mr. Rost seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None.
Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#6B. Military Leave (400.21): The CEO recommended that the Board waive second reading and immediately adopt the following revised Military Leave policy (400.21):

In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the Illinois Veterans Service Men’s Employment Tenure Act 330 ILCS 60/, employees shall be granted military leaves of absence for the performance of duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Employees are required to provide advance notice, either in writing or orally, to their supervisor as soon as possible so that work schedules may be arranged consistent with operating needs. This requirement shall be excused for military necessity, which prevents employees from giving notice or circumstances whereby it is impossible or unreasonable for employees to provide notice.

Employees on military leave for less than 31 days are entitled to group insurance coverage as provided by the Board of Trustees. Employees on military leave for more than 31 days may elect continuation coverage at their own expense for up to 18 months following their separation of employment or until their reemployment rights expire, whichever event occurs first. The cost for continuation coverage is 102% of the applicable premium.

Employees may elect to receive payment for vacation days in accordance with Board policy. Leave days shall accrue for employees on military leave for less than 31 days.

Employees may elect to continue contributions at their own expense to pension plans or to make up missed contributions over the lesser of five years or three times the length of the military service.

Upon satisfactory completion of military service and timely notice of intent to return to work, employees shall have reemployment rights applicable under state and federal law.

This policy is not applicable to temporary full-time or part-time employees who have brief or non-recurrent positions and who have no reasonable expectation that their employment will continue indefinitely or for a significant period of time.

Board Action. After discussion, Dr. Fischer made a motion to waive a second reading and approve the Military Leave policy (400.21) as revised. Mr. Smith seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. Cooperative Agreements

The CEO recommended approval of the following cooperative agreements with John A. Logan College, Lake Land College, and Lewis and Clark Community College.

A JOINT AGREEMENT FOR EDUCATION COOPERATION
between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
and
JOHN A. LOGAN COLLEGE, DISTRICT #530

This agreement is made this 16th day of October, 2001 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and JOHN A. LOGAN COLLEGE, DISTRICT #530, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

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

I. INSTITUTIONAL IDENTIFICATION

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District”, and the college receiving students from another district will be referred to as the “Receiving

District”.

II. EDUCATIONAL PROGRAMS

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from JOHN A. LOGAN COLLEGE, DISTRICT #530, in the following programs:

Agricultural Technology/Production	AAS Degree
Diesel Equipment Technology	AAS Degree
Radio-TV Broadcasting	AAS Degree
Radiography	AAS Degree
Telecommunications Technology	AAS Degree/Certificate

JOHN A. LOGAN COLLEGE, DISTRICT #530 agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Cardiac Medical Sonography	Certificate
Construction Management Technology	AAS
Dental Hygiene	AAS

III. STUDENT ENROLLMENT AND RESPONSIBILITY

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

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

IV. RECEIVING DISTRICT’S RESPONSIBILITIES

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

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

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

V. FINANCE

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

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

VI. PUBLICITY AND CATALOG

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

VII. AMENDMENTS TO AGREEMENT

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

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or JOHN A. LOGAN COLLEGE, DISTRICT #530. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

A JOINT AGREEMENT FOR EDUCATION COOPERATION
between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
and
LAKE LAND COLLEGE, DISTRICT #517

This agreement is made this 16th day of October, 2001 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LAKE LAND COMMUNITY COLLEGE, DISTRICT #517, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

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

I. INSTITUTIONAL IDENTIFICATION

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

II. EDUCATIONAL PROGRAMS

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LAKE LAND COLLEGE, DISTRICT #517, in the following programs:

Emergency Prep/Vol. Firefighter II (Frontier)	Certificate
Air Conditioning/Refrigeration (Lincoln Trail)	AAS, Certificate
Collision Repair Technology (Olney Central)	AAS
Welding & Cutting (Olney Central)	Certificate
Assoc in Fine Arts-Music Education (Lincoln Trail and Olney Central)	AAS
Assoc in Fine Arts-Music Performance (Lincoln Trail and Olney Central)	AAS
Hospitality Management (Lincoln Trail)	AAS
Radiography (Olney Central)	AAS

LAKE LAND COLLEGE, DISTRICT #517, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Civil Engineering Technology	AAS
Dental Hygiene	AAS
Physical Therapy Assistant	AAS

III. STUDENT ENROLLMENT AND RESPONSIBILITY

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

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

IV. RECEIVING DISTRICT'S RESPONSIBILITIES

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

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

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

V. FINANCE

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

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

VI. PUBLICITY AND CATALOG

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

VII. AMENDMENTS TO AGREEMENT

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

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or LAKE LAND COLLEGE, DISTRICT #517. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

RESOLUTION OF JOINT AGREEMENTS
 WITH
 ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529
 KASKASKIA COLLEGE DISTRICT #501
 LAKE LAND COMMUNITY COLLEGE DISTRICT #517
 LINCOLN LAND COMMUNITY COLLEGE DISTRICT #526
 SHAWNEE COMMUNITY COLLEGE DISTRICT #531
 SOUTHWESTERN ILLINOIS COLLEGE DISTRICT #522
 JOHN WOOD COMMUNITY COLLEGE DISTRICT #539

WHEREAS, Lewis and Clark Community College, Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College desire to expand educational services to the greatest number of students, the parties believe this Agreement should be one of the means of implementing the Board of Higher Education's State of Illinois Master Plan - Phase IV in accomplishing a viable method of cooperation between the Parties involved in the Agreement.

WHEREAS, Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College have certain programs which Lewis and Clark Community College does not offer and Lewis and Clark Community College has certain programs that Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College do not offer,

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Community College District #536 authorizes the continuation of the agreements with Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College as written and agreed to by the respective college administrators effective October 16, 2001

I. EDUCATIONAL PROGRAMS/COURSES

Any educational program offered by and between the parties to this Agreement shall be approved by the Illinois Community College Board and the Board of Higher Education.

JOINT AGREEMENT PROGRAMS WITH LEWIS AND CLARK COMMUNITY COLLEGE

Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College

LEWIS AND CLARK COMMUNITY COLLEGE, District #536, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, in the following programs.

Program Name	Curriculum Code	Degree/Certificate/Course
DENTAL ASSISTING	5202A	Certificate
DENTAL HYGIENE	5202A	AAS/Certificate
OCCUPATIONAL THERAPY ASST 5230A	AAS	

ILLINOIS EASTERN COMMUNITY COLLEGES, District #529 agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, District #536, in the following programs.

Program Name	Degree/Certificate/Course
DIESEL EQUIPMENT TECHNOLOGY	AAS
MINING TECHNOLOGY	AAS

RADIOGRAPHY	AAS
TELECOMMUNICATIONS TECHNOLOGY	AAS/Certificate

LEWIS AND CLARK COMMUNITY COLLEGE, District #536, agrees to accept students from KASKASKIA COLLEGE, District #501, in the following programs:

Program Name	Curriculum Code	Degree/Certificate/Course
FIRE SCIENCE	5507A	AAS
FIRE SCIENCE	5507J	Certificate
LIBRARY & INFORMATION TECHNOLOGY	5504A	AAS
LIBRARY & INFORMATION TECHNOLOGY	5504J	Certificate

KASKASKIA COLLEGE, District #501, agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, District #536, in the following programs:

Program Name	Degree/Certificate/Course
FIRE SCIENCE	Courses

LEWIS AND CLARK COMMUNITY COLLEGE, District #536, agrees to accept students from LAKE LAND COLLEGE, District #517, in the following programs:

Program Name	Curriculum Code	Degree/Certificate/Course
TURFGRASS MANAGEMENT	5402A	AAS

LAKE LAND COLLEGE, District #517, agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, District #536, in the following programs:

Program Name	Degree/Certificate/Course
JOHN DEERE-AG TECH	AAS
LIVESTOCK PRODUCTION	Certificate
SWINE PRODUCTION	AAS
CIVIL ENGINEERING TECHNOLOGY	AAS

LEWIS AND CLARK COMMUNITY COLLEGE, District #536, agrees to accept students from LINCOLN LAND COMMUNITY COLLEGE, District #526, in the following programs:

Program Name	Curriculum Code	Degree/Certificate/Course
AGRIBUSINESS MANAGEMENT	5402B	AAS
DENTAL ASSISTING	5202A	Certificate
DENTAL HYGIENE	5202A	AAS
TURFGRASS MANAGEMENT	5402A	AAS
*JOBS 100 JOB SEEKING SKILLS	1799 OCCUP	Course
*JOBS 131 IDENTIFYING JOB SKILLS	1799 OCCUP	Course
*JOBS 132 TARGETING THE JOB MARKET	1799 OCCUP	Course
*JOBS 133 JOB SEEKING SKILLS	1799 OCCUP	Course
*PSYC 130 CAREER DEVELOPMENT	1701A	Course

LINCOLN LAND COMMUNITY COLLEGE, District #526, agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, District #536, in the following programs.

Program Name	Degree/Certificate/Course
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AGRI-BUSINESS MANAGEMENT	AAS
AGRI-FERTILIZER OPERATIONS	AAS
AVIATION MAINTENANCE	AAS
LANDSCAPE DESIGN/TURF MANAGEMENT	AAS/Certificate
PHYSICAL THERAPY ASSISTANT	AAS

SHAWNEE COMMUNITY COLLEGE, District #531 agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, District #536, in the following programs.

Program Name	Degree/Certificate/Course
ADDICTION COUNSELING	AAS

LEWIS AND CLARK COMMUNITY COLLEGE, District #536, agrees to accept students from SOUTHWESTERN ILLINOIS COLLEGE, District #522, in the following programs:

Program Name	Curriculum Code	Degree/Certificate/Course
AGRIBUSINESS MANAGEMENT	5402B	AAS
AGRIBUSINESS MANAGEMENT	5402J	Certificate
APPRENTICESHIP TRAINING - ELEC.	5317J	Certificate
APPRENTICESHIP TRAINING - MACHINE TOOL	5317P	Certificate
AUTOMOTIVE TECHNOLOGY		
Automotive Technology	5306A	AAS
Automotive Drive Line, Suspension and Brakes	5306M	Certificate
Auto Performance Accessories & Electrical	5306N	Certificate
DATABASE PROGRAMMING	5101D	AAS
DATABASE PROGRAMMING	5101T	Certificate
DENTAL ASSISTING	5202J	Certificate
DENTAL HYGIENE	5202A	AAS
FIRE SCIENCE	5507A	AAS
FIRE SCIENCE	5507J	Certificate
LIBRARY & INFORMATION TECHNOLOGY	5504A	AAS
LIBRARY & INFORMATION TECHNOLOGY	5504J	Certificate
NURSING: PRACTICAL NURSING	5208J	Certificate
OFFICE SPECIALIST - MEDICAL	5005N	Certificate
OCCUPATIONAL THERAPY ASSISTANT	5230A	AAS
PN/ADN LADDER PROGRAM		
RADIO BROADCASTING	5008A	AAS
TRACTOR/TRAILER DRIVER TRAINING	CDLA 160	Course
TURFGRASS MANAGEMENT	5402E	AAS
TURFGRASS MANAGEMENT	5402M	Certificate

SOUTHWESTERN ILLINOIS COLLEGE, District #522, agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, District #536, in the following programs.

