

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

April 20, 1999



Location:

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

**Dinner - 6 p.m. - Cafeteria
Meeting - 7 p.m. - SB 61**

IECC BOARD AGENDA

7 P.M.

April 20, 1999

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

None
8. Staff Recommendations for Approval
 - A. Audit Proposal Allard
 - B. Approval of Insurance Coverage..... Allard
 - C. FY2000 Activity Fee Allocation..... Allard
 - D. Constitution Requirement Catalog/Policy Change..... Bruce
 - E. Military Services Recruiting Offices Fee Bruce
 - F. Local Plan Bruce
 - G. Canvass of Election Results of April 13, 1999..... Bruce
 - H. Adoption of Resolution Proclaiming Winner in April 13, 1999 Election..... Bruce
 - I. Amendment to Department of Corrections Contract..... Bruce
9. Bid Committee Report Allard
 - IECC
 1. Terminal Server
 2. Wan Router Upgrade
 - IECC Business & Industry Training Services
 1. Laptop Computers
10. District Finance
 - A. Financial Report Allard
 - B. Approval of Financial Obligations Bruce
11. Chief Executive Officer's Report Bruce
12. Executive Session..... Bruce
13. Approval of Executive Session Minutes..... Bruce
14. Approval of Personnel Report..... Bruce
15. Collective Bargaining..... Bruce
16. Litigation..... Bruce
17. Acquisition & Disposition of Property..... Bruce

18. **Other Items**
19. **Adjournment**

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Seating of Student Board Member

Agenda Item #3

Disposition of Minutes

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, on Tuesday, March 16, 1999.

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

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

Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley Kessler, Mr. James W. Lane, Jr., Dr. Kent L. Wattleworth, Miss Marilyn J. Wolfe. Also present was Miss Jamie Owen, student trustee. Trustees absent: Mrs. Beverly L. Turkal was absent because of a Board of Education meeting in Brussels, Illinois, where she is serving as Interim Superintendent. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Hans Andrews, President of Olney Central College.
Dr. John Arabatgis, President of Lincoln Trail College.
Dr. Harry Benson, President of Wabash Valley College.
Dr. William J. Lex, President of Frontier Community College.
Mr. George Woods, Dean of Community Development & Workforce Education.
Ms. Christine Cantwell, Associate Dean of Academic and Student Support Services.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mr. Jack Davis, Dean of Instruction of Olney Central College.
Mrs. Nancy J. Allard, Comptroller & Director of Finance.
Mrs. Marty Novak, Director of Personnel.
Mrs. Terry Stanford, Executive Secretary to the CEO.
Mr. Harry Hillis, Jr., Board Secretary.

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

Special Recognition, Jamie Owen: A plaque was presented to Miss Jamie Owen, in recognition of, and appreciation for, her year of service as student member of the Board of Trustees.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, held on Tuesday, February 16, 1999, were presented for approval.

Board Action: Mrs. Kessler made a motion to approve, as prepared, open meeting minutes of the regular meeting, Tuesday, February 16, 1999. The motion was seconded by Miss Owen. 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 & guests present were recognized.

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” -

#5-A. Report from Trustees: Mr. Lane presented an informational report on a national community college conference he and Dr. Wattleworth attended recently in Washington, D.C.

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

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

#5-D. Report from Cabinet: None.

AGENDA #6 – “Policy Readings” – None.

AGENDA #7 – “Staff Recommendations for Approval” - The following staff recommendations were presented for approval.

#7-A. Youth for Understanding Scholarships: The CEO recommended increasing the tuition rate for scholarships for returning YFU (Youth For Understanding) students from \$90 per semester hour to \$114.50 per semester hour.

Board Action: Miss Wolfe made a motion to increase the tuition rate for scholarships for returning YFU students to \$114.50 per semester hour as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe.
Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#7-B. Cisco Networking Academy Agreement: The CEO recommended approval of an agreement with Southeastern Illinois College, which is the Regional Academy for the Cisco Networking Systems. This agreement will allow the IECC district to become a certified local academy with SIC, which will train IECC instructors to teach Cisco systems. (Cisco is a nationwide

networking program that integrates computers and computer systems. Under the agreement with Southeastern, IECC will become a local provider under the regional system. IECC's goal is to begin classes with area high schools next Fall Semester.)

(Note: A copy of the foregoing Cisco Networking Academy Regional/Local Agreement with Southeastern Illinois College is attached to the minutes or is on file, marked **Exhibit A** of this date, and is made a part of the minutes by this reference.)

Board Action: Mr. Lane made a motion to adopt the foregoing Cisco Networking Academy Agreement with Southeastern Illinois College. The motion was seconded by Miss Owen and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#7-C. Agreement with Liaoning University: The CEO recommended approval of an Agreement with Liaoning University, Shenyang, China. Liaoning University wishes to enter into the agreement with IECC to offer courses in Business, Accounting and Computer Science. Students would be required to take the appropriate entrance exams prior to admission to the program. English as a Second Language and 18-29 credit hours of instruction in each major are to be completed with IECC. Once students are adequately prepared, they will apply for the appropriate student visa, and if approved, will attend an IECC college. This agreement is only to begin the process. All financial aspects of the agreement and course offerings remain to be discussed and approved.

(Note: A copy of the foregoing Agreement Between Liaoning University and IECC is attached to the minutes or is on file, marked **Exhibit B** of this date, and is made a part of the minutes by this reference.)

Board Action: Mrs. Kessler made a motion to approve the Agreement with Liaoning University as recommended. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#7-D. Agreement with Pepsi/Frontier Community College: The CEO recommended approval of an agreement between Illinois Eastern Community Colleges District No. 529/Frontier Community College and Pepsi-Cola Company. The agreement awards Pepsi-Cola the right to exclusive vending services for a seven-year period at IECC/FCC. In consideration for this exclusive right, IECC/FCC will receive a 20% commission on sales, \$8,500, and up to 50 cases of Pepsi products per year. The \$8,500 will be used to purchase an electronic message sign for FCC. The sign will include a Pepsi-Cola logo, approximately 12"x12" signifying the company's sponsorship of the sign.

Board Action: Miss Owen made a motion to approve the foregoing agreement with Pepsi-Cola Company. The motion was seconded by Mrs. Kessler and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #8 – “Bid Committee Report” – The Bid Committee presented the following report and recommendations, followed by Board action as recorded.

#8-A. IECC Libraries – Wireless Lans & Receivers: Bid Committee recommends acceptance of the low bid received that meets all specifications, from Micropower Computer Systems, Springfield, IL, for a total of \$20,592 for 40 wireless lans and 4 wireless receivers. Source of Funds: Library Service Tech Act FY99 Grant. Department: LRC (all 4 campuses).

Board Action: Mr. Lane made a motion to approve purchase of 40 wireless lans and 4 wireless receivers from Micropower Computer Systems as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe.
Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Frontier Community College – Amkus Extrication Unit: Bid Committee recommends acceptance of the low bid that meets all specifications, from Amkus Inc., Downers Grove, IL, for a total of \$11,117 for one Amkus Extrication Unit to include power unit, spreader, hoses, cutter and ram. Source of Funds: Advanced Technology Grant. Department: Emergency Preparedness.

Board Action: Mr. Lane made a motion to approve purchase of one Amkus Extrication Unit from Amkus Inc. as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe.
Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Lincoln Trail College – Computers for Robinson Correctional Center, FCC and WVC: Bid Committee recommends acceptance of the low bid received that meets all specifications, from Charley, Inc., Robinson, IL, for a grand total of \$31,610 for 29 computers at \$1,090 each. (13 computers for LTC/DOC; 8 computers each for FCC and WVC.) Source of Funds: LTC, Department of Corrections. FCC & WVC, Advanced Technology Support Grant. Department: LTC/DOC 1 Administration 12 Instructional; FCC Advisement, Adult Education & Emergency Preparedness; WVC Administration.

