

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

***MONTHLY MEETING***

August 15, 2000



**Location:**

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

**Dinner – 6 p.m. - Cafeteria  
Meeting – 7 p.m. – SB61**

IECC BOARD AGENDA

7 P.M.

August 15, 2000

1. Call to order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition..... Bruce
  - A. Visitors and Guests
  - B. IECCEA Representative
4. Public Comment
5. Reports
  - A. Report from Trustees
  - B. Report from Presidents
  - C. Report from George Woods
  - D. Report from Cabinet
6. Policy First Readings (and Possible Approval) - None
7. Policy Second Readings - None
8. Staff Recommendations for Approval
  - A. Robinson Enterprise Zone Tax Abatement Resolution ..... Bruce
  - B. 2001-2003 Academic Calendar ..... Bruce
  - C. CISCO Memorandum of Agreement ..... Bruce
  - D. Group Medical and Dental Insurance Premium.....Allard
  - E. Certification of Chargeback .....Allard
  - F. FY2001 Capital Renewal Application .....Allard
  - G. FY2001 Capital Renewal Board Resolution .....Allard
  - H. \$2.3M Protection, Health and Safety Projects..... Bruce
  - I. \$2.3M Protection, Health and Safety Projects Board Resolution ..... Bruce
  - J. FY2001 Budget.....Allard
9. Bid Committee Report .....Allard  
None
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
16. Litigation ..... Bruce
17. Acquisition and Disposition of Property ..... Bruce
18. Other Items
19. Adjournment

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, July 25, 2000.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Miss Marilyn J. Wolfe. Also present was Mr. Brent Engel, student trustee. Trustees absent at roll call: Ms. Karen Marie Jameson, Mrs. Beverly L. Turkal. 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.  
Mr. Bob Boyles, Program Director, Adult & Continuing Education, Frontier Community College.  
Mr. Jerry Hefley, Dean of the College of Frontier Community College.  
Mr. George Woods, Dean of Community Development & Workforce Education.  
Ms. Kathleen Vespa, Associate Dean of Education to Careers Program.  
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Ms. Pamela Schwartz, Associate Dean of Institutional Development.  
Mrs. Nancy J. Allard, Comptroller & Director of Finance.  
Mr. Harry Hillis, Jr., Board Secretary.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting, held Tuesday, June 20, 2000, were presented for approval.

**Board Action:** Dr. Fischer made a motion to approve the foregoing open meeting minutes as prepared. Mrs. Kessler 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 & guests present were recognized. Mr. Rodney Raney presented an informational report on the Educational Talent Search program. Mr. Matt Swinford presented an informational report on the Cisco program.

**#3-B. IECCEA Representative:** Mr. Dan Tahtinen was present representing Illinois Eastern Community Colleges Education Association.

**AGENDA #4 – “Public Comment”** – Mr. Tahtinen presented concerns relative to the Cisco program.

**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 Mr. Hefley.

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

**#5-D. Report from Cabinet:** Ms. Cantwell presented a faculty profile report.

(Trustee Karen Marie Jameson entered the meeting at 8:00 p.m.)

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

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

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

**#8-A. Approval of Transfer of Computer to Richland County Historical Society:** The CEO recommended approval to transfer an unused, older computer to the Richland County Historical Society for their use. IECC has had a long relationship with the society through our lease arrangement with the Carnegie Library building from the society. The society is presently involved in transferring old newspaper articles to a CD so they can be scanned and archived into a searchable file.

**Board Action:** Mrs. Kessler made a motion to approve transfer of a computer to the Richland County Historical Society as recommended. Miss Wolfe seconded the motion and 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, 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. Accountability/Program Review Report:** The CEO recommended approval of the 1999-2000 Accountability/Program Review Report for submission to the Illinois Community College Board. The report includes the following sections for each of the four colleges: Lincoln Trail College, Olney Central College, Wabash Valley College, and Frontier Community College.