Program Name	Degree/Certificate/Course
AIR CONDITIONING, HEATING & REFRIGERATION	AAS
AUTOMOBILE COLLISION REPAIR TECH	AAS
AUTOMOTIVE REFINISHING	Certificate
MECHANICAL SYSTEMS	Certificate
NON-STRUCTURAL REPAIR	Certificate
STRUCTURAL REPAIR	Certificate
AUTOMOTIVE REFINISHING	Certificate

AVIATION MAINTENANCE TECHNOLOGY	AAS
CHEMICAL TECHNOLOGY	Certificate
CONSTRUCTION BRICKLAYER	AAS/Certificate
CONSTRUCTION CARPENTRY	AAS/Certificate
CONSTRUCTION CEMENT MASON	AAS/Certificate
CONSTRUCTION IRONWORKER	AAS/Certificate
CONSTRUCTION MANAGEMENT TECHNOLOGY	AAS
CONSTRUCTION PAINTING AND DECORATING	AAS/Certificate
CONSTRUCTION SHEETMETAL	AAS/Certificate
COSMETOLOGY	Certificate
CULINARY ARTS (066D)	Certificate
DECKHAND STUDIES	Certificate
ENGINEERING TECHNOLOGY	AAS
FIRE SCIENCE	AAS/Certificate
HEALTH INFORMATION TECHNOLOGY	AAS
HORTICULTURE	AAS/Certificate
INDUSTRIAL METALWORKING	AAS/Certificate
INDUSTRIAL PIPEFITTER	AAS/Certificate
INDUSTRIAL WELDER	AAS/Certificate
MAJOR APPLIANCE TECHNOLOGY	AAS/Certificate
MARKETING-REAL ESTATE (031C)	AAS
MASSAGE THERAPY	Certificate
MEDICAL ASSISTANT	AAS/Certificate
PARALEGAL STUDIES	AAS
PARAMEDIC	AAS
PHYSICAL THERAPIST ASSISTANT	AAS
PROCESS OPERATIONS TECHNOLOGY	Certificate
RADIOLOGIC TECHNOLOGY	AAS
RESPIRATORY CARE TECHNOLOGY	Certificate
SIGN LANGUAGE/INTERPRETER	AAS
SIGN LANGUAGE/BASIC COMMUNICATION	Certificate
WEBMASTER	AAS
WELDING TECHNOLOGY	AAS/Certificate

LEWIS AND CLARK COMMUNITY COLLEGE, District #536, agrees to accept students from JOHN WOOD COMMUNITY COLLEGE, District #539, in the following programs:

Program Name	Curriculum Code	Degree/Certificate/Course
AUTOMOTIVE TECHNOLOGY		
Automotive Drive Lines, Suspension and Brakes	5306M	Certificate
Automotive Performance Accessories & Electrical	5306N	Certificate
Automotive Technology	5306A	AAS
COMPUTER HARDWARE/SOFTWARE TECHNOLOGY		
Computer Programming Option	5105B	AAS
Networking Option	5105C	AAS
PC Servicing	5105J	Certificate
Novell Network Specialist	5105K	Certificate
Microsoft Network Specialist	5105L	Certificate
Novell Network Specialist	5105R	Certificate
Microsoft Network Specialist	5105S	Certificate
DENTAL ASSISTING	5202J	Certificate
DENTAL HYGIENE	5202A	AAS
HOTEL/MOTEL MANAGEMENT		
Hotel/Motel Management	5010A	AAS
Hotel/Motel Operations	5010J	Certificate

Hotel/Motel Procedures	5010S	Certificate
Hospitality Accounting Procedures	5010R	Certificate
LIBRARY AND INFORMATION TECH.	5504A	AAS
LIBRARY AND INFORMATION TECH.	5504J	Certificate
RADIO BROADCASTING	5008A	AAS

JOHN WOOD COMMUNITY COLLEGE, District #539, agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, District #536, in the following programs.

Program Name	Degree/Certificate/Course
AGRICULTURE PRODUCTION MANAGEMENT	Certificate
BEEF MANAGEMENT	Certificate
SWINE MANAGEMENT	AAS/Certificate
AGRICULTURE BUSINESS MANAGEMENT	AAS
ELECTRICAL TECHNOLOGY	AAS
ELECTRICIAN	Certificate
ELECTRONICS TECHNOLOGY	
Engineering Technology Option	AAS
RF Communications Technology Option	AAS
HORTICULTURE	AAS/Certificate
PHYSICAL THERAPIST ASSISTING	AAS
SURGICAL TECHNICIAN	Certificate

Students who are interested in enrolling in a Lewis and Clark Community College joint agreement program must request a letter of certification of residency from their respective community college district. Students who are approved will be eligible for the in-district tuition rate and must meet all Lewis and Clark Community College entrance requirements.

The Sending District may assist the Receiving District in locating suitable training stations and clinical facilities within the confines of the Sending District for the purpose of providing laboratory and clinical instruction by the Receiving District for the convenience of the Sending District's students enrolled in any of the programs covered by this Agreement.

II. STUDENT ENROLLMENT

The cooperating institutions allow enrollment in programs included in the Agreement on the same basis as enrollment for in-district students. Students wishing to participate in these programs/courses should be encouraged to enroll as soon as they can to ensure their admission to the program of their choice.

III. STUDENT ENROLLMENT AND RESPONSIBILITY

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

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

The Receiving District shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution, as well as for Illinois State Military Scholarships and Illinois State Scholarship Commission Grants.

IV. RECEIVING DISTRICT'S RESPONSIBILITIES

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

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

The Receiving District shall, by June 30, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled in each of the programs covered by this Agreement during the preceding fiscal year.

V. FINANCE

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

If a student from the Sending District enrolls in a program listed in this Agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this Agreement shall cease to be in effect concerning that student.

Procedurally, students who wish to enroll at a Receiving District in one of the programs herein identified will secure from their Sending District a letter designating them as eligible to participate in the specific program covered by this Cooperative Agreement. This letter will either be sent directly to the Receiving District or given to the student.

VI. PUBLICITY AND CATALOG

The Sending District will list educational programs of the Receiving District in its catalogs and other informational brochures.

The Receiving and Sending Districts may assist each other in distributing information about programs covered under this Agreement to high schools within their respective districts.

VII. AMENDMENTS TO AGREEMENT

Amendments and/or revisions to this Agreement may be made annually or at any time by mutual written consent of all participating colleges. Such amendments and/or revisions shall be prepared in the form of an addendum agreement.

VIII. TERMINATION

This Agreement may be terminated at any time by either the sending district or the receiving district. In the event of such termination, students who have entered the educational programs covered under this Agreement shall be allowed to complete said program.

COOPERATIVE AGREEMENT

The Joint Agreement between Lewis and Clark Community College and Illinois Eastern Community College is hereby extended for a one-year period beginning October 16, 2001.

Board Action: Mr. Rost made a motion to approve the cooperative agreements with John A. Logan College, Lake Land College, and Lewis and Clark Community College. Dr. Fischer seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None.
Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. WVC Bicycle Pathway Easement – The CEO recommended approval of the WVC Bicycle Pathway Easement to run along Oak Street in the vicinity of the international building. Mr. Smith made a motion to approve the WVC Bicycle Pathway Easement. Dr. Fischer seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None.
Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. SURS Service Credit Resolution – The CEO recommended approval of the following SURS Service Credit Resolution.

RESOLUTION

RESOLUTION OF THE BOARD OF TRUSTEES, ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529. Hereinafter known as the Board of Trustees.

WHEREAS, the Board of Trustees is an employer whose employees participate in the State Universities Retirement System (the “System”) pursuant to the Illinois Pension Code;

WHEREAS, the Board of Trustees has determined that it would be in the best interest of its employees to provide a pick-up of employee contributions under Section 414(h) (2) of the Internal Revenue Code of 1986 for contributions that are made for the purpose of purchasing service credit under 15-113.1 through 15-113.7 (excluding 15-113.4) of the Illinois Pension Code (the “Code”) or for the purpose of re-depositing amounts withdrawn under 15-154 of the Code;

WHEREAS, in order to effectuate this pick-up, the Board of Trustees must adopt a resolution to pick up the member’s contribution made pursuant to a binding, irrevocable payroll deduction authorization; and

WHEREAS, the contributions picked up by the Board of Trustees must be payable from the same source as is used to pay compensation to the employee;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

Section 1. That employee contributions made (pursuant to a binding irrevocable payroll deduction authorization to have such contributions picked up) for the purpose of purchasing service credit under 15-113.1 through 15-113.7 (excluding 15-113.4) of the Code and for the purpose of re-depositing amounts withdrawn under 15-154 of the Code, even though designated as employee contributions for state law purposes, are being paid by the Board of Trustees in lieu of the contributions by the employee.

Section 2. That, if the employee desiring to have contributions picked up executes an irrevocable, binding payroll deduction with respect to these contributions, the employee shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the Board of Trustees to the System.

Section 3. That, with respect to any employee’s contributions, the effective date of the pick-up by the Board of Trustees is later of:

- (a) the date of adoption of this resolution;
- (b) the effective date of this resolution; or
- (c) the execution of the payroll deduction authorization form by both parties.

This pick up does not apply to any contribution that relates to compensation earned for services before the effective date.

Section 4. That any payroll deduction authorization in effect as of the effective date of this resolution is void and that an employee who wishes to have payroll deductions made for the purpose of purchasing service credit or redepositing withdrawn amounts must follow the procedures specified in Section 5 of this resolution.

Section 5. That an employee who wishes to redeposit amounts previously withdrawn from the system or to purchase certain service credit shall make the following series of elections with regard to these actions:

- (a) The employee may elect a lump sum payment, a series of installments, or a combination of a lump sum payment followed by a series of installments.
- (b) With respect to installments payable by payroll deduction, the employee must execute a binding irrevocable payroll deduction authorization to have these installment contributions picked up by the participating employer.

Section 6. That contributions made pursuant to Section 5(b) of this resolution are designated as being picked up by the employer and paid from the same source as the payment of salary to these employees.

Section 7. That this resolution takes effect January 1, 2002.

Board Action: Mr. Rost made a motion to approve the SURS Service Credit Resolution. Dr. Fischer seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Certificate of Compliance with the Truth in Taxation Law – The CEO recommended approval of the Certificate of Compliance with the Truth in Taxation Law.

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2001", at a regularly convened meeting held on the 18th day of September, 2001, said date being at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to levy taxes in excess of 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, upon the levy of the district for 2001 was published after October 2 and before October 9, 2001, in accordance with the provisions of the Truth in Taxation Law, in newspaper of general circulation in Illinois Eastern Community College District No. 529, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on proposed tax levy was held in said district on October 16, 2001; and

I do further certify that the aggregate tax levy of the district was adopted on October 16, 2001, after public notice and hearing, all in accordance with the Truth in Taxation Act.

Board Action: Dr. Fischer made a motion to approve the Certificate of Compliance with the Truth in Taxation

Law. Ms. Jameson seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Certification of Tax Levy for FY2003 – The CEO recommended that the tax levies for fiscal year 2002-2003 be certified.

CERTIFICATE OF TAX LEVY

Richland, Clark, Clay, Crawford, Cumberland,
Community College District No. 529 County(ies) Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White
Community College District Name Illinois Eastern Community Colleges and State of Illinois

We hereby certify that we require:

the sum of \$ 1,837,500 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 787,500 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 200,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 140,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 45,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 0 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ 120,000 to be levied as a special tax for (specify) worker's compensation & unemployment purposes, on the taxab

Signed this 16 day of October, 2001.