Board Action: Mrs. Kessler made a motion to approve purchase of 29 computers from Charley, Inc. as recommended. The motion was seconded by Miss Owen and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe.
Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Lincoln Trail College – Interior Renovation, Fiber Optics Laboratory, Telecom Building: Bid Committee recommends acceptance of the following bids, based on recommendation of Jim Donahue of Garrison Jones Architects.

Division I, General Work with Alternate G-1: Crook & Wolfe Construction, Vincennes, IN, \$25,898 + \$5,973 = \$31,871 Total.

Division II, Heating/Ventilating & Air Conditioning with Alternate H-1: Williams Plumbing & Heating, Inc., Terre Haute, IN, \$9,875 + \$2,685 = \$12,560 Total.

Division III, Electric Work with Alternate E-1: S.K. Smith Electric, Inc., Mt. Carmel, IL, \$9,100 + \$450 = \$9,550 Total.

Grand Total = \$53,981.

Source of Funds: Technology Enhancement Grant. Department: Fiber Optics Laboratory.

Board Action: Mr. Lane made a motion to award bids as outlined for renovation of the Fiber Optics Laboratory in the Telecommunications Building at LTC. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “District Finance” – The following District financial matters were presented:

#9-A. Financial Report: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$5,026,100.82, as of February 28, 1999. The reports were accepted.

#9-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of March, 1999, totaling \$685,755.09, were presented for approval.

Board Approval for Payment of Financial Obligations: Mr. Lane made a motion to approve payment of the district financial obligations for the month of March, 1999, in the amounts listed, and payments from the revolving fund for the month of February, 1999. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10 – “Chief Executive Officer's Report” - Mr. Bruce presented informational reports relative to the following topics:

1. Workforce Education Progress.
2. Machine Technology Progress.
3. Machine Shop Building Progress.
4. Conference on Working Women.
5. Prairie State 2000 Allocation.
6. Distance Learning Schedule.
7. Education-to-Careers On-Site Review.
8. Child Care and Economic Development.
9. New Student Board Member – Douglas Dollahan.
10. Lobby Day – May 5.
11. Spring Enrollment Comparison.
12. ICCTA Secretaries Seminar, in Olney, April 21-23,1999.
13. China Trip.

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

#11-A. Closed Meeting: Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the Chair. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Ms. Jameson. Trustees absent: Mrs. Turkal. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried. A closed meeting was held, beginning at 8:20 p.m.

#11-B. Closed Meeting Ended: Dr. Fischer made a motion to reconvene in open session. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:35 p.m.

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

AGENDA #12 – “Approval of Executive Session Minutes” – Dr. Fischer made a motion to approve, for the public record, minutes of a closed meeting held on Tuesday, February 16, 1999. The motion was seconded by Mr. Lane. 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 #13 – “Approval of Personnel Report” - The CEO recommended approval of the following personnel report.

400.1. Employment of Personnel

A. Technical

1. Bruce Stovall: Initial full-time employment as Computer Technician at Olney Central College. Amount: Based upon \$20,000 per fiscal year. Effective: March 17, 1999.

400.2. Change in Status

A. Clerical/Secretarial

1. Kathy Corry, Clerk/Receptionist, District Office, \$13,782 per fiscal year, to Secretary II, Education-to-Careers Program, \$14,750 per fiscal year, effective March 17, 1999. The position is contingent upon grant funds.

400.3. Additional Assignment

A. Administrative

1. Donna Henry, Nursing Instructor, additional duties as Interim Associate Dean of Nursing and Allied Health at Olney Central College. Amount: Based upon \$2,500 per month. Effective March 3, 1999.

400.4. Resignation (resubmitted)

A. Administrative

1. Judy Johnson, Associate Dean of Nursing and Allied Health, Olney Central College, effective February 16, 1999.

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

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #14 – “Collective Bargaining” – None.

AGENDA #15 – “Litigation” – None.

AGENDA #16 – “Acquisition & Disposition of Property” - None.

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Miss Owen made a motion to adjourn. The motion was seconded by Dr. Fischer. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:45 p.m.

Approved: Chairman: _____

Secretary: _____

Exhibits Attached to Minutes:

Exhibit A: SIC Cisco Agreement.

Exhibit B: Liaoning University Agreement.

Agenda Item #4

Recognition

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

Agenda Item #5

Public Comment

Agenda Item #6

Reports

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

Agenda Item #7

Policy First Readings (and Possible Approval)

None

Agenda Item #8

Staff Recommendations for Approval

- A. Audit Proposal**
- B. Approval of Insurance Coverage**
- C. FY2000 Activity Fee Allocation**
- D. Constitution Requirement Catalog/Policy Change**
- E. Military Services Recruiting Offices Fee**
- F. Local Plan**
- G. Canvass of election Results of April 13, 1999**
- H. Adoption of Resolution Proclaiming Winner in April 13, 1999 Election**
- I. Amendment to Department of Corrections Contract**

MEMORANDUM

TO: Terry Bruce
FROM: Nancy Allard
DATE: March 26, 1999
SUBJ: Audit Proposal

On March 19 we received a proposal letter from William Crompton III, Member, Clifton, Gunderson & Co. to extend their auditing services for three additional years. Their rationale was that they have become familiar with our operating system and personnel over the past three years. They are aware that we are continuing to implement a new information system. They have implemented in their firm new audit procedures that will allow them to streamline the audit process, while still providing the high quality service. Changing auditing firms, during a conversion process, can be a time consuming and costly process from a human resource standpoint. Their proposal will meet our needs and continue our relationship. They are proposing the FY99 audit fee to be \$22,000 plus out of pocket expense if we accept this proposal and notify prior to May 1999. They propose extending the audit contract for an additional three years at \$21,000 fee per year plus out of pocket expenses. The out of pocket expenses over the past two years has been \$5,331.82.

We have sent a copy of the proposal letter to the Audit committee for their consideration prior to the April Board meeting.

As you know the IECC staff has been very pleased with the current auditing firm. They come in and are very aware of each staff members daily work load and do their job in a very professional and timely manner.

Thank you.

MEMORANDUM

TO: Terry Bruce
FROM: Nancy Allard
SUBJECT: FY2000 Insurance Coverage

DATE: April 12, 1999

We received the attached quotes for our FY2000 insurance renewals. These include approximately \$1,500 savings over last fiscal year premiums. Since this is a 1% savings, I recommend we renew with the carriers as indicated. Please tell me if you agree or if we should bid this package.

Thanks.

NA/cr

Attachment

Following are the renewal indications provided by underwriters:

<u>Coverage</u>	<u>% Change in Exposure</u>	<u>Expiring Premium</u>	<u>Renewal Quotes</u>	<u>Change in \$\$</u>
Workers' Compensation*	+10.2%	\$50,416	\$51,595	\$ 1,179
General Liability	N/C	21,980	21,987	7
Auto/Garage Liability	N/C	20,250	18,371	-1,879
Crime	N/C	2,084	3,238	1,154
Fiduciary	N/C	2,000	1,800	-200
Foreign Liability	N/C	2,500	2,500	N/C
Umbrella	N/C	12,800	11,500	-1,300
School Board	Various	10,911	10,518	-393
Boiler & Machinery	Unknown	6,360	6,360	N/C
Property	N/C	<u>28,588</u>	<u>28,524</u>	<u>-64</u>
Totals		\$157,889	\$156,393	\$-1,496

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

Agenda Item #8C

MEMORANDUM

TO: Terry Bruce
FROM: Nancy Allard
SUBJECT: Activity Fee Allocations
DATE: April 14, 1999

Annually, the Board adopts the allocation of student activity fees at three of the colleges. Attached is a five-year analysis of these allocations and the recommendation for FY2000. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

Lincoln Trail and Wabash Valley College had no changes from FY99. Olney Central has an increased change in Parking Maintenance, Publications and Special Projects.