- Part A: Forms A-1 Instructional Programs: Occupational
- Forms A-2 Instructional Programs: Academic Disciplines
  - Life Sciences
  - Physical Sciences
- Forms A-4 Academic and Student Support Programs
  - Baccalaureate Program
  - Occupational
  - Community Education
  - Vocational
  - Community Services
- Part B: Forms B-1 Program Review Action Summary
- Part C: Part C-1 Occupational Program Review
  - Part C-2.1: Annually Updated Priorities Statements
  - Part C-2.2: Performance-Based Incentives – IECC District-Based Goal
  - Part C-2.3: Academic and Student Service – Availability and Accessibility
  - Part C-2.4: Annual Results Report 2000 – IECC District Results Report
  - Part C-2.5: Executive Summary

**Board Action:** Mrs. Culver made a motion to approve the FY2000 Accountability/Program Review Report as recommended. Mr. Engel seconded the motion and 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, 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. Cooperative Agreement with Lewis & Clark Community College:** The CEO recommended renewal of the Cooperative Agreement with Lewis & Clark Community College.

WHEREAS, Illinois Eastern Community Colleges and Lewis & Clark Community College desire to provide readily accessible educational services to the greatest number of students at the lowest possible cost, and

WHEREAS, Illinois Eastern Community Colleges district has certain programs that Lewis & Clark Community College does not offer, and Lewis & Clark Community College has certain programs that Illinois Eastern Community Colleges district does not offer.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529 authorizes continuation of the agreement with Lewis & Clark Community College District #536 for FY2000-2001 as written and agreed to by the respective college administrators.

By Lewis & Clark Community College

Dental Assisting (Cert)  
Dental Hygiene (AAS - Cert)  
Occupational Therapy Assistant (AAS)

By Illinois Eastern Community Colleges

Diesel Equipment Technology (AAS)  
Mining Technology (AAS)  
Telecommunications Technology (AAS - Cert)  
Woodworking Technology (AAS)

**Board Action:** Mrs. Kessler made a motion to renew the Cooperative Agreement with Lewis & Clark Community College as recommended. Miss Wolfe seconded the motion and 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, 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. Cooperative Agreement with Lake Land Community College:** The CEO recommended renewal of the Cooperative Agreement with Lake Land College.

WHEREAS, Illinois Eastern Community Colleges and Lake Land College desire to provide readily accessible educational services to the greatest number of students at the lowest possible cost, and

WHEREAS, Illinois Eastern Community Colleges district has certain programs that Lake Land College does not offer, and Lake Land College has certain programs that Illinois Eastern Community Colleges district does not offer.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529 authorizes continuation of the agreement with Lake Land College District #517 for FY2000-2001 as written and agreed to by the respective college administrators.

By Lake Land College

Civil Engineering Technology (AAS)  
Dental Hygiene (AAS)

By Illinois Eastern Community Colleges

Emergency Prep/Vol Firefighter II (Cert) - Frontier  
Air Conditioning/Refrigeration (Cert-AAS) - Lincoln Trail  
Auto Body Technology (AAS) - Olney Central  
Welding & Cutting (Cert) - Olney Central  
Associate in Fine Arts (Music Education) - Lincoln Trail, Olney Central  
Associate in Fine Arts (Music Performance) – Lincoln Trail, Olney Central  
Hospitality Management (AAS) – Lincoln Trail  
Radiography (AAS) – Olney Central  
Woodworking Technology (AAS) – Olney Central

**Board Action:** Dr. Fischer made a motion to renew the Cooperative Agreement with Lake Land College as recommended. Mrs. Kessler seconded the motion and 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, 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-E. Addendum to St. Anthony’s Memorial Hospital Affiliation Agreement:** The CEO recommended approval of the following addendum to St. Anthony’s Memorial Hospital Affiliation Agreement.