District

Chairman of the Board of Said Community College

District

Secretary of the Board of Said Community College

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 1.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(Detach and return to community college district)

This is to certify that the Certificate of Tax Levy for Community College District No. _____ County(ies) of _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20_____ was filed in the office of the County Clerk of this county on _____, 20_____.

In addition to an extension of taxes authorized by levies made by the board of said community college district and additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20__ is \$_____.

_____ Date

_____ County Clerk and County

Board Action: Dr. Fischer made a motion to approve the Certification of Tax Levy for FY2003. Mr. Smith seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Submission of Projects for Replacement of Temporary Facilities – The CEO recommended that projects be submitted to the State of Illinois for replacement of temporary facilities at LTC, OCC, and WVC.

Board Action: Dr. Fischer made a motion to submit the projects to the State of Illinois for replacement of temporary facilities at LTC, OCC, and WVC. Mrs. Culver seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report”

#9-A. IECC – Anti-Virus Software. The Bid Committee recommended acceptance of the low bid that met specifications received from Softmart, Downingtown, Pennsylvania, for a total package bid of \$11,572.12 (includes two media packs @ \$21.75 each). Source of funds: Technology Plan.

Board Action. Dr. Fischer made a motion to approve the recommendation of the Bid Committee for purchase of anti-virus software from Softmart pursuant to specifications and bid proposals. Mr. Rost seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. IECC – Computer Server. The Bid Committee recommended acceptance of the low bid that met specifications received from CDS Office Technologies, Springfield, Illinois, for a total bid of \$41,846.00 that includes the option for a 1024 expansion kit. Source of funds: Technology Plan.

Board Action. Dr. Fischer made a motion to approve the recommendation of the Bid Committee for purchase of computer server from CDS Office Technologies pursuant to specifications and bid proposals. Mr. Rost seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. IECC – Network Switches. The Bid Committee recommended acceptance of the low bid that met specifications received from CDW Government, Inc., Vernon Hills, Illinois, for a total bid of \$14,992.00. Source of funds: Technology Plan.

Board Action. Mr. Rost made a motion to approve the recommendation of the Bid Committee for purchase of network switches from CDW Government, Inc. pursuant to specifications and bid proposals. Dr. Fischer seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. LTC – PBX Systems for South Campus, Telecommunications Program. The Bid Committee recommended acceptance of the low bid that met specifications received from D & S Communications, Elgin, Illinois, for a total bid of \$18,820.00. Source of funds: Industrial Training.

Board Action. Dr. Fischer made a motion to approve the recommendation of the Bid Committee for purchase of PBX systems for South Campus, Telecommunications Program from D & S Communications pursuant to specifications and bid proposals. Mr. Rost seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$1,784,905.17 as of September 30, 2001. The reports were accepted.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of October 2001, totaling \$863,854.82, were presented for approval.

Board Approval for Payment of Financial Obligations: Dr. Fischer made a motion to approve payment of the district financial obligations for the month of September 2001 in the amounts listed and payments from the revolving fund for the month of August 2001. Mr. Rost seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, 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. Equalization assessed value equity tax rate
2. State of Illinois budgetary shortfall
3. Delayed state payment
4. Implementation of two percent reserve by Governor
5. Report of EIU meeting on September 20
6. Asbestos litigation
7. IETC performance/Welfare to Work
8. SBDC assists in new business opening
9. Enrollment
10. District workshop

AGENDA #12 – “Executive Session” – None.

13 – “Approval of Executive Session Minutes” – None.

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

400.1. Employment of Personnel

A. Faculty

B. Professional/Non-Faculty

1. Amber Ramsey: Initial full-time employment as Youthful Offender Counselor for the IECC/LTC Educational Program at the Robinson Correctional Center. Amount: Based upon \$27,000 per fiscal year. Effective: To be determined by the Department of Corrections. Employment is contingent upon Department of Corrections funding.
Code: 66007L-6007L-1201-308

2. Richard Stevenson: Initial full-time employment as Youthful Offender Counselor for the IECC/LTC Educational Program at the Lawrence Correctional Center. Amount: Based upon \$31,000 per fiscal year. Effective: To be determined by the Department of Corrections. Employment is contingent upon Department of Corrections funding.
Code: 65516L-5516L-1201-308

C. Classified

1. Carrie Benefield: Initial full-time employment as Office Assistant for the Student Advantage Network Program at the District Office. Amount: Based upon \$15,554 per fiscal year. Effective: October 18, 2001. Employment is contingent upon continued grant funding.
Code: 65265D-5265D-1601-308

2. Nellie Peach: Initial full-time employment as Custodian at Wabash Valley College. Amount: Based upon \$16,000 per fiscal year. Effective: October 22, 2001.
Code: 023-7020W-1701-702

400.2. Temporary Assignment

A. Board of Trustees

1. Ken Allen, Temporary Secretary for the Board of Trustees, on an as needed basis. Amount: \$500 per month. Effective: September 1, 2001.
Code: 018-8050D-1602-805

400.3. Additional Assignment

A. Professional/Non-Faculty

1. James Beers, additional assignment for the Healthy Families Grant. Amount: \$500, dependent upon grant funds.
Code: TBD

400.4. FY01-02 Educational Level Change - CORRECTION

A. Faculty

Name	From	To	Amount
Cathy Robb	B	M	\$2,000

400.5. Request for Approval of Proposed Non-College Employment

Name	Employer	Approximate Time
	Tammy Halterman month/weekends & holidays Sullivan, Indiana	Sullivan County Community 3-4 days per 480 hours per year
Sharon Welty	Weber Medical Clinic Olney, Illinois	32 hours per month 360 hours per year

Board Action to Approve Personnel Report: Mrs. Culver made a motion to delete Section 400.1.A.1 and approve the Personnel Report as recommended. Dr. Fischer seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Miss Wolfe. The motion having received 5 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” – Ms. Jameson made a motion to adjourn the meeting. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:55 p.m.

Approved: _____
Chairman of the Board of Trustees

Secretary of the Board of Trustees

Temporary Secretary of the Board of Trustees

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Oath of Office and Seating of Trustees

Agenda Item #3

Organization of New Board

- A. Roll Call**
- B. Election of Chairman**
- C. Election of Vice-Chairman**
- D. Election of Secretary Pro Tempore**
- E. Election of Secretary**
- F. Appointment of Ethics Officer**
- G. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards**
- H. Resolution for Time and Place of Board Meetings**

Agenda Item #3F

The Board hereby appoints Harry Hillis, Board Secretary as Ethics Officer for the Board, and for the district, pursuant to statute. He shall serve until his successor is appointed and qualified.

**RESOLUTION FOR ADOPTION OF RULES, REGULATIONS, POLICIES AND ACTIONS
OF PRIOR BOARDS**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, State of Illinois, that all rules, regulations, and policies of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow their past practices and procedures:

The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote.

Roberts Rules of Order will be followed for general procedural guidelines, but will not be adopted.

When voice votes are taken, any trustee may ask for a roll call on that issue.

Date Adopted: _____

Chairman, Board of Trustees

Secretary, Board of Trustees

RESOLUTION

Board of Trustees Meeting Dates and Places for 2002

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2002:

Tuesday, January 15, 2002	7 p.m.	Lincoln Trail College
Tuesday, February 19, 2002	7 p.m.	Olney Central College
Tuesday, March 19, 2002	7 p.m.	Wabash Valley College
Tuesday, April 16, 2002	7 p.m.	Frontier Community College
Tuesday, May 21, 2002	7 p.m.	Lincoln Trail College
Tuesday, June 18, 2002	7 p.m.	Olney Central College
Tuesday, July 16, 2002	7 p.m.	Wabash Valley College
Tuesday, August 20, 2002	7 p.m.	Frontier Community College
Tuesday, September 17, 2002	7 p.m.	Lincoln Trail College
Tuesday, October 15, 2002	7 p.m.	Olney Central College
Tuesday, November 19, 2002	7 p.m.	Wabash Valley College
Tuesday, December 10, 2002*	7 p.m.	Frontier Community College

***Board meeting in December will be held on the second Tuesday of the month due to Winter Break.**

Dated: _____

Chairman, Board of Trustees

Secretary, Board of Trustees

Agenda Item #4

Agenda Item #4

Disposition of Minutes

Agenda Item #5

Recognition of Visitors and Guests

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

Agenda Item #6

Public Comment

Agenda Item #7

Reports

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

Agenda Item #8

Agenda Item #8

Policy First Reading (and Possible Approval)

None

Agenda Item #9

Policy Second Reading

None

Agenda Item #10

Staff Recommendations for Approval

Agenda Item #10A

FY2002 Assessment Plan

MEMORANDUM

TO: Board of Trustees
FROM: Chris Cantwell
DATE: November 20, 2001
RE: FY2002 Assessment Plan

The Assessment Plan sets forth the district's 10 mission objectives and indicates the progress toward each of the goals.

Summarized, those objectives are:

To provide high quality education to transfer students, technical, adult, and continuing education students and to provide remedial education.

To advise, counsel, and place students wishing to transfer or find employment.

To provide curricula and programs to meet the educational goals of students, and provide community education and activities as a cultural resource center for the area.

To provide professional growth opportunities for the college staff and provide resources and equipment to support all components of the college.

To provide economic development and workforce training to expand the area's industrial base.

Mr. Chairman, I recommend approval of the FY2002 Assessment Plan.

CH/rs

Mission Objectives

**Effectiveness
Indicators**



Student success

Goals

ILLINOIS EASTERN COMMUNITY COLLEGES - 233 EAST CHESTNUT - OLNEY, IL
62450

Frontier Community College I Lincoln Trail College I Olney Central College I
Wabash Valley College

ASSESSMENT AND CURRICULUM COMMITTEE

Jerry Hefley	FCC Dean of the College
Judith Puckett.....	FCC Faculty
Jervaise McGlone	LTC Interim Dean of the College
Dan Polgar	LTC Faculty
Jackie Davis	OCC Dean of Instruction
Lisa Benson	OCC Faculty
Blake Smith	WVC Student Board Member
Wayne Henegar	WVC Dean of Instruction
Dave Wilderman	WVC Faculty
Chris Heindselman.....	DIST Research Assistant
Chris Cantwell (Chair).....	DIST Associate Dean, Academic and Student Support Services
Kathy Pampe.....	DIST Associate Dean, Career Education & Economic Development
Pam Schwartz	DIST Associate Dean, Institutional Development

TIME FRAME OF ACTIVITIES

January 2001	College evaluation reports were submitted to the District Office
February 2001	The District Office staff compiled college data
March 2001	Assessment and Curriculum Committee prepared the FY 2001 Annual Report Card
April 2001	FY 2001 Annual Report Card submitted to Cabinet and presented to the Board of Trustees
April 2001	FY 2001 Annual Report Card distributed to college employees, students, and news media
Sept/Oct 2001	Assessment and Curriculum Committee discussed revisions for the FY 2002 Assessment Plan
November 2001	Submit FY 2002 Assessment Plan to Cabinet
November 2001	Submit FY 2002 Assessment Plan to Board of Trustees for adoption
November 2001	Distribute FY 2002 Assessment Plan to college employees and students via Internet
November 2001	Assessment and Curriculum Committee Chair coordinates various data collection processes
January 2002	Colleges submit data to the District Office
February 2002	Assessment and Curriculum Committee submits a draft of the Annual Report Card to the colleges for review
March 2002	Assessment and Curriculum Committee finalizes the FY 2002 Annual Report Card
April 2002	Submit FY 2002 Annual Report Card to Cabinet and presented to the Board of Trustees
April 2002	Submit FY 2002 Annual Report Card to college employees, students, and news media

CHARACTERISTICS OF THE ASSESSMENT PLAN

- ▶ Flows From the Institution's Mission
- ▶ Has a Conceptual Framework
- ▶ Has Faculty/Staff Ownership/Responsibility
- ▶ Has Institution-Wide Support
- ▶ Uses Multiple Measures
- ▶ Provides Feedback to Students and the Institution
- ▶ Is Cost-Effective
- ▶ Does not Restrict or Inhibit Goals of Access, Equity, and Diversity Established by the Institution
- ▶ Leads to Improvement
- ▶ Includes a Process for Evaluating the Assessment Program
- ▶ Focuses on Assessment of Appropriate Student Learning Outcomes and Academic Achievements

INTRODUCTION

The Illinois Eastern Community Colleges' Assessment Plan focuses on: (a) the assessment of individual student learning, and (b) overall institutional effectiveness. The Assessment Plan is based upon the premise that involvement of the faculty is essential. The Assessment Plan is used as a district-wide measure for decision-making and planning. Assessment and evaluation provides a systematic process for measuring the district against its stated mission objectives.