It is recommended that the activity fee allocations be approved.

NA/cr

Attachment

Blank

ACTIVITY FEE ALLOCATIONS

LTC

OCC

WVC

	94-95	95-96	96-97	97-98	98-99	99-00	94-95	95-96	96-97	97-98	98-99	99-00	94-95	95-96	96-97	97-98	98-99	99-00
Alumni Association	0%	0%	0%	2%	2%	2%	0%	0%	3%	2%	2%	0%	0%	0%	0%	0%	0%	0%
Athletics	28%	28%	28%	30%	30%	30%	30%	30%	30%	37%	37%	35%	25%	25%	30%	30%	30%	30%
Cheerleaders	0%	4%	4%	5%	5%	5%	5%	5%	5%	5%	5%	5%	2%	2%	4%	4%	4%	4%
College Union	15%	15%	15%	13%	13%	13%	0%	0%	3%	7%	7%	5%	15%	19%	11%	11%	11%	11%
Student Testing	2%	2%	2%	0%	0%	0%	10%	10%	7%	2%	2%	2%	0%	0%	0%	0%	0%	0%
Intramurals	7%	7%	7%	5%	5%	5%	5%	5%	5%	3%	3%	2%	2%	0%	0%	0%	0%	0%
Parking Maintenance	6%	6%	6%	0%	0%	0%	20%	20%	20%	15%	15%	18%	0%	0%	0%	0%	0%	0%
Publications	9%	9%	8%	15%	15%	15%	0%	0%	0%	2%	2%	3%	20%	16%	16%	16%	16%	16%
Soc. Cul. Act. Team	0%	0%	0%	0%	0%	0%	10%	10%	7%	7%	7%	6%	0%	0%	0%	0%	0%	0%
Special Events	2%	0%	2%	2%	4%	4%	0%	0%	0%	0%	0%	0%	3%	3%	3%	3%	3%	3%
Student Senate	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Special Projects	7%	7%	6%	6%	9%	9%	0%	0%	0%	0%	0%	4%	12%	13%	14%	14%	16%	16%
Natorium	7%	7%	7%	7%	2%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Student Handbook	2%	0%	0%	0%	0%	0%	5%	5%	5%	5%	5%	5%	0%	0%	0%	0%	0%	0%
Model United Nation	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	6%	7%	7%	7%	5%	5%

Agenda Item 8D

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 12, 1999

RE: Constitution Requirement Catalog/Policy Change

Mr. Chairman, I recommend approval of the following change in policy concerning the Constitution Requirement.

Constitution Requirement (2/9/99)

The SRC recommends the following to the Cabinet for consideration effective Summer 1999:

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

ICCB Rules p. 32 Section 1501.303 k Program Requirements

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

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 12, 1999

RE: Military Services Recruiting Offices Fee

Mr. Chairman, I recommend charging a \$50 fee to military services recruiting offices for the purpose of our furnishing requested student information as requested by the Student Relations Committee. The Cabinet has approved this fee implementation.

TO: Cabinet
FROM: Chris Cantwell
DATE: April 7, 1999
RE: Military Services Recruiting Offices Fee

Attached for your information is a recommendation from the Student Relations Committee to implement a \$50 fee to the military services recruiting offices.

I will present this item to the Cabinet at the April 12th meeting for your consideration.

At today's SRC meeting, we recommended this item to be discussed:

1. Recommend a \$50 fee to the military services recruiting offices for each college's compliance to the Solomon Amendment to provide "student recruiting information". This is simply an alpha roster listing student name, address and phone number. Most schools responding to an ICCAROO listserve indicated they charge a fee for this information.

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 12, 1999

RE: Local Plan

Mr. Chairman, the Local Plan is presented under separate cover for your approval. The Plan was mailed to you on April 15, 1999.

Agenda Item #8G

Canvass of Election Results of April 13, 1999

Agenda Item #8H

Adoption of Resolution Proclaiming Winner in April 13, 1999 Election

Agenda Item #8I

Amendment to DOC Contract

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 14, 1999

RE: Amendment to DOC Contract

Mr. Chairman, we anticipate an amendment to the Department of Corrections contract which will need to be approved by the Board this April, 1999

At the time of this printing, the revised contract was not complete. You should receive the revision via E-mail prior to Tuesday, April 20, 1999.

TLB/tes

Bid Committee Report

April 20, 1999

IECC

1. Terminal Server
2. WAN Router Upgrade

Business & Industry Training Services

1. Laptop Computers

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation - Terminal Server
 DATE: April 20, 1999

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

Bid Committee recommends acceptance of the low bid received that meets all specifications from Charley, Inc., located in Robinson, IL for a total of \$30,275.50.

*OPTION TO PURCHASE 15 OR 20 OF
 CLIENT ACCESS LICENSE &
 WORKSTATION LICENSE

Company	*Qty. 15	*Qty. 30
Charley, Inc. Robinson, IL	\$28,496.25	\$30,275.50
EMO Computer Products Naperville, IL	\$32,713.19	\$34,842.58

Respectfully submitted,

Nancy Allard
 Alex Cline
 Harry Hillis, Jr.

Source of Funds: Technology Enhancement Grant

Department: IECC Information Technology

Rationale for Purchase: Terminal server will support our remote employees using Banner and reduce Wan data traffic.

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

ILLINOIS EASTERN COMMUNITY COLLEGES

TERMINAL SERVER

DESCRIPTION

Rack Mounted Intel Pentium II/450MHz upgradable to dual processing; 128MB SDRAM expandable to 3GB; eight slots (5 PCI, 3 PCI/ISA); 10/100TX PCI Network Interface Card; Integrated Dual-Channel Ultra-Wide SCSI-3 Controller; Four removable media bays; 1.44 Floppy Drive; 24X Internal CD-ROM Drive; two half height available bays; Capacity for 8 1" or 6 1.6" hot swappable drives

Pentium II/450MHz Processor Option Kit

128MB SDRAM DIMM Module

256MB SDRAM DIMM Module

9.1GB SCSI3 Ultra-Wide Hot Swappable Drive

Raid Level 5 Autocontroller with 32MB RAM

Extra Redundant Power Supply

Redundant Fan Kit

20/40 GB Internal DLT Drive

10/100TX PCI Network Interface Card

15" SVGA Color Monitor

Server Rack

Keyboard with pointing device for racks

Rack Keyboard Drawer Kit

Rack Blanking Panel Kit

Rack Stabilizing Feet

Extension Cables for Keyboard, Pointing Device, & Monitor

Rack Mountable Power Distribution Unit

CPU to Switch Cable

4 Port Rack Switch Box

Remote Server Management Board with Built In Ethernet Adapter

- Novell Netware® v4.01+ Certified
- All Components must be NT® Certified
- Warranty and Support: 30-day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; Warranty issues to be resolved in less than one week. 3-year parts replacement with prepaid freight preferred.
- FCC Class B approved

TERMINAL SERVER CONT'D:

DESCRIPTION

METAFRAME SOFTWARE

Citrix MetaFrame 1.8 w/15 Users Includes subscription advantage

MetaFrame License Pack - 5 Users (See Note)

MetaFrame License Pack - 10 users

Note: Citrix will provide one free 5 user pack for each MetaFrame Server license purchased by Academic Institutions

MICROSOFT SOFTWARE

MS Windows NT Server 4.0, Terminal Edition – AE

MS Windows NT Client Access License – AE

MS Windows NT Workstation License – AE

MS Terminal Server Document Kit

MS Terminal Server Disk Media Kit

MS Windows NT Workstation Disk Media Kit

MS Windows NT Workstation Document Kit

OTHER SOFTWARE

Seagate BackupExec 7.2

TURNKEY CONFIGURATION

Assembly and Configuration of Server

Base Load of Windows Terminal Server and Test

Onsite Rack and Server Installation and Test

Citrix Related Services

Configuration of Citrix Metaframe and Terminal on Server

Configuration of approximately 20 clients with Citrix Metaframe and test for connectivity on existing network

Complete Hardware and Software Assembly and Configuration Completed before Delivery or Onsite if necessary

All Hardware and Software must be Year 2000 compliant.

TERMINAL SERVER CONT'D:

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.

*OPTION TO PURCHASE 15 <u>OR</u> 30 OF CLIENT ACCESS LICENSE & WORKSTATION LICENSE		
	*QTY OF 15	*QTY OF 30
TOTAL BID PACKAGE:	\$	\$
COMPANY:		
SIGNATURE:		
ADDRESS:		
TELEPHONE:	DATE:	

NOTE: Please submit bid in duplicate.

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation - WAN Router Upgrade

DATE: April 20, 1999

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

Bid Committee recommends acceptance of the **only** bid received that meets all specifications from **GTE North, Inc.** for a total of **\$36,664.00**.

Company	Hardware/Software	Installation Charges	1 Year Maintenance	Total Bid
GTE North, Inc. Olney, IL	\$28,885.00	\$2,264.00	\$5,515.00	\$36,664.00

Respectfully submitted,

Nancy Allard
Alex Cline
Harry Hillis, Jr.

Source of Funds: Technology Enhancement Grant

Department: IECC Information Technology Department

Rationale for Purchase: To provide faster, more reliable WAN connectivity.

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

WAN ROUTER UPGRADE

REQUEST FOR PROPOSAL

for

ILLINOIS EASTERN COMMUNITY COLLEGES

Olney, Illinois

II. DETAILED SPECIFICATIONS

- 1. General
 - A. This RFP specifies minimum requirements for Wide Area Network router upgrades at four sites, linked via full (1.544mb/sec) T1 facilities from GTE.
 - B. This project shall consist of the preparation of detailed installation plan, including drawings. The plan shall detail the design criteria, options, costs and functionality of the WAN Router Upgrade using the latest applicable Electronic Industries Association / Telecommunication Industry Association (EIA/TIA) telecommunications wiring standards such as:

STANDARD	DESCRIPTION
EIA/TIA-568A	Commercial Building Telecommunications Cabling Standard
EIA/TIA-569	Commercial Building Standard For Telecommunications Pathways And Spaces
EIA/TIA-606	The Administration Standard For The Telecommunications Infrastructure Of Commercial Buildings
EIA/TIA-607	Commercial Building Telecommunications Bonding and Grounding
TSB-72	Centralized Optical Fiber Cabling Guidelines

- C. Upon acceptance by the Customer two (2) complete sets of documentation shall be furnished to the Customer. This documentation must clearly and thoroughly identify the installed networking components. This documentation shall conform to the aforementioned EIA/TIA standards where applicable. This documentation shall also include any blueprints and AutoCad files generated as part of the project.

II. DETAILED SPECIFICATIONS

2. Existing Campus Facilities

- A. The Illinois Eastern Community Colleges owns and operates a complete telecommunications cabling system distributed throughout its campuses.
- B. IECC has installed a structured cabling system within each building and shall be responsible for any splices and cross connects to the outside plant system, racks, patch panels, fiber and CAT5 cable runs. IECC owns and operates a single router at each campus. Equipment installed as part of this project shall use the existing cable plant, racks and connections, as detailed below. A diagram of existing facilities has been provided as Attachment C. The successful vendor shall coordinate with IECC to insure that IECC cabling design and documentation meets the vendor's needs.
- C. Olney Central College and the three remote campus locations have LANs in place. Each station (office, work area, etc.) in each building is equipped with a minimum of one four-pair, category 5, UTP cable and faceplate, per EIA/TIA Commercial Building Standard 568 and 569. Each station run terminates in a rack mounted patch panel located in the specified telephone equipment room, usually on the same floor, for eventual transport, via multi-mode fiber to a main building hub, which will provide the connection to the Wide Area Network backbone. Multiple fiber pairs have been run, terminated and tested to each wiring closet. Vendors bidding on this project shall assume that the cable plant (outside and inside) is already installed and that all required patch panels, racks and other required infrastructure are place.
- D. Each of the four sites contains at least one wiring closet containing a rack mounted Hewlett Packard Router which currently provides access to the Wide Area Network. Router model numbers and port counts are shown in attachment C. Connection to each router is through a standard Category 5 UTP patch cable (10/100mb ethernet). Each router's LAN port shall be the demarcation point within the building between the WAN and the LAN. It is the Vendors responsibility to remove the old HP router and install the new proposed equipment in a complete and functioning manner. Vendor shall work with IECC to minimize network disruption during each site's cutover.
- E. The District owns the eight CSU's (Motorola FT100S's) which terminate the existing four T1 lines. The remote CSU's can remain in place. The College would like to replace the CSUs at the Olney (Central Hub) site. Vendor shall provide an internal CSU at the Olney Hub site, compatible with remote FT100's. Vendor is not required to provide additional CSU functions unless proposed equipment requires it.

3. Requirements for Routers

- A. In order to facilitate this Request for Proposal, to assure compatibility with existing equipment, and to assure high quality standards, all proposed equipment shall be of the (Nortel) Bay Networks or Cisco Systems family of products or equivalent.
- B. Vendor shall provide equipment at each of the four locations suitable to replace the existing HP 240 and HP 430 routers as shown in Attachment C. Vendor shall interconnect all new equipment as functional replacements of existing routers, including all required cables and connectors. Equipment as proposed shall support at least the number and type of interfaces shown on Attachment C and described in Item 4 below.

- C. All new equipment shall draw power from existing rack-mounted surge suppressor and electrical outlet strips in each equipment closet.
- D. All new equipment shall provide onboard SNMP and RMON management capabilities.
- E. All new equipment shall support TCP/IP protocols.

II. DETAILED SPECIFICATIONS

- F. Within the budgetary constraints of the project, the College wishes to not only improve the performance in the current routing environment, but would like to build for the future by installing equipment capable of supporting a wide variety of protocols and WAN access methods. This is especially true at the WAN Hub site in Olney. The Vendor should propose the best solution for today’s requirements (simple IP routing over T1 facilities) with an eye towards the potential of Layer Three Switching, Voice over IP, Frame Relay, ATM and other opportunities in the future. Modular interfaces and other expansion capabilities will be given real consideration in evaluating the proposals.
- G. The College currently operates network equipment from both Bay Networks and Cisco Systems. The College owns a license for Bay Networks Optivity for LAN equipment management.
- H. *Existing remote CSU’s can remain in place. The College would like to replace the CSUs at the Olney (Central Hub) site. Vendor shall provide an internal CSU at the Olney Hub site, compatible with remote FT100’s. Vendor is not required to provide additional CSU functions unless proposed equipment requires it.*

4. Port Counts

Vendor shall supply, install and configure WAN hardware at each location to satisfy or exceed the requirements shown below. HUB/Switch Ports shown for each location are for background information only – current detailed configurations of the HP Routers are available on request.

Location (Stacks)	Proposed Equipment Minimum Requirements		
	HUB/Switch Ports (10mb/100UTP)	Router LAN Ports (10/100mb/UTP)	Router WAN Ports (T1/FT1 at 1.544mb/sec)
Olney Central College (WAN Head End)	320	1	3
Frontier Comm College	120	1	1
Lincoln Trail College	280	1	1
Wabash Valley College	320	1	1

5. Maintenance

- A. Vendor shall provide one-year on-site maintenance for all hardware and software supplied by Vendor.
- B. Vendor shall respond remotely (telephone) within one hour and be on-site in four hours or less after receiving notification of a critical malfunction at Owner's premises.
- C. Emergency Telephone support shall be available from 6am to 10pm CST, 7 days per week.
- D. Vendor shall provide a problem escalation procedure to Owner, with appropriate time frames, vendor contact person, title, and phone number.