Planning

District long-range planning begins with college-based planning. Administrative councils on each college campus prioritize future campus, community, and student needs. The Cabinet regularly refines college concepts for district-wide action. The Cabinet and the Board of Trustees meet periodically to establish district-wide long range planning consistent with district needs.

The following are current long range planning processes:

1. The Long Range Plan Committee is a permanent part of the district's structure, with the chief executive officer appointing representatives from the faculty, administration, support services, community, and student population.
2. The committee is charged with responsibility for (a) reviewing the status of the Long Range Plan's goals and objectives, (b) making recommendations for changing or adding new goals and objectives, (c) appointing subcommittees to conduct research and collect data related to the Long Range Plan, and (d) submitting the revised plan to the Cabinet.
3. After review, revision, and approval by the Cabinet, the Long Range Plan is submitted to the Board of Trustees for final review and approval. The Assessment Plan, developed in 1994, has been incorporated into long range planning which is updated annually. The chief executive officer in consultation with the Cabinet establishes the overall budgetary allocations to the various sectors of the district's operations. Budget allocations are based on both demonstrated need and an adopted formula. Needs are communicated through the normal organizational channels--from faculty and department heads to appropriate supervisors and deans, to presidents and ultimately to the Cabinet where the final budget is formalized and submitted to the Board of Trustees for approval.

The process permits input and allows for the identification of needs at each level. Thus, faculty, staff, and student concerns and needs are afforded a hearing in the decision-making arena.

Evaluation

The district's annual progress in achieving its stated mission objectives will be a major component of the evaluation program. Members of the IECC Assessment and Curriculum Committee, Long Range Plan Committee, Colleges' Curriculum and Instruction Committees, and Cabinet annually review and evaluate the Assessment Plan and its outcomes. The Assessment and Curriculum Committee prepares an annual report to be presented to the Board of Trustees containing an audit of the evaluations for the current year regarding the district's effectiveness in meeting its stated mission and objectives. Thus, the district's mission and objectives are the foundation for the Assessment Plan.

The district's Assessment Plan consists of indicators that assess the effectiveness of the district's instruction, programs, and services. The ultimate success of the district, its students, faculty, programs, and services are reflected by success characteristics in relation to the district's mission objectives.

The district considers the following success characteristics critical to the district's success in achieving its mission objectives. A definition of each success characteristic follows:

1. Successful Preparation for Transfer

A strong academic curriculum should provide appropriate educational opportunities while monitoring a student's likelihood for success. Students' transfer success is a dimension the district should measure to consider itself effective. Graduation rates, retention rates and students' GPAs reflect, in part, the district's effectiveness.

2. Successful Preparation for Employment

A strong vocational/technical curriculum should provide students with appropriate educational opportunities in preparation for employment. Students' employment preparation should be measured as one means to determine that the district is effective. Placement rates of graduates, retention rates, GPAs and employer satisfaction surveys reflect, in part, the district's effectiveness.

3. Quality Lifelong Learning Program

A comprehensive community college offers a wide variety of educational opportunities. Adult education programs and courses allow district residents to achieve basic lifelong skills. Continuing education programs and courses allow district residents to use new technologies, learn advanced skills, and adapt to new challenges for continuing employment and improving their quality of life.

4. Functional, and Appropriate Remedial Programs

Some of the district's prospective students are deficient in basic communication skills (reading and writing), and other students have problems with mathematics. Those students identified by test scores as lacking basic skills are required to take remedial classes in the areas of deficiency before they are allowed to attempt specific college-level discipline classes.

5. Student Satisfaction with Accessible Quality Services and Activities

The district provides a variety of programs, services, and activities to students. The district uses a variety of methods to determine if it has fulfilled its varied responsibilities to its student population.

6. Quality Curricula and Programs to Meet Both Short- and Long-Term Needs of the District

To be effective, the district must be committed to providing institution-wide outcome assessment procedures to improve and support student learning with high quality curricula and programs to meet both the short- and long-term needs of the District. The district will implement an on-going learning assessment process aimed at understanding and improving student academic achievements. By setting appropriate criteria and high standards for learning quality, the district will create an effective academic culture to assure and improve the quality of higher education. Multiple measures are utilized to determine the district's effectiveness in meeting residents' needs.

7. Accessible and Appropriate Community Education and Community Service Activities

A comprehensive community college serves as a cultural and intellectual resource center for its district residents. These needs are met through 1) various non-credit activities that are structural and instructional in nature providing an organized learning experience and 2) non-credit activities that provide services which may be educational and structural but are non-instructional in nature.

8. Continuous and Effective Professional Growth Opportunities

Faculty and staff development opportunities are recognized to be of critical importance as the district positions itself to meet the demographic, social, economic, and technological challenges of the future. On-going and appropriate staff development opportunities help prepare faculty and staff to respond to changing external and internal circumstances and allow faculty, staff, and administrators to access a greater range of expertise that serves the variety of professional needs found at a comprehensive community college.

9. Effective, Efficient Resource Management and Allocation

The district is committed to the assurance of sound financial management and to the development of new and resourceful methods of generating revenue to supplement state reimbursement, property tax, and tuition income allowing the district to pursue and achieve its goals. The need to provide appropriate facilities, equipment, and staff are critical components to the delivery of programs and services.

10. Effective Economic Development Activities

The district realizes and accepts its role in the economic development of the area it serves. By providing technical and general education, the district can assist the communities it serves in expanding, retraining, and strengthening the industrial base.

Indicators of Effectiveness

In order to monitor and measure how well the district is performing relative to each of the eleven success characteristics, multiple effectiveness indicators and measurement criteria have been developed. These indicators and their supporting measurement criteria will represent the observed, quantified, and qualified results of performance. They will provide a structure and a mechanism for organizing the review and evaluation of Illinois Eastern's effectiveness in key areas.

In determining the effectiveness indicators and their corresponding criteria, two key questions were asked:

1. What do we want the results of our district's assessment to be?
2. What specific evidence are we willing to accept to verify that the results have actually been achieved?

Varying measurement criteria were developed for each indicator. Some measurement criteria are based upon comparison of past performance of the district, comparison of the district's performance to the performance of other community college districts in Illinois, as well as comparison to national trends. The success characteristics and selected supporting indicators of effectiveness will be reviewed annually in April to coincide with review of the district's Accountability and Program Review, Long Range Plan, and the budget cycle.

Assessment and Curriculum Committee

The Assessment and Curriculum Committee, coordinated by the chair, is responsible for the collection of information that will provide the data needed to determine the district's performance against a given standard. As the plan evolves, several major assessments and effectiveness projects will be implemented that will generate extensive information on the district's performance in the coming years. In FY 2002, faculty, staff, and administration at all four campuses will be working together to determine their expectations for individual

student learning outcomes and assessment in the general education, technical and developmental education disciplines and will be developing the means of measuring various aspects of student learning in these areas.

Annual Effectiveness Report Card

In addition to the annual review and updating of the Assessment Plan, an Annual Report Card will be presented to the board, students, employees, and public to show the progress the district has made in meeting its mission objectives.

Summary

The effectiveness indicators listed in the plan represent a "snapshot" review of the district. Each indicator will report data about a specific time period. Over a period of years, the data will show patterns of growth and change. The indicators selected by the faculty and staff represents those factors that should be characteristic of a district with a mission of providing excellent programming, activities, and services to its residents.

The indicators in this plan are the result of approximately seven years of effort coordinated through the Assessment and Curriculum Committee. The first step in developing the indicators was the examination of the mission statement and district objectives. Secondly, the committee identified indicators that most appropriately complemented the district's objectives and that would measure the progress of the district in meeting those objectives. After compiling the first three annual effectiveness report cards, the committee recommended modifications to the plan that incorporated several new measurements in addition to deleting and modifying original measurements.

MISSION OBJECTIVE 1: To provide education in the liberal arts and sciences which is general or pre-professional in nature and prepares the student to transfer to a four-year college or university.

PRIMARY GOAL

The district shall continue to be successful because of teaching excellence; the district reaffirms its commitment to quality instruction.

SUCCESS CHARACTERISTIC

Successful preparation for transfer

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
1a. Transfer students' success at four-year institutions	GPA's of transfer students will meet or exceed GPA's of other transfer students and senior college "native" students	Research Assistant	November 2001	Senior institutions/university progress reports
1b. Current student satisfaction	85% of students responding to surveys will be satisfied with education received	Associate Dean of Institutional Development	June 2001	College survey of a sample of students fall and spring semesters
1c. Completer student satisfaction	85% of students responding to surveys will be satisfied with education received	Research Assistant	June 2001	Baccalaureate student follow-up survey for FY 00 of AA/AS/ASA graduates, student satisfaction surveys
1d. Course transferability	Less than 1% of eligible graduates will initiate a call against the district's educational guarantee policy	Chair, Assessment and Curriculum Committee	September 2001	Calls against the district educational guarantee policy in FY 01

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
1e. AA/AS/ASA degree requirements	The AA/AS/ASA degrees will meet ICCB requirements for model AA/AS degrees	Research Assistant	June 2001	Illinois Community College Board model AA and AS degree
1f. Course articulation	All transfer/baccalaureate courses will be positively articulated with at least three senior institutions (IAI Gen. Ed. Core)	Research Assistant	June 2001	Course files, IAI, & Transfer Course Equivalency List
1g. Overall transfer GPA	The average of all transfer students' GPAs in FY00 will meet or exceed 2.0	Research Assistant	November 2001	ICCB A1 Report (FY 01)
1h. Full-time student retention	The number of full-time degree/certificate-seeking students retained will remain constant or increase from those retained the previous year	Chair, Assessment and Curriculum Committee	November 2001	Local student data
1i. Part-time retention	The number of part-time degree/certificate-seeking students retained will remain constant or increase from those retained the previous year	Chair, Assessment and Curriculum Committee	November 2001	Local student data
1j. Transfer options	The district will maintain full participation status in the IAI General Education Core	Chair, Student Relations Committee	November 2001	IAI Website
1k. Syllabi updates	At least 25% of the transfer/baccalaureate course syllabi will be reviewed and updated annually	Deans	October 2002	IECC Course syllabi data base

MISSION OBJECTIVE 2: To provide technical education that provides students with the skills and abilities to enter employment.