II. DETAILED SPECIFICATIONS

- E. Vendor shall provide one-year software maintenance contracts for all vendor-supplied software. Maintenance shall include new software releases.
- F. Vendor shall provide pricing for first year's coverage of all hardware and software provided in this proposal and, if price is different, for the next three years.

6. Optional Items

The following items may be proposed under the category of Optional Additions.

- A. Network management system.
The District currently supports both Bay and Cisco equipment. The District currently supports BayNetworks Optivity software to manage LAN equipment. Vendor may propose the hardware and software required to manage all proposed equipment as well as existing LAN Hub/Switches and other Cisco and Bay devices.
- B. Training
The District desires to have system level training for one or two network administrators. Training to include the hardware / software functions of the proposed equipment. Training is also desired for Network Management.

III WARRANTY

- 1. All equipment, material, cable and workmanship shall be warranted for a minimum period of one (1) year following the date of Acceptance.

- 2. During the warranty periods, the Vendor shall repair or replace any defective item at no cost to the Customer.

IV UNIT COST OF EQUIPMENT

On a separate sheet provide a total materials list with description, part number, installed units required, cost per unit and extended total price per campus. List shall include all items included in proposed system.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation - Laptop Computers
Business & Industry Training Services

DATE: April 20, 1999

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

Bid Committee recommends acceptance of the low bid received that meets all specifications from Gateway Companies, Inc., located in Kansas City, MO for a total of \$32,355.00.

Business & Industry Training Services

(15) Laptop Computers

Bid Tabulation

COMPANY	BID TOTAL
Gateway Companies, Inc. Kansas City, MO	32,355.00
Micropower Computer System Springfield, IL	32,415.00
Current Technologies Downers Grove, IL	38,775.00

Respectfully submitted,

Nancy Allard
Harry Hillis, Jr.
Carla Wesner
George Woods

Source of Funds: FY99 Workforce Prep & Workforce Education

Department: Business & Industry Training Services

Rationale for Purchase: To upgrade the "computers-on-the-go" lab which allows for on-site customized computer training to business and industry.

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

Business & Industry Training Services

LAPTOP COMPUTER BID SPECIFICATIONS:

QUANTITY (15 COMPUTERS)

minimum required specifications:

SCREEN 13.3" XGA ACTIVE MATRIX COLOR DISPLAY
PROCESSOR: INTEL 233 MHZ PENTIUM II PROCESSOR WITH 512K CACHE
MEMORY: 64 MB SDRAM
GRAPHICS ACCELERATOR: 128-BIT ACCELERATOR WITH 2MB VIDEO MEMORY
ZOOMED VIDEO PORT
HARD DRIVE: 4GB ULTRA ATA HARD DRIVE, IF NOT AVAILABLE – NEAREST UPGRADE IN SIZE
FLOPPY DRIVE: INTEGRATED 1.44 MB 3.5" FLOPPY DISK DRIVE
CD-ROM: INTEGRATED 8X MIN/20X MAX CD-ROM DRIVE
MULTIMEDIA PACKAGE: 16-BIT SOFTWARE WAVETABLE AUDIO
STEREO SPEAKERS
INTERNAL MICROPHONE
HEADPHONE/SPEAKER JACK
LINE IN AND LINE OUT MICJACKS
NTSC/PAL OUT
KEYBOARD: FULL-SIZE KEYBOARD WITH MS WINDOWS 95 KEYS
MOUSE: TOUCH PAD TO ALSO INCLUDE AN EXTERNAL MICROSOFT INTELLIMOUSE
OPERATING SYSTEM: MICROSOFT WINDOWS 98
ADDITIONAL SOFTWARE: NO ADDITIONAL SOFTWARE NEEDED
EXPANSION SLOTS: TWO DEEP SOCKETED PCMCIA TYPE II SLOTS
BATTERY: LITHIUM ION; ALSO AC PACK
EXTERNAL PORTS: USB, PARALLEL, SERIAL, VGA, PS/2 AND INFRARED PORTS
MODEM: NOT NECESSARY, HOWEVER ACCEPTABLE IF INCLUDED IN BUNDLE PRICE
NETWORK CARD: 10/100 BASET PCMCIA
CERTIFICATIONS: FCC CLASS B, UL AND CSA CERTIFIED
PRICE MUST INCLUDE SHIPPING AND HANDLING

YEAR 2000 COMPLIANT

WARRANTY AND SUPPORT: 30-DAY UNCONDITIONAL RETURN PRIVILEGE; 1-YEAR, NEXT-BUSINESS-DAY, ON-SITE SERVICE PROVIDED PROBLEM CANNOT BE RESOLVED BY PHONE WITH TECHNICAL SUPPORT; WARRANTY ISSUES TO BE RESOLVED IN LESS THAN ONE WEEK; 3-YEAR PARTS REPLACEMENT WITH PREPAID FREIGHT PREFERRED; LESSER TERMS WILL BE CONSIDERED; TELEPHONE TECHNICAL SUPPORT 18 HOUR, 6-DAYS-A-WEEK REQUIRED. COMPLETE DOCUMENTATION FOR ALL HARDWARE AND SOFTWARE MUST BE PROVIDED. FAILURE TO PROVIDE SHALL CONSTITUTE REASON FOR UNCONDITIONAL RETURN OF THE SYSTEM /SYSTEMS WITH NO RESTOCKING CHARGE. FAILURE TO GIVE DETAILED EXPLANATION/DOCUMENTATION OF PROPOSED EQUIPMENT BEING SUPPLIED WILL BE POSSIBLE CAUSE FOR REJECTION OF BID. ANY EXCEPTION TO WARRANTY & SUPPORT REQUIREMENTS OR FAILURE TO PROVIDE SHALL CONSTITUTE REASON FOR UNCONDITIONAL RETURN OF THE SYSTEM/SYSTEMS WITH NO RESTOCKING CHARGE. ANY EXCEPTION TO WARRANTY & SUPPORT REQUIREMENTS OR FAILURE TO COMPLY WILL BE CONSIDERED NON-RESPONSIVE. **ALL FREIGHT, 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 _____

COMPANY _____

SIGNATURE _____

ADDRESS _____

TELEPHONE _____ DATE _____

NOTE: Please submit bid in duplicate.