PRIMARY GOAL

The district shall continue to provide quality current instruction to enhance students' abilities for employment.

SUCCESS CHARACTERISTIC

Successful preparation for employment

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
2a. Current student satisfaction	85% of students responding to surveys will be satisfied with education received	Research Assistant	June 2001	College survey of a sample of students fall and spring semesters
2b. Completer student satisfaction	85% of AAS and certificate graduates will be satisfied with received education	Research Assistant	June 2001	ICCB Occupational follow-up for FY 00 AAS and certificate graduates, student satisfaction survey
2c. Employer satisfaction	90% of employers surveyed will rate IECC graduates as having the necessary skills to perform in the workplace	Deans	June 2001	Employer follow-up component of the ICCB Occupational Follow-Up Study for FY 00 AAS and certificate graduates
2d. Student skills competency	Less than 1% of eligible FY 01 graduates will initiate a call against the district's educational guarantee policy	Deans	September 2001	District's educational guarantee policy in FY 01

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
2e. Job placement	70% of AAS and certificate graduates for FY 00 will be placed in employment for which they were trained or in related fields or will be continuing their education	Dean of the College, Dean of Instruction, Assistant Dean for Student Services	September 2001	Occupational follow-up survey of FY 00 AAS graduates
2f. Program requirements	85% of FY01 graduates of Cosmetology, Radiography and Nursing will successfully pass required state licensure exams	Dean of the College, Dean of Instruction, Associate Deans, Program Directors, and faculty	December 2001	Licensure exams of students tested in FY 01
2g. Overall technical GPA	The average of all technical students' GPAs in FY 01 will meet or exceed 2.0	Research Assistant	November 2001	ICCB A1 Report (FY 01)
2h. Full-time technical student retention	The number of full-time degree/certificate-seeking students retained will remain constant or increase from those retained the previous year	Chair, Assessment and Curriculum Committee	November 2001	ICCB A1 Report (FY 01)
2i. Part-time technical student	The number of part-time degree/certificate-seeking students retained will remain constant or increase from those retained the previous year	Chair, Assessment and Curriculum Committee	November 2001	ICCB A1 Report (FY 01)
2j. Syllabi updates	At least 25% of the occupational/vocational course syllabi will be reviewed and updated annually	Deans	October 2002	IECC Course syllabi data base, Accountability/Program Review Report

MISSION OBJECTIVE 3: To provide adult and continuing education designed to meet the immediate and long-term needs of the residents in the district.

PRIMARY GOAL

The district shall continue to reaffirm its commitment to provide quality adult and continuing education programs allowing district residents opportunities to gain basic skills and improve their quality of life.

SUCCESS CHARACTERISTIC

Accessible, quality lifelong learning program

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
3a. Student goals	90% of adult education students in FY 01 will complete a student portfolio plan	Program Director of Adult and Continuing Education	August 2001	Student file
3b. Completion rates	80% of students enrolled in adult basic and adult secondary courses in FY01 will complete the course	Program Director of Adult and Continuing Education, Dean of the College, Dean of Instruction	August 2001	Comparison of student withdrawal to course enrollment
3c. Student reading level success	70% of students in ABE/ASE courses in FY 01 will show educational gains at completion of course	Program Director of Adult and Continuing Education, Faculty	August 2001	TABE pre-test compared to TABE post-test
3d. Student access	Adult and continuing education courses in FY 01 will be offered in various locations throughout the service area	Research Assistant	August 2001	Course schedule
3e. Student reading level success	Successful completers of reading programs will increase their average reading level by 1.0 grade level.	Dean of the College, Dean of Instruction	July 2001	As measured by a pre and post test on a standardized reading test

MISSION OBJECTIVE 4: To provide programs in remedial education which assist district residents in attaining skills and abilities needed to enter and complete college.

PRIMARY GOAL

Entering students who are not ready for college-level study shall be provided appropriate college remedial/preparatory programming of excellent quality.

SUCCESS CHARACTERISTIC

Accessible, functional, and appropriate remedial programs

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
4a. Student placement	AA, AS, AAS, ASA and one-year certificate students in FY 01 scoring at or below the 33rd percentile on the ASSET/ACT/SAT will be placed in appropriate remedial/ preparatory course	Dean of the College, Dean of Instruction	July 2001	Student file compared to consolidated test score report
4b. Student access	Remedial education in FY 01 will be offered at times and locations accessible to students	Research Assistant	July 2001	Course schedule process with student input
4c. Retention	70% of students enrolled in remedial courses in FY 01 will complete the course	Dean of Instruction	July 2001	Student withdrawal compared to course enrollment
4d. Remedial completer enrollment in college-level coursework	60% of remedial completers will also complete their first required related college level course	Dean of the College, Dean of Instruction	July 2001	Student transcripts

MISSION OBJECTIVE 5: To provide student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, and transferring to a four-year institution or entering employment

PRIMARY GOAL

The district shall continue to improve upon the high quality and effective services provided to all students.

SUCCESS CHARACTERISTIC

Student satisfaction with accessible quality services and activities

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
5a. Student satisfaction	85% of the district's FY 00 graduates responding to the follow-up survey will indicate satisfaction of services	Research Assistant	June 2001	ICCB Follow-up survey of FY 00 graduates
5b. Course Transferability	Less than 1% of FY 01 graduates will initiate a call against the district's educational guarantee policies	Deans	September 2001	Calls against the district's educational guarantee policies in FY 01

MISSION OBJECTIVE 6: To provide curricula and programs, as necessary, to meet both short- and long-term educational goals of the residents in the district.

PRIMARY GOAL

The district reaffirms its commitment to provide responsive educational opportunities to district residents.

SUCCESS CHARACTERISTIC

Residents' satisfaction with accessible quality curricula and programs

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
6a. Enrollment	District unduplicated enrollment in FY 01 will remain above 60 individuals per 1000 district population	Research Assistant	November 2001	ICCB Data and Characteristics report for FY00
6b. Accessibility	The percentage of district high school graduates enrolled in FY 01 will remain constant or increase	Research Assistant	November 2001	Comparison of 2000 high school graduates enrolled to 2001 high school graduates enrolled
6c. Gender equity	The percentage of female students enrolled fall 2001 will be equal to or exceed the percent of females enrolled fall 2000	Research Assistant	November 2001	ICCB E1 Enrollment reports (Fall 01)
6d. Accessibility by race	The percentage of minority students enrolled during fall 2001 will be within at least 2% of the percent of minority students enrolled fall 2000	Research Assistant	November 2001	ICCB E1 Enrollment reports (Fall 01)
6e. Resident's satisfaction	Programs such as Tech Prep, Education-to-Careers, and Welfare-to-Work, will expand programs and services for district residents.	Associate Dean, Career Education & Economic Development	FY 02	New programs and services will be developed and implemented ensuring greater access to pro-grams and greater success in completing programs.

6f. Classroom-level assessments	Annually, at least 25% of the district's faculty will review and update current learning objectives for their students and the means of assessing the objectives, using existing and new assessments.	Faculty, College Deans, Associate Deans	September, 2002	Annual Report Card Data, Student Satisfaction Surveys, Faculty Assessment Plans and Recommendations, Course Syllabi
6g. Program-level assessments	Annually, at least 25% of the programs' general education requirements and academic core competencies will be assessed to provide a collective vision of learning outcomes to improve and support student learning. Programs such as ACT WorkKeys and WIN will be incorporated into the learning process to establish skill assessment.	Faculty, College Deans, Associate Dean of Institutional Development, Associate Dean of Career Education and Economic Development, Associate Dean of Academic & Student Support Services	September, 2002	Annual Report Card Data, Accountability/Program Review Report, Occupational Skill Standards, General Education Core Competencies, Course Syllabi, ACT WorkKeys and WIN assessments.

MISSION OBJECTIVE 7: To provide community education and community service activities in order to serve as a cultural and intellectual resource center for the area.

PRIMARY GOAL

The district shall continue to reaffirm its commitment to provide quality community education and community services offerings, enhancing the cultural and intellectual atmosphere of the area.

SUCCESS CHARACTERISTIC

Accessible and appropriate community education and community services activities

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
7a. Participation	FY 01 participation figures will be equal to or exceed the FY 00 figures for community education/community service activities	Research Assistant	November 2001	ICCB non-credit community service report for FY 01
7b. Participants' satisfaction	90% of the participants in non-credit offerings in FY 01 will indicate satisfaction in the education or training received	Deans, Program Director of Adult and Continuing Education	August 2001	Attitudinal survey of participants

MISSION OBJECTIVE 8: To provide professional enrichment and growth experiences for college staff which will improve and enhance instruction and service.

PRIMARY GOAL

The district will provide professional growth and continued development of its faculty and staff, which will result in enhancing both individual and institutional effectiveness.

SUCCESS CHARACTERISTIC

Continuous and effective professional growth opportunities

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
8a. Effectiveness of faculty workshop days	80% of full-time faculty surveyed will rate faculty workshop days positively	Dean of the College, Dean of Instruction	October 2001	Survey
8b. Satisfaction with staff development opportunities	80% of staff and faculty surveyed will indicate "satisfied" or higher with staff development opportunities in FY 01	Dean of the College, Dean of Instruction, Associate Dean of Institutional Development	October 2001	Survey
8c. Satisfaction that employee needs, as noted on the annual survey, are being met	80% of faculty and staff surveyed will indicate no dissatisfaction	Associate Dean of Institutional Development, Continuous Improvement Team	Fall 2001	Survey

MISSION OBJECTIVE 9: To provide resources, facilities, staff, and equipment to support all program components of the college.

PRIMARY GOAL

The district will ensure the continuance of effective and efficient allocation and management of its resources, facilities, staff, and equipment and will pursue new and resourceful methods of generating revenue.

SUCCESS CHARACTERISTIC

Effective, efficient resource management and allocation

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
9a. Distribution of resources	The distribution of FY 02 district resources will be allocated in accordance with budget formula	Chief Finance Officer	October 2001	FY 02 Annual Budget
9b. Positive fund balance	Revenue generated from funding sources for FY 2001 will be equal to or exceed annual budget for FY 00	Chief Finance Officer	October 2001	FY 01 Annual Audit
9c. Cost of instruction	District unit cost will remain at or below the state average for FY 00	Chief Finance Officer	December 2001	ICCB Unit Cost Report (FY 01)
9d. Foundation support	College foundations' support for FY 02 will be equal to or exceed support for FY 01	Dean of the College, Dean of Instruction	March 2002	FY 02 monies donated by foundations compared to FY 01 monies donated
9e. Full-time faculty per FTE	FY 02 full-time faculty per FTE will remain relatively constant when compared to FY 01	Chair, Assessment Comm.	March 2002	Banner data
9f. Equipment needs	Equipment will be added/replaced on a	Chief Finance Officer	December 2001	Review of equipment grant dollars and system of

	systematic basis			determining purchases
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MISSION OBJECTIVE 10: To provide programs in economic development through technical and general education in order to expand, retrain, and strengthen the industrial base of southeastern Illinois.