Agenda Item #10

District Finance

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

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 13, 1999

RE: Financial Report

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

ILLINOIS EASTERN COMMUNITY COLLEGES

DISTRICT 529

TREASURER'S REPORT March 31, 1999

<u>FUND</u>	<u>BALANCE</u>
Educational	\$564,989.40
Operations & Maintenance	\$344,818.09
Operations & Maintenance (Restricted)	\$447,394.24
Bond & Interest	\$44,092.15
Auxiliary	(268,223.92)
Restricted Purposes	1,634,748.31
Working Cash	\$19,126.37
Trust & Agency	\$70,524.89
Audit	\$2,586.49
Liability, Protection & Settlement	\$76,919.91
TOTAL ALL FUNDS	\$2,936,975.93

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

March, 1999

Date Purchase	Maturity Date	Rate of Interest	Bank	Cost	Value	Interest To be Earned
<u>Operations & Maint. Fund (Rest)</u>						
3/9/99	6/7/99	4.97	Olney Trust Bank (CD)	\$2,000,000	\$2,024,850	\$24,850
<u>Auxiliary Fund</u>						
10/5/98	4/5/99	5.11	Olney Trust Bank (CD)	\$350,000	\$359,942	\$8,942
<u>Working Cash Fund</u>						
4/17/98	10/17/99	5.59	Security Bank & Trust (CD)	\$675,000	\$734,738	\$59,738
12/16/98	6/16/99	4.75	Mercantile Bank (CD)	\$43,000	\$44,021	\$1,021
12/16/98	6/16/00	5.10	Old National Bank (CD)	\$1,515,000	\$1,630,898	\$115,898
3/9/99	6/07/99	4.97	Olney Trust Bank (CD)	\$33,000	\$33,410	\$410
<u>Trust & Agency Fund</u>						
4/27/98	4/23/99	6.00	Wabash Savings Bank (CD)	\$34,000	\$36,040	\$2,040
7/14/98	4/14/99	4.90	Community Bank & Trust (CD)	\$17,000	\$17,625	\$625
10/5/98	4/5/99	5.11	Olney Trust Bank (CD)	\$41,000	\$42,048	\$1,048
<u>Liability & Protection Fund</u>						
3/9/99	6/7/99	4.97	Olney Trust Bank (CD)	\$150,000	\$151,864	\$1,864

This page intentionally left blank.

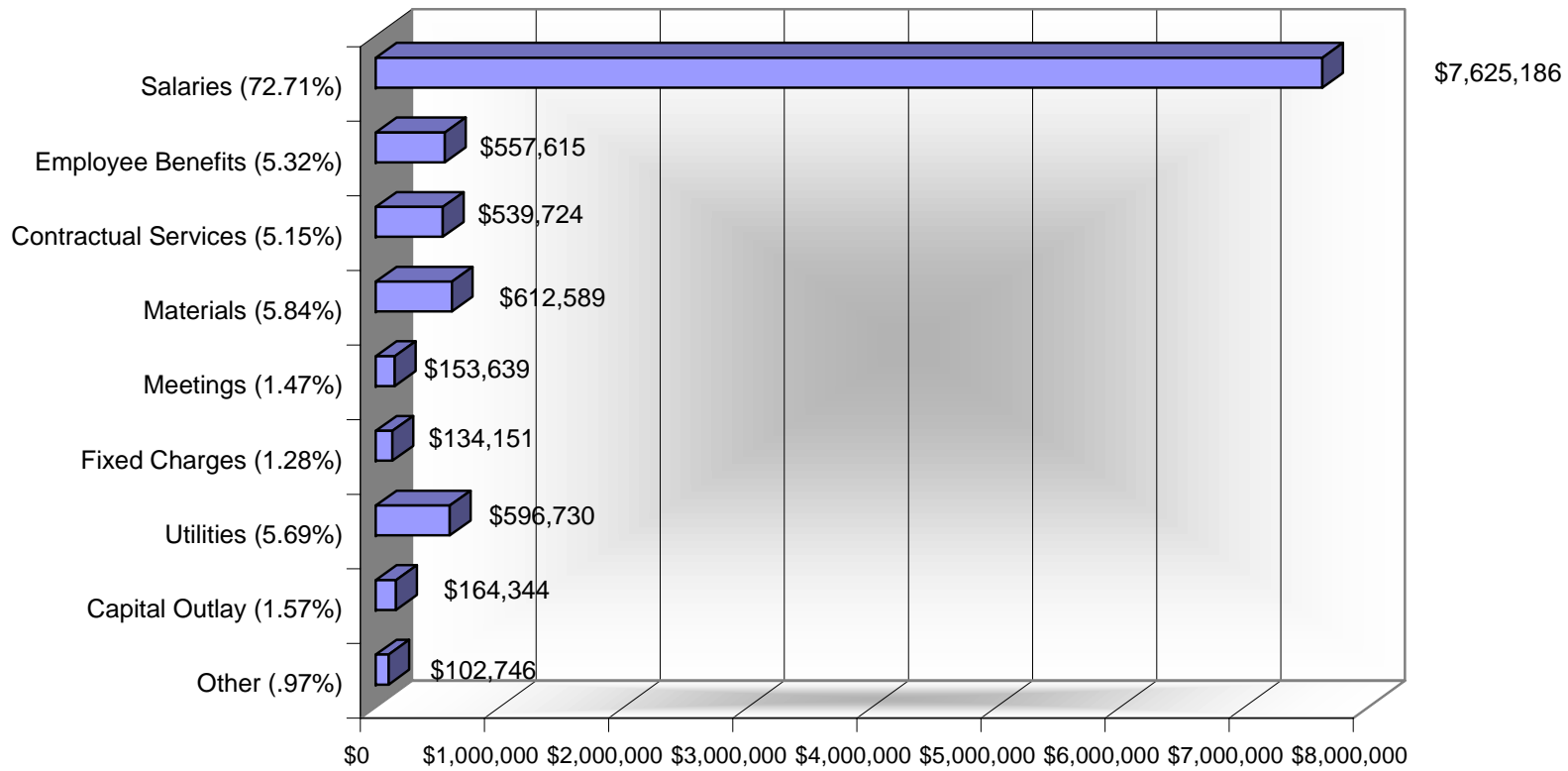
ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY97-99

College	Category	FISCAL YEAR 1997			FISCAL YEAR 1998			FISCAL YEAR 1999				Sum. & Fall Sem. Hours	Cost per Semester Hour
		Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	% of Year		
Frontier	Bills		\$243,204			\$334,988		\$312,614					
	Payroll		1,005,115			1,059,313		1,123,314					
	Totals	\$1,669,767	1,248,319	75%	\$1,982,133	1,394,301	70%	\$2,077,018	1,435,928	69%	75%	14,629	\$98.16
Lincoln Trail	Bills		331,400			529,207		530,333					
	Payroll		1,011,264			1,248,340		1,361,636					
	Totals	1,891,732	1,342,664	71%	2,602,512	1,777,547	68%	2,697,681	1,891,969	70%	75%	12,922	146.41
Olney Central	Bills		405,504			644,030		613,685					
	Payroll		1,677,049			1,917,989		1,968,238					
	Totals	3,051,721	2,082,553	68%	3,700,904	2,562,019	69%	3,761,268	2,581,923	69%	75%	18,299	141.10
Wabash Valley	Bills		283,983			515,117		437,999					
	Payroll		1,280,767			1,502,123		1,596,991					
	Totals	2,216,259	1,564,750	71%	2,822,934	2,017,240	71%	2,944,978	2,034,990	69%	75%	16,037	126.89
Workforce Educ.	Bills		162,963			180,853		167,141					
	Payroll		787,826			887,323		884,396					
	Totals	1,534,554	950,789	62%	1,608,675	1,068,176	66%	1,769,316	1,051,537	59%	75%	13,028	80.71
District Office	Bills		170,343			192,666		179,284					
	Payroll		516,887			488,610		486,134					
	Totals	904,204	687,230	76%	910,368	681,276	75%	929,451	665,418	72%	75%		
District Wide	Bills		440,353			1,565,015		620,482					
	Payroll		158,337			176,787		204,477					
	Totals	1,378,951	598,690	43%	2,037,720	1,741,802	85%	1,402,296	824,959	59%	75%		
O & M	Bills		952,759										
	Payroll		462,246										
	Totals	1,904,920	1,415,005	74%									
GRAND TOTALS		14,552,108	9,890,000	68%	15,665,246	11,242,361	72%	15,582,008	10,486,724	67%	75%	74,915	139.98

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

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

Illinois Eastern Community Colleges FY99 Operating Funds



Illinois Eastern Community Colleges Dist. #529

■ As of March 31, 1999 - \$10,486,724

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-MAR-1999
Percentage of time remaining through the Budget: 24.932

GENERAL FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	2,291,000.00	2,266,560.82	-24,439.18	-1.067
STATE GOVT SOURCES	11,855,009.00	8,918,086.35	-2,936,922.65	-24.774
STUDENT TUITION & FEES	1,786,000.00	1,046,506.99	-739,493.01	-41.405
SALES & SERVICE FEES	.00	90.00	90.00	#####
FACILITIES REVENUE	.00	2,015.40	2,015.40	#####
INVESTMENT REVENUE	50,000.00	45,218.15	-4,781.85	-9.564
OTHER REVENUES	200,000.00	37,815.38	-162,184.62	-81.092
	-----	-----	-----	-----
TOTAL REVENUES:	16,182,009.00	12,316,293.09	-3,865,715.91	-23.889
EXPENDITURES:				
INSTRUCTION	8,039,063.39	5,442,649.17	-2,596,414.22	-32.297
ACADEMIC SUPPORT	536,382.14	371,328.16	-165,053.98	-30.772
STUDENT SERVICES	799,919.45	605,634.84	-194,284.61	-24.288
PUBLIC SERV/CONT ED	62,259.31	38,419.64	-23,839.67	-38.291
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	2,194,322.00	1,478,255.10	-716,066.90	-32.633
INSTITUTIONAL SUPPORT	3,950,062.73	2,518,055.53	-1,432,007.20	-36.253
SCH/STUDENT GRNT/WAIVERS	.00	36,744.19	36,744.19	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	15,582,009.02	10,491,086.63	-5,090,922.39	-32.672
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	611,185.00	611,185.00	.00	.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	611,185.00	611,185.00	.00	.000
NET INCREASE/DECREASE IN NET ASSETS				
	-11,185.02	1,214,021.46	1,225,206.48	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-MAR-1999
Percentage of time remaining through the Budget: 24.932

OBM RESTRICTED

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	.00	.00	.00	.000
STATE GOVT SOURCES	1,066,800.00	1,066,400.00	-400.00	-.037
STUDENT TUITION & FEES	.00	.00	.00	.000
INVESTMENT REVENUE	100,000.00	109,924.65	9,924.65	9.925
OTHER REVENUES	.00	1,855.00	1,855.00	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,166,800.00	1,178,179.65	11,379.65	.975
EXPENDITURES:				
INSTRUCTION	.00	688.00	688.00	#####
OPER & MAINT PLANT	670,976.00	243,240.31	-427,735.69	-63.748
INSTITUTIONAL SUPPORT	3,661,907.00	1,511,864.17	-2,150,042.83	-58.714
	-----	-----	-----	-----
TOTAL EXPENDITURES:	4,332,883.00	1,755,792.48	-2,577,090.52	-59.478
NET INCREASE/DECREASE IN NET ASSETS	-3,166,083.00	-577,612.83	2,588,470.17	81.756

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-MAR-1999
Percentage of time remaining through the Budget: 24.932

BOND AND INTEREST

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,371,466.00	1,363,510.49	-7,955.51	-.580
INVESTMENT REVENUE	.00	4,883.67	4,883.67	#####
OTHER REVENUES	.00	7,218.84	7,218.84	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,371,466.00	1,375,613.00	4,147.00	.302
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,415,409.00	1,212,690.63	-202,718.37	-14.322
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,415,409.00	1,212,690.63	-202,718.37	-14.322
NET INCREASE/DECREASE IN NET ASSETS	-43,943.00	162,922.37	206,865.37	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-MAR-1999
Percentage of time remaining through the Budget: 24.932

AUXILIARY FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	.00	350.00	350.00	#####
STUDENT TUITION & FEES	595,011.34	350,226.49	-244,784.85	-41.140
SALES & SERVICE FEES	2,395,476.62	912,434.09	-1,483,042.53	-61.910
FACILITIES REVENUE	1,128.00	13,337.00	12,209.00	###.###
INVESTMENT REVENUE	24,877.00	42,759.01	17,882.01	71.882
OTHER REVENUES	322,173.95	644,373.23	322,199.28	100.008
	-----	-----	-----	-----
TOTAL REVENUES:	3,338,666.91	1,963,479.82	-1,375,187.09	-41.190
AUXILIARY ENTERPRISES:				
SALARIES	1,154,658.95	598,620.75	-556,038.20	-48.156
EMPLOYEE BENEFITS	45,428.00	36,007.49	-9,420.51	-20.737
CONTRACTUAL SERVICES	144,046.00	104,754.07	-39,291.93	-27.277
GEN. MATERIAL & SUPPLIES	2,121,483.22	1,295,899.01	-825,584.21	-38.915
CONF/TRAVEL MEETING EXPENSE	198,184.76	169,692.59	-28,492.17	-14.377
FIXED CHARGES	18,600.00	14,446.25	-4,153.75	-22.332
UTILITIES	22,647.00	11,451.76	-11,195.24	-49.434
CAPITAL OUTLAY	104,227.46	47,158.74	-57,068.72	-54.754
OTHER EXPENDITURES	146,777.00	75,426.01	-71,350.99	-48.612
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	3,956,052.39	2,353,456.67	-1,602,595.72	-40.510
NET INCREASE/DECREASE IN NET ASSETS	-617,385.48	-389,976.85	227,408.63	36.834

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-MAR-1999
Percentage of time remaining through the Budget: 24.932

WORKING CASH

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	-140,000.00	95,126.37	235,126.37	#####
	-----	-----	-----	-----
TOTAL REVENUES:	-140,000.00	95,126.37	235,126.37	#####
NET INCREASE/DECREASE IN NET ASSETS	-140,000.00	95,126.37	235,126.37	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-MAR-1999
Percentage of time remaining through the Budget: 24.932

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	30,000.00	29,862.87	-137.13	-.457
INVESTMENT REVENUE	.00	23.23	23.23	#####
	-----	-----	-----	-----
TOTAL REVENUES:	30,000.00	29,886.10	-113.90	-.380
EXPENDITURES:				
INSTITUTIONAL SUPPORT	24,342.00	21,641.22	-2,700.78	-11.095
	-----	-----	-----	-----
TOTAL EXPENDITURES:	24,342.00	21,641.22	-2,700.78	-11.095
NET INCREASE/DECREASE IN NET ASSETS	5,658.00	8,244.88	2,586.88	45.721

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-MAR-1999
Percentage of time remaining through the Budget: 24.932

LPS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	450,000.00	447,952.40	-2,047.60	-.455
INVESTMENT REVENUE	.00	2,781.77	2,781.77	#####
	-----	-----	-----	-----
TOTAL REVENUES:	450,000.00	450,734.17	734.17	.163
EXPENDITURES:				
INSTITUTIONAL SUPPORT	518,564.00	292,377.85	-226,186.15	-43.618
	-----	-----	-----	-----
TOTAL EXPENDITURES:	518,564.00	292,377.85	-226,186.15	-43.618
NET INCREASE/DECREASE IN NET ASSETS	-68,564.00	158,356.32	226,920.32	#####

ILLINOIS EASTERN COMMUNITY COL
 RUN DATE: 03/31/1999
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 1999 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