PRIMARY GOAL

The district shall continue to expand and strengthen training programs for business and industry in order to enhance economic growth and stability.

SUCCESS CHARACTERISTIC

The ability to attract new business and industry because of a qualified, prepared workforce and the ability to retain business and industry due to a qualified, prepared workforce.

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
10a. Training programs developed and provided to business and industry	Business and industry satisfaction toward training programs via training evaluations.	Business and Industry Training and Associate Dean, Career Education and Economic Development.	On going	Types of training provided. Business/Industry satisfaction and use of training programs. Employer and employee satisfaction via evaluation.
10b. Work with welfare clients in job access and decline in welfare rolls.	Welfare clients will receive education, training, and workplace skills enabling them to seek and secure employment, thus removing them from the welfare rolls.	Welfare-to-Work Program – Director and the Associate Dean, Career Education and Economic Development	On going	The number of welfare clients receiving education and training and finding employment.
10c. Employment Services	The Illinois Employment and Training Centers will expand services to more people seeking employment.	IETC and the Associate Dean, Career Education and Economic Development	On going	Types of services provided; numbers of participants served; jobs accessed.

Agenda Item #10B

SIU/IECC Articulation Telecommunications Agreement

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 20, 2001

RE: SIU/IECC Articulation Telecommunications Agreement

Southern Illinois University wants to develop a 2+2 program with our telecommunications program at Lincoln Trail.

This offers an exceptional opportunity to our students to transfer to an advanced degree program by receiving full credit for all hours earned at Lincoln Trail.

I ask for the Board's approval.

TLB/rs

**Program Articulation Agreement
between the**

**Illinois Eastern Community Colleges District 529
Telecommunications Technology Program
Lincoln Trail College
Robinson, Illinois**

and the

**Advanced Technical Studies Program
College of Applied Science and Arts
Southern Illinois University Carbondale
Carbondale, Illinois**

In an effort to provide a continued, articulated higher education baccalaureate degree program that will build on community college and university level learning experiences, and also eliminate duplication of instruction, this agreement is set forth between Telecommunications Technology program at Lincoln Trail College and the Advanced Technical Studies program at Southern Illinois University Carbondale with the approval of the Board of Trustees of Southern Illinois University on behalf of Southern Illinois University Carbondale (SIUC).

1. All graduates of Lincoln Trail College Telecommunications Technology program meeting SIUC entrance requirements will receive preferential admission status into SIUC's Baccalaureate Degree in Advanced Technical Studies, space permitting.
2. Lincoln Trail College graduates receiving an Associate in Applied Science in Telecommunications Technology with a minimum of 60 transferable hours to SIUC and earning an overall grade point average of 2.25 or above (on a 4.0 point scale) as calculated by SIUC grading regulations on all accredited work prior to awarding of an Associate in Applied Science degree, are eligible for the SIUC Capstone Option. Students transferring from Lincoln Trail College's Telecommunications Technology program to the Advanced Technical Studies Baccalaureate Degree program at SIUC must have already completed 15 semester hours of transferable University Core Curriculum (general education) credit at Lincoln Trail College. Transferred courses must be in the correct groupings, as described in the SIUC Undergraduate Catalog, to fulfill the University Core Curriculum requirements. This guarantees the Associate in Applied Science recipient completion of the Advanced Technical Studies Baccalaureate Degree with a total of no more than 60 semester hours of work at SIUC. To be admitted under this option requires Lincoln Trail College students to complete the SIUC Capstone application in addition to the regular SIUC admissions application.

3. Lincoln Trail College graduates receiving an Associate in Applied Science in Telecommunications Technology meeting SIUC entrance requirements with an overall grade point average of between 2.0 and 2.24 (on a 4.0 point scale) as calculated by SIUC grading regulations will be eligible for preferential admission to the SIUC Advanced Technical Studies Baccalaureate Degree, space permitting. However, such students cannot be approved for the Capstone Option and will be required to take not more than 81 semester hours at SIUC, including a combination of Advanced Technical Studies major coursework and University Core Curriculum (general education) courses.
4. Lincoln Trail College Telecommunications Technology students transferring to the Advanced Technical Studies Baccalaureate Degree program at SIUC who have not completed all of their Associate in Applied Science Degree requirements at Lincoln Trail College will have their Telecommunications Technology coursework evaluated on a course-by-course basis by the SIUC Advanced Technical Studies Department Chair.
5. An SIUC Advanced Technical Studies representative will communicate periodically with Lincoln Trail College for general advisement and degree planning purposes.
6. Upon successful completion of all degree requirements, and following all policies and regulations stated in the program and university guidelines, Lincoln Trail College Telecommunications Technology students will be eligible to receive the Bachelor of Science Degree in Advanced Technical Studies, College of Applied Sciences and Arts, Southern Illinois University Carbondale.
 - A. Should changes occur in course or program content, the school making the changes agrees to notify the other school in writing so that this agreement can be re-evaluated. Notice of changes shall be given at least 45 days before the beginning of the semester when the change is implemented.

Illinois Eastern Community Colleges/Lincoln Trail College
Telecommunications Program

Approved:

Kathleen A. Pampe, Associate Dean, Career
Education and Economic Development

Date: _____

George Woods, Dean, Workforce Education

Date: _____

John Arabatgis, President, Lincoln Trail College

Date: _____

Terry Bruce, CEO, Illinois Eastern Community
Colleges

Date: _____

Board of Trustees of Southern Illinois University
on behalf of
Southern Illinois University Carbondale

Approved:

Jack Greer, Acting Chair
Department of Technical and Resource
Management
College of Applied Sciences and Arts
Southern Illinois University Carbondale

Date: _____

Board of Trustees of Southern Illinois University

Margaret Winters, Interim Provost and Vice
Chancellor for Academic Affairs and Research
Southern Illinois University Carbondale

For Walter V. Wendler, Chancellor
Southern Illinois University Carbondale

Date: _____

Agenda Item #10C

Flex Spending Bank Account

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: November 20, 2001
RE: Creation of Flex Plan Bank Account

In conjunction with our new insurance and dental plan the Board approved the creation of a Flex Spending Plan for district employees. Employers who offer such a flex plan benefit are required to create a separate bank account for employee contributions to the plan. As these amounts are withheld from employees pay, they are deposited into the Flex Plan bank account and are not commingled with any other district funds.

Mr. Chairman, I recommend approval for opening such an account at the First National Bank in Olney, Illinois where all other district accounts are currently maintained.

RB/rs

Agenda Item #10D

Resolution for Increased Capital Funding for Community Colleges

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 20, 2001
SUBJECT: Resolution for Increased Capital Funding

The community college Boards across the state have been asked to adopt this resolution encouraging increased capital funding.

I ask the Board's approval of the statewide effort.

TB/rs

Agenda Item #11
Bid Committee Report

BID COMMITTEE REPORT
NOVEMBER 20, 2001

Wabash Valley College

1. Laser Jet Printer
2. Semi-Tractor

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendations – Laser Jet Printer
DATE: November 5, 2001

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

Bid Committee recommends acceptance of the low bid received that meets all specifications from CDS Office Technologies, Springfield, IL for a total of \$10,400.00.

LASER JET PRINTER
BID TABULATION

Company	Bid	Model
CDS Office Technologies Springfield, IL	\$10,400.00	HP 8150DN
The Lang Company Evansville, IN	\$11,469.03	Minolta Di450
Midwest Networking Harrisburg, IL	\$10,559.00	
Southern Illinois Business Machines Mt. Vernon, IL	\$10,801.00	Savin 2535/2545

Respectfully submitted,

Kenneth Allen
Harry Benson
Roger Browning
Wayne Henegar

Source of Funds: Technology Plan

Department: Campus network printing/copying solutions

Rationale for Purchase: To provide a highly efficient, cost effective method of network-enabled printing copying of multi-page documents. A majority of documents are created on computer and will be sent to this central machine for cost effective printing, collating and stapling. This will support instructor handouts and tests, administration documents and multiple copies of course schedule booklets.

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

Laser Jet Printer Specifications:

Hewlett Packard LaserJet 8150mfp, #C4268A or Equivalent -which is compatible with PCL 5e or PCL 6 drivers, Windows 2000 and Citrix terminal server software.

32 ppm

Network ready, with 64 MB ram

3.2 GB drive,

3100-sheet input

3000 sheet output with stapler

Black and white printing

Copying

Send to e-mail features.

Please include shipping (FOB).

Bidder must provide full specifications and literature of equipment if an alternate brand is proposed. The absence of full specification and documentation can be considered a “no-bid”.

ALL FREIGHT, DELIVERY AND/OR INSTALLATION CHARGES ARE INCLUDED IN BID. OUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: Please submit bid in duplicate.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendations – Semi-Tractor
DATE: November 14, 2001

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

Bid Committee recommends acceptance of the low bid received that meets all specifications from Freightliner of Evansville, Indiana for a 1998 FLD120 Freightliner with 620,416 miles for a total of \$20,500.00.

Company	Bid	Year/Model/Make	Mileage
Freightliner of Evansville Inc. Evansville, IN	\$20,500	1998 FLD 120 Freightliner	620,416
Heartland Peterbuilt Effingham, IL	\$32,000	1998 Century Freightliner	569,099

Respectfully submitted,

Kenneth Allen
Harry Benson
Roger Browning
Wayne Henegar

Source of Funds: Community Truck Driving Account

Department: Truck Driving Program for Over-The-Road/Behind the Wheel Instruction

Rationale for Purchase: The current trucks, which are being used for driver training, were purchased used in 1996. One of the trucks is a 1985 model. It is not current in its equipment as well not being reliable due to age and mileage. It will be retired with the purchase of this late model truck.

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

BID SPECIFICATIONS FOR SEMI-TRACTOR

Used, high-quality, over-the-road type semi-tractor, 1998 or newer, Freightliner, Kenworth, International, or comparable make, wheel base in the range of 200 to 240 inches with sleeper/air foil/aero-dynamic shielding (appropriate for pulling 13'6" – 53' trailer), at least 440 hp Cummins, Detroit, Caterpillar, or comparable engine, nine- or ten-speed manual transmission, Jacobs engine brake or comparable, twin-screw, at least 50% rubber on all three axles, at least 50% brakes, plus all appropriate equipment for truck trailer options including fifth-wheel, air hoses, etc. (Truck must be "in-stock")

Specifications of Proposed Truck (Please indicate the following for the proposed tractor.)

Make _____

Model _____

Year _____

Mileage _____

Wheel base _____

Sleeper specs _____

Engine _____

Transmission _____

Tire condition _____

Brake condition _____

Truck is available for inspection at _____

During the hours _____

The College reserves the right to reject any and all bids based on mileage, condition, and availability for inspection and/or road test.

TOTAL BID _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: Please submit bid in duplicate.

Agenda Item #12

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT October 31, 2001

FUND	BALANCE
Educational	\$2,887,396.89
Operations & Maintenance	\$315,149.48
Operations & Maintenance (Restricted)	(\$582,782.15)
Bond & Interest	(\$287,281.73)
Auxiliary	\$52,219.42
Restricted Purposes	\$30,927.76
Working Cash	\$42,973.92
Trust & Agency	\$57,090.24
Audit	\$11,625.28
Liability, Protection & Settlement	\$169,361.49
TOTAL ALL FUNDS	\$2,696,680.60

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

October, 2001

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
*04/04/01	04/04/02	5.25	Citizens National Bank of Albion (CD)	100,000	105,250	5,250
*04/04/01	04/04/02	4.83	First National Bank of Allendale (CD)	100,000	104,830	4,830
08/20/01	02/20/02	4.07	Community Bank & Trust (CD)	500,000	510,175	10,175
Operations & Maintenance						
09/12/01	11/12/01	3.50	Fairfield National Bank (CD)	100,000	100,583	583
Operations & Maintenance Fund (Rest)						
02/22/01	12/21/01	5.63	Community Bank & Trust (CD)	1,000,000	1,046,917	46,917
02/22/01	03/22/02	5.64	Community Bank & Trust (CD)	500,000	530,550	30,550
02/22/01	06/21/02	5.67	Community Bank & Trust (CD)	800,000	860,480	60,480
Bond & Interest						
Auxiliary Fund						
04/06/01	04/06/02	5.42	First Crawford State Bank (CD)	500,000	527,100	27,100
08/20/01	12/20/01	3.97	Community Bank & Trust (CD)	450,000	455,955	5,955
09/12/01	11/12/01	3.50	Fairfield National Bank (CD)	200,000	201,167	1,167
Restricted Purposes						
08/20/01	12/20/01	3.97	Community Bank & Trust (CD)	200,000	202,647	2,647
Working Cash Fund						
06/20/00	12/20/01	6.94	Community Bank & Trust (CD)	1,515,000	1,672,712	157,712
04/23/01	10/23/02	4.84	Fairfield National Bank (CD)	675,000	724,005	49,005
Trust & Agency Fund						
06/13/01	06/13/02	4.51	Peoples National Bank (CD)	137,500	143,701	6,201
08/20/01	02/20/02	4.07	Community Bank & Trust (CD)	75,000	76,526	1,526
09/12/01	11/12/01	3.50	Fairfield National Bank (CD)	50,000	50,146	146
Liability & Protection Fund						
08/20/01	02/20/02	4.07	Community Bank & Trust (CD)	175,000	178,561	3,561
09/12/01	12/12/01	3.55	Fairfield National Bank (CD)	400,000	403,550	3,550

*Community Development Investments

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2002	Prior Year 2001
<hr/>		
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,544,397	707,612
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	3,875,000	4,725,000
RECEIVABLES	947,989	1,176,422
ACCRUED REVENUE		41,800
INTERFUND RECEIVABLES		91,446
	<hr/>	<hr/>
TOTAL ASSETS AND OTHER DEBITS:	7,370,386	6,745,280
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	3,621	284,832
ACCOUNTS PAYABLE	-684,955	-537,174
ACCRUED EXPENSE		29,252
INTERFUND PAYABLES		93
DEFERRED REVENUE		99,576
OTHER LIABILITIES	202,306	299,261
	<hr/>	<hr/>
TOTAL LIABILITIES:	-479,028	175,840
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	-2,717,084	-1,773,104
RESERVE FOR ENCUMBRANCES	10,566,499	8,342,543
	<hr/>	<hr/>
TOTAL EQUITY AND OTHER CREDITS:	7,849,414	6,569,439
	<hr/>	<hr/>
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	7,370,386	6,745,280
	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	52,219	115,353
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	1,150,000	1,050,000
RECEIVABLES	200,866	184,885
ACCRUED REVENUE		4,539
INTERFUND RECEIVABLES		
INVENTORY	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	1,839,044	1,790,736
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-28,697	11,999
ACCRUED EXPENSE		22,059
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-28,697	34,058
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,313,278	907,401
PR YR BDGTD CHANGE TO FUND	554,463	849,277
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,867,741	1,756,678
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,839,044	1,790,736
=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	42,974	57,090	100,064	120,294
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	262,500	2,452,500	2,390,000
RECEIVABLES		16,809	16,809	16,967
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,232,974	336,399	2,569,373	2,527,261
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		1,001
ACCRUED EXPENSE		--		210
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		139,950	139,950	141,161
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,232,974	183,533	2,416,507	2,373,575
RESERVE FOR ENCUMBRANCES		12,917	12,917	12,524
TOTAL EQUITY AND OTHER CREDITS:	2,232,974	196,449	2,429,423	2,386,100
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,232,974	336,399	2,569,373	2,527,261
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,696,681	943,259
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	7,477,500	8,165,000
RECEIVABLES	1,165,664	1,378,273
ACCRUED REVENUE		46,339
INTERFUND RECEIVABLES		91,446
INVENTORY	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	11,778,804	11,063,277
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	3,621	284,832
ACCOUNTS PAYABLE	-713,652	-524,174
ACCRUED EXPENSE		51,522
INTERFUND PAYABLES	139,950	140,043
DEFERRED REVENUE		99,576
OTHER LIABILITIES	202,306	299,261
TOTAL LIABILITIES:	-367,775	351,060
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,313,278	907,401
PR YR BDGTD CHANGE TO FUND	554,463	849,277
BALANCE		
Fund Balances:		
FUND BALANCE	-300,578	600,471
RESERVE FOR ENCUMBRANCES	10,579,415	8,355,068
TOTAL EQUITY AND OTHER CREDITS:	12,146,579	10,712,217
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	11,778,804	11,063,277
	=====	=====

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-2001
Percentage of time remaining through the Budget: 66.301

EDUCATIONAL FUND

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	1,686,410.00	1,416,837.18	-269,572.82	-15.985
STATE GOVT SOURCES	11,286,524.00	2,796,534.81	-8,489,989.19	-75.222
STUDENT TUITION & FEES	6,652,043.00	3,093,063.79	-3,558,979.21	-53.502
SALES & SERVICE FEES	60,000.00	9,264.77	-50,735.23	-84.559
FACILITIES REVENUE	.00	120.00	120.00	#####
INVESTMENT REVENUE	150,000.00	56,377.46	-93,622.54	-62.415
OTHER REVENUES	100,000.00	6,634.82	-93,365.18	-93.365
PROV FOR CONTINGENCY	200,000.00	.00	-200,000.00	-100.000
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,134,977.00	7,378,832.83	-12,756,144.17	-63.353
EXPENDITURES:				
INSTRUCTION	9,672,871.00	2,779,958.27	-6,892,912.73	-71.260
ACADEMIC SUPPORT	519,476.00	174,380.11	-345,095.89	-66.432
STUDENT SERVICES	1,134,439.13	381,661.61	-752,777.52	-66.357
PUBLIC SERV/CONT ED	68,274.00	24,062.01	-44,211.99	-64.757
AUXILIARY SERV	.00	291.72	291.72	#####
OPER & MAINT PLANT	140,994.00	39,742.10	-101,251.90	-71.813
INSTITUTIONAL SUPPORT	5,026,883.87	1,542,300.25	-3,484,583.62	-69.319
SCH/STUDENT GRNT/WAIVERS	3,465,000.00	1,083,654.10	-2,381,345.90	-68.726
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,027,938.00	6,026,050.17	-14,001,887.83	-69.912
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	704,704.00	824,611.00	119,907.00	17.015
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	704,704.00	824,611.00	119,907.00	17.015
NET INCREASE/DECREASE IN NET ASSETS				
	-597,665.00	528,171.66	1,125,836.66	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-2001
Percentage of time remaining through the Budget: 66.301

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	722,745.00	607,215.93	-115,529.07	-15.985
STATE GOVT SOURCES	1,538,080.00	376,588.50	-1,161,491.50	-75.516
FACILITIES REVENUE	55,000.00	10,950.28	-44,049.72	-80.090
INVESTMENT REVENUE	10,000.00	2,359.71	-7,640.29	-76.403
OTHER REVENUES	30,000.00	3,519.94	-26,480.06	-88.267
	-----	-----	-----	-----
TOTAL REVENUES:	2,355,825.00	1,000,634.36	-1,355,190.64	-57.525
EXPENDITURES:				
STUDENT SERVICES	.00	122.91	122.91	#####
OPER & MAINT PLANT	2,462,864.00	697,842.80	-1,765,021.20	-71.665
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,462,864.00	697,965.71	-1,764,898.29	-71.660
NET INCREASE/DECREASE IN NET ASSETS	-107,039.00	302,668.65	409,707.65	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-2001
Percentage of time remaining through the Budget: 66.301

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	87,606.00	-58.13	-87,664.13	#####
INVESTMENT REVENUE	94,050.00	43,368.94	-50,681.06	-53.887
OTHER REVENUES	98,100.00	59,573.95	-38,526.05	-39.272
	-----	-----	-----	-----
TOTAL REVENUES:	279,756.00	102,884.76	-176,871.24	-63.223
EXPENDITURES:				
OPER & MAINT PLANT	87,606.00	18,657.33	-68,948.67	-78.703
INSTITUTIONAL SUPPORT	3,504,299.00	1,608,916.39	-1,895,382.61	-54.087
	-----	-----	-----	-----
TOTAL EXPENDITURES:	3,591,905.00	1,627,573.72	-1,964,331.28	-54.688
NET INCREASE/DECREASE IN NET ASSETS	-3,312,149.00	-1,524,688.96	1,787,460.04	53.967

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-2001
Percentage of time remaining through the Budget: 66.301

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,466,402.00	1,132,779.73	-333,622.27	-22.751
INVESTMENT REVENUE	.00	3,982.70	3,982.70	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,466,402.00	1,136,762.43	-329,639.57	-22.479
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,412,923.00	1,323,441.00	-89,482.00	-6.333
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,412,923.00	1,323,441.00	-89,482.00	-6.333
NET INCREASE/DECREASE IN NET ASSETS	53,479.00	-186,678.57	-240,157.57	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-2001
Percentage of time remaining through the Budget: 66.301

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
STUDENT TUITION & FEES	376,026.00	81,876.06	-294,149.94	-78.226
SALES & SERVICE FEES	2,545,577.00	971,211.33	-1,574,365.67	-61.847
FACILITIES REVENUE	1,715.00	600.00	-1,115.00	-65.015
INVESTMENT REVENUE	11,589.00	159.02	-11,429.98	-98.628
OTHER REVENUES	113,499.00	3,954.63	-109,544.37	-96.516
	-----	-----	-----	-----
TOTAL REVENUES:	3,048,406.00	1,057,801.04	-1,990,604.96	-65.300
AUXILIARY ENTERPRISES:				
SALARIES	1,260,136.45	310,667.99	-949,468.46	-75.346
EMPLOYEE BENEFITS	113,328.00	20,423.17	-92,904.83	-81.979
CONTRACTUAL SERVICES	291,646.00	43,355.52	-248,290.48	-85.134
GEN. MATERIAL & SUPPLIES	2,252,846.55	758,101.49	-1,494,745.06	-66.349
CONF/TRAVEL MEETING EXPENSE	298,088.00	67,231.06	-230,856.94	-77.446
FIXED CHARGES	65,791.00	54,287.76	-11,503.24	-17.485
UTILITIES	13,450.00	2,922.06	-10,527.94	-78.275
CAPITAL OUTLAY	285,002.00	36,819.79	-248,182.21	-87.081
INTERFUND TRANSFERS	824,704.00	-824,704.00	-1,649,408.00	#####
OTHER EXPENDITURES	163,382.00	34,233.27	-129,148.73	-79.047
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,568,374.00	503,338.11	-5,065,035.89	-90.961
NET INCREASE/DECREASE IN NET ASSETS	-2,519,968.00	554,462.93	3,074,430.93	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-2001
Percentage of time remaining through the Budget: 66.301