Governmental Fund Types

	GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	1,413,529	1,686,542	2,586	202,841	44,092	443,928
IMPREST FUND	1,100	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	--	--	--	150,000	--	2,000,000
RECEIVABLES	5,059,015	444,886	30,035	450,521	--	26,550
INTERFUND RECEIVABLES	--	6,067	--	--	--	--
INVENTORY	--	--	--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	6,475,644	2,137,495	32,621	803,362	44,092	2,470,478
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	3,264	--	--	--	--	--
CURRENT OBLIGATIONS PAYABLE	--	--	--	--	24,786	--
ACCOUNTS PAYABLE	115,588	398,243	--	--	--	--
ACCRUED EXPENSE	--	--	--	--	--	--
INTERFUND PAYABLES	6,067	--	--	--	--	--
DEFERRED REVENUE	3,633,117	--	30,035	450,521	--	--
OTHER LIABILITIES	510,294	56,791	--	125,921	--	-3,466
TOTAL LIABILITIES:	4,268,330	455,033	30,035	576,442	24,786	-3,466
EQUITY AND OTHER CREDITS:						
REVENUE CONTROL	--	--	--	--	--	--
Fund Balances:						
FUND BALANCE	-1,575,237	-267,222	8,245	158,356	162,922	-1,130,725
RESERVE FOR ENCUMBRANCES	2,781,806	1,391,127	--	--	--	553,112
TOTAL EQUITY AND OTHER CREDITS:	1,206,569	1,123,905	8,245	158,356	162,922	-577,613
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	5,474,900	1,578,939	38,280	734,798	187,708	-581,079
	=====	=====	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 RUN DATE: 03/31/1999
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 1999
 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 1999	Prior Year 1998
<hr/>		
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	3,793,518	
IMPREST FUND	1,100	
CHECK CLEARING	2,000	
INVESTMENTS	2,150,000	
RECEIVABLES	6,011,007	
INTERFUND RECEIVABLES	6,067	
	<hr/>	
TOTAL ASSETS AND OTHER DEBITS:	11,963,693	
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	3,264	
CURRENT OBLIGATIONS PAYABLE	24,786	
ACCOUNTS PAYABLE	513,831	
ACCRUED EXPENSE		
INTERFUND PAYABLES	6,067	
DEFERRED REVENUE	4,113,673	
OTHER LIABILITIES	689,539	
	<hr/>	
TOTAL LIABILITIES:	5,351,160	
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	-2,643,660	
RESERVE FOR ENCUMBRANCES	4,726,045	
	<hr/>	
TOTAL EQUITY AND OTHER CREDITS:	2,082,385	
	<hr/>	
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	7,433,546	
	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 RUN DATE: 03/31/1999
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 1999 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

Proprietary Fund Types

	AUXILIARY FUNDS	Current Year 1999	Prior Year 1998
<hr/>			
ASSETS and OTHER DEBITS:			
ASSETS:			
CASH	-626,235	-626,235	
IMPREST FUND	20,500	20,500	
CHECK CLEARING			
INVESTMENTS	350,000	350,000	
RECEIVABLES	49,263	49,263	
INTERFUND RECEIVABLES			
INVENTORY	348,431	348,431	
TOTAL ASSETS AND OTHER DEBITS:	<hr/> 141,959	<hr/> 141,959	
Liabilities, equity and other credits			
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE			
CURRENT OBLIGATIONS PAYABLE			
ACCOUNTS PAYABLE	-16,673	-16,673	
ACCRUED EXPENSE	-3,125	-3,125	
INTERFUND PAYABLES			
DEFERRED REVENUE			
OTHER LIABILITIES	-721,207	-721,207	
TOTAL LIABILITIES:	<hr/> -741,005	<hr/> -741,005	
EQUITY AND OTHER CREDITS:			
REVENUE CONTROL	-389,977	-389,977	
Fund Balances:			
FUND BALANCE			
RESERVE FOR ENCUMBRANCES			
TOTAL EQUITY AND OTHER CREDITS:	<hr/> -389,977	<hr/> -389,977	
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	<hr/> -1,130,982	<hr/> -1,130,982	
	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 RUN DATE: 03/31/1999
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 1999 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 1999	Prior Year 1998
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	19,126	97,168	116,294	
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,266,000	92,000	2,358,000	
RECEIVABLES		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,285,126	189,168	2,474,294	
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
CURRENT OBLIGATIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	
DEFERRED REVENUE		--		
OTHER LIABILITIES		26,573	26,573	
TOTAL LIABILITIES:		166,523	166,523	
EQUITY AND OTHER CREDITS:				
REVENUE CONTROL		--		
Fund Balances:				
FUND BALANCE	95,126	8,288	103,414	
RESERVE FOR ENCUMBRANCES		6,854	6,854	
TOTAL EQUITY AND OTHER CREDITS:	95,126	15,142	110,268	
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	95,126	181,664	276,791	
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 RUN DATE: 03/31/1999
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 1999 (With comparative totals for June 30, 1998)
 (amounts expressed in dollars)

Memorandum Only

	Current Year 1999	Prior Year 1998
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	3,283,577	
IMPREST FUND	21,600	
CHECK CLEARING	2,000	
INVESTMENTS	4,858,000	
RECEIVABLES	6,060,270	
INTERFUND RECEIVABLES	6,067	
INVENTORY	348,431	
TOTAL ASSETS AND OTHER DEBITS:	14,579,945	
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	3,264	
CURRENT OBLIGATIONS PAYABLE	24,786	
ACCOUNTS PAYABLE	497,158	
ACCRUED EXPENSE	-3,125	
INTERFUND PAYABLES	146,017	
DEFERRED REVENUE	4,113,673	
OTHER LIABILITIES	-5,095	
TOTAL LIABILITIES:	4,776,678	
EQUITY AND OTHER CREDITS:		
REVENUE CONTROL	-389,977	
Fund Balances:		
FUND BALANCE	-2,540,245	
RESERVE FOR ENCUMBRANCES	4,732,899	
TOTAL EQUITY AND OTHER CREDITS:	1,802,677	
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	6,579,354	=====

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: April 13, 1999
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. The resignation/retirement letters will be mailed with the employment packets.

mr

Attachment

PERSONNEL REPORT

INDEX

400.1. Employment of Personnel

400.2. Change in Status

400.3. Resignation

400.4. Retirement

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Connie Girten: Initial full-time employment as Nursing Instructor. Amount: Based upon \$36,322 per academic year. Effective: August 16, 1999.
Code: 012-5116O-1301-104

B. Professional/Non-Faculty

1. John Loyer: Initial full-time employment as Coach at Wabash Valley College. Amount: Based upon \$32,200 per fiscal year. Effective: April 21, 1999.
Code: 53616W-3616W-1201-604
2. Deanna Ratts: Initial full-time employment as Coordinator of Public Information and Marketing at Olney Central College. Amount: Based upon \$24,000 per fiscal year. Effective: April 26, 1999.
Code: 012-8106O-1201-804

C. Clerical/Secretarial

1. Amy Johnson: Initial full-time employment as Clerk/Receptionist at the District Office. Amount: Based upon \$13,000 per fiscal year. Effective: April 21, 1999.
Code: 015-8060C-1601-806

D. Maintenance/Custodial

1. Donna Schultz: Initial full-time employment as Custodian at Wabash Valley College. Amount: Based upon \$13,650 per fiscal year. Effective: April 21, 1999.
Code: 023-7020W-1701-702

400.2. Change in Status

A. Clerical/Secretarial

1. Judy Wilkinson, Secretary I, Wabash Valley College, from \$13,650 per fiscal year to \$14,333 per fiscal year. Effective: January 1, 1999.
Code: 013-8105W-1601-804

400.3. Resignation

A. Professional/Non-Faculty

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

400.4. Retirement

A. Faculty

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

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition & Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

**Protection, Health, and Safety
Projects Schedule
Phase III & IV**

Phase III										
ENVIRONMENTAL BARRIER PROJECTS & MISCELLANEOUS:	Estimated Budget									
Misc. ADA Improvements All campuses & DO	\$505,000									
Exit Door Modifications OCC	\$126,000									
Phase IV										
Environmental Barriers FCC, LTC & WVC	\$366,300									
Exit Modifications - WVC	\$61,700									
Replace Stage Curtains OCC & WVC	\$55,700									
Stage Floor Replacement OCC	\$48,400									
Flooring Replacements Asbestos - WVC	\$105,000									
Roof Replacements OCC & WVC	\$128,400									
		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

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

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