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	120,000.00	42,973.92	-77,026.08	-64.188
TOTAL REVENUES:	120,000.00	42,973.92	-77,026.08	-64.188
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-120,000.00	.00	120,000.00	100.000
TOTAL TRANSFERS AMONG FUNDS:	-120,000.00	.00	120,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	240,000.00	42,973.92	-197,026.08	-82.094

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-2001
Percentage of time remaining through the Budget: 66.301

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	35,000.00	27,100.70	-7,899.30	-22.569
INVESTMENT REVENUE	.00	67.80	67.80	#####
	-----	-----	-----	-----
TOTAL REVENUES:	35,000.00	27,168.50	-7,831.50	-22.376
EXPENDITURES:				
INSTITUTIONAL SUPPORT	43,340.00	17,883.07	-25,456.93	-58.738
	-----	-----	-----	-----
TOTAL EXPENDITURES:	43,340.00	17,883.07	-25,456.93	-58.738
NET INCREASE/DECREASE IN NET ASSETS	-8,340.00	9,285.43	17,625.43	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-2001
Percentage of time remaining through the Budget: 66.301

LIAB, PROTECT, SETTLEMENT

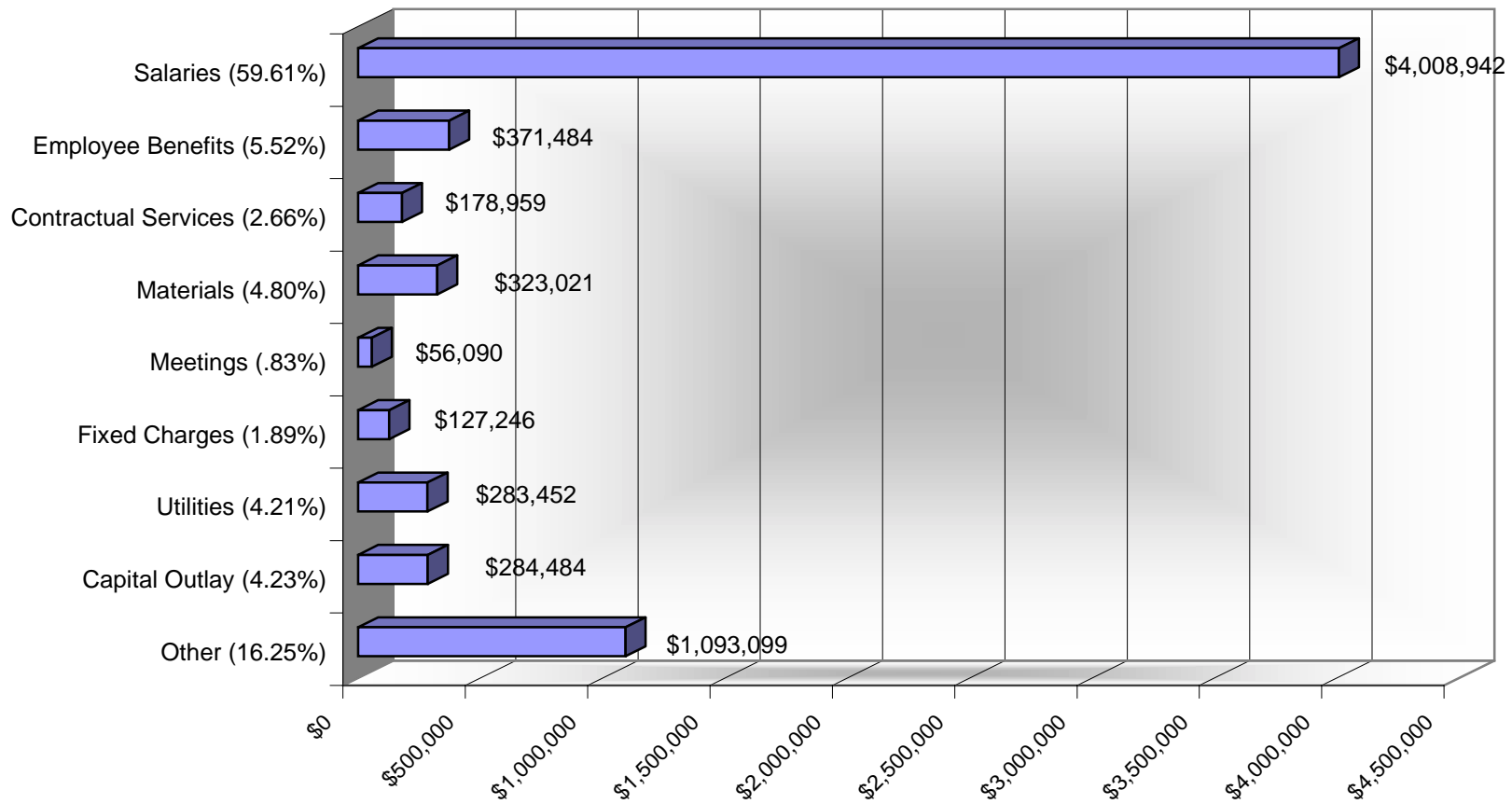
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	320,000.00	246,668.20	-73,331.80	-22.916
INVESTMENT REVENUE	.00	4,631.58	4,631.58	#####
OTHER REVENUES	.00	3,015.88	3,015.88	#####
	-----	-----	-----	-----
TOTAL REVENUES:	320,000.00	254,315.66	-65,684.34	-20.526
EXPENDITURES:				
INSTITUTIONAL SUPPORT	940,872.00	130,543.23	-810,328.77	-86.125
	-----	-----	-----	-----
TOTAL EXPENDITURES:	940,872.00	130,543.23	-810,328.77	-86.125
NET INCREASE/DECREASE IN NET ASSETS	-620,872.00	123,772.43	744,644.43	#####

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY00-02

College	Category	FISCAL YEAR 2000			FISCAL YEAR 2001			FISCAL YEAR 2002				Summer, Fall & Spring Hours	Cost per Semester Hour
		Annual Budget	Spent Thru October	% of Bdgt	Annual Budget	Spent Thru October	% of Bdgt	Annual Budget	Spent Thru October	% of Bdgt	% of Year		
Frontier	Bills		\$344,360			\$372,227			\$391,514				
	Payroll		549,283			565,466			596,293				
	Totals	\$2,620,195	893,643	34%	\$3,172,980	937,693	30%	\$3,186,602	987,807	31%	33%		
Lincoln Trail	Bills		393,625			420,029			360,923				
	Payroll		664,192			696,153			738,110				
	Totals	3,250,689	1,057,817	33%	3,499,900	1,116,182	32%	3,483,713	1,099,033	32%	33%		
Olney Central	Bills		455,077			586,627			564,488				
	Payroll		945,735			1,010,820			1,032,172				
	Totals	4,484,872	1,400,812	31%	4,703,754	1,597,447	34%	4,762,272	1,596,660	34%	33%		
Wabash Valley	Bills		355,359			449,200			378,420				
	Payroll		768,912			840,764			865,625				
	Totals	3,694,006	1,124,271	30%	3,967,821	1,289,964	33%	3,877,009	1,244,045	32%	33%		
Workforce Educ.	Bills		394,252			408,748			308,048				
	Payroll		297,257			310,059			313,144				
	Totals	1,619,930	691,509	43%	2,394,245	718,807	30%	2,344,043	621,192	27%	33%		
District Office	Bills		81,089			83,528			74,240				
	Payroll		242,736			270,778			277,901				
	Totals	1,086,064	323,825	30%	1,130,151	354,306	31%	1,230,418	352,141	29%	33%		
District Wide	Bills		454,789			680,470			640,201				
	Payroll		159,898			181,809			185,698				
	Totals	2,018,560	614,687	30%	2,485,981	862,279	35%	3,606,745	825,899	23%	33%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		18,774,316	6,106,564	33%	21,354,832	6,876,678	32%	22,490,802	6,726,777	30%	33%		

Excludes DOC

Illinois Eastern Community Colleges FY2002 Operating Funds



Illinois Eastern Community Colleges Dist. #529
As of October 31, 2001 - \$6,726,777

Agenda Item #13

Chief Executive Officer's Report

Agenda Item #14

Agenda Item #14

Executive Session

Agenda Item #15

Approval of Executive Session Minutes

Agenda Item #16

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: November 14, 2001
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. The resignation letter will be mailed separately.

mk

Attachment

PERSONNEL REPORT

INDEX

400.1. Employment of Personnel

400.2. Rescind Employment

400.3. Resignation

PERSONNEL REPORT

400.2. Employment of Personnel

A. Faculty

1. Ida McVaigh: Initial full-time employment as Business Management Instructor for the IECC/LTC Educational Program at the Lawrence Correctional Center. Amount: Based upon \$28,400 per fiscal year. Effective: To be determined by the Department of Corrections. Employment is contingent upon Department of Corrections approval and funding.
Code: 65516L-5516L-1301-102
2. Rebecca Mooneyhan: Initial full-time employment as Life Science Instructor. Amount: Based upon \$31,686 per academic year. Effective: January 2, 2002.
Code: 011-2601L-1301-101
011-2606L-1301-101

B. Professional/Non-Faculty

1. Jody Rusk: Initial full-time employment as Youthful Offender Counselor for the IECC/LTC Educational Program at the Lawrence Correctional Center. Amount: Based upon \$32,000 per fiscal year. Effective: To be determined by the Department of Corrections. Employment is contingent upon Department of Corrections approval and funding.
Code: 65516L-5516L-1201-308

400.3. Rescind Employment

A. Professional/Non-Faculty

1. Richard Stevenson, Youthful Offender Counselor for the IECC/LTC Educational Program at the Lawrence Correctional Center.

400.4. Resignation

A. Classified

1. Janet Lane, International Student Liaison, District Office, effective November 16, 2001.

Agenda Item #17
Collective Bargaining Report

Agenda Item #18

Litigation

Agenda Item #19

Acquisition and Disposition of Property

Agenda Item #20

Other Items

Agenda Item #21

Agenda Item #21

Adjournment

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

	Estimated Budget										
HVAC System Replacement FCC	\$263,800										
Natatorium Mechanical Replacement LTC	\$272,300										
Acoustics & Pool Lighting Replacement LTC	\$102,900										
Structural System & Metal Components Repair LTC	\$171,400										
HVAC Systems-Student Union, Physical Plant & Applied Arts Replacement WVC	\$145,200										
PHASE V PROJECT TOTAL	\$955,600										
ADA PROJECTS FCC, LTC, OCC & WVC	\$158,510										
Gym Floor OCC	\$356,500										
GRAND TOTAL	\$1,470,610		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

10/31/2001

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

	Estimated Budget											
Replace Energy Management Systems LTC, OCC, WVC	\$381,200											
Replace/Supplement HVAC Systems LTC, OCC, WVC	\$1,636,600											
Site Paving and Lighting FCC	\$35,800											
Exterior Rehabilitation FCC	\$160,400											
Replace Floor Drain Pipe LTC Crisp	\$26,600											
Replace Bleachers OCC	\$147,600											
GRAND TOTAL	\$2,388,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

10/31/2001