THIS ADDENDUM is by and between Illinois Eastern Community Colleges, District #529, Frontier Community College, Lincoln Trail College, Olney Central College and Wabash Valley College (“District #529”) and St. Anthony’s Memorial Hospital, Effingham, Illinois (“Agency”) to that certain Affiliation Agreement dated the 17<sup>th</sup> day of August, 1998.

In consideration of the mutual covenants contained herein and in the Agreement, the parties agree as follows:

1. Notwithstanding any provision in the Agreement or the Amendment, this Addendum shall set forth exclusively the agreement between the parties relative to the subject matters of this Addendum. In the event of a conflict between the Agreement and the Addendum, the provisions of this Addendum shall control.
2. The parties agree to extend said Agreement through the next academic year or until June 30, 2001.
3. In the event of an injury or illness to a student or faculty member, the Agency will treat the student or faculty member at student/faculty member’s expense.
4. District #529 shall maintain in full force and effect the following insurance policies written on an incurred loss basis, including coverage for each student and faculty member participating in the training program: (a) Comprehensive general liability insurance for property and bodily injury with \$1,000,000 combined single limits, including blanket contractual coverage; (b) Worker’s compensation insurance, with statutory limits of liability; and (c) Professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. District #529 shall require all insurance companies issuing policies hereunder to certify to Agency that such policies have been issued and are in force and will remain not materially changed, cancelled or annulled except upon thirty (30) days prior written notice to Facility.

**Board Action:** Ms. Jameson made a motion to approve the Addendum to St. Anthony’s Memorial Hospital Affiliation Agreement as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:



Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, 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-F. IETC Lease Agreement:** The CEO recommended approval of a lease for additional space for the Illinois Employment Training Center. The recommendation is to lease the space adjoining the current IETC building at 214 East Main Street, Olney, Illinois, 2800 square feet, for \$900 per month. The additional lease amount will be covered by an increase in the grant.

**Board Action:** Mrs. Kessler made a motion to approve a lease for additional space for IETC as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, 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-G. WVC Fountain:** The CEO recommended approval for purchase of a lighted fountain to be placed in the lake on the campus of Wabash Valley College. WVC's FY2001 Capital budget will cover the approximate \$5,000 cost of the fountain and lights.

**Board Action:** Miss Wolfe made a motion to approve purchase of a lighted fountain at WVC as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, 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 – “Bid Committee Report” –**

**#9-A. IECC – Desktop Computers:** The Bid Committee recommends acceptance of the low bid received that meets all specifications for 234 desktop computers, from Gateway Computer, North Sioux City, SD, @\$1,229 each, for a grand total bid of \$287,586. The computers are for Information Technology (121), FCC (17), LTC (32), OCC (17), WVC (25), International (10), Success Network (1), Education to Careers (4), Academic & Student Support Services (1), Talent Search (1), IECC Business Office (4) and IECC Personnel Office (1). Purchases are supported by various funds.

**#9-B. IECC – Laptop Computers:** The Bid Committee recommends acceptance of the only bid received that meets all specifications for 26 laptop computers, from Gateway Computer, North Sioux City, SD, for a grand total bid of \$65,009. The computers are for OCC (1) \$2,518; WVC (5) \$12,131; Education to Careers (8) \$20,144; Workforce Education (12) \$30,216. Purchases are supported by various funds.

**Board Action:** Dr. Fischer made a motion to accept the recommendations of the Bid Committee and authorize purchase of 234 desktop computers and 26 laptop computers from Gateway Computer, pursuant to specifications and bid proposals as recommended. Mr. Engel seconded the motion and 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, 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.

**#9-C. IECC – Computer Software:** The Bid Committee recommends acceptance of the low bids that meet all specifications, as follows:

Software Spectrum, Garland, TX: Microsoft Office 2000 Professional, 600 @\$44.20 each, for \$26,520; Microsoft Media Compact Disk, 10 @\$14.95 each, for \$149.50. Total: \$26,669.50.

Softchoice Corporation, Chicago, IL: Norton Antivirus Enterprise Solution Site, 1001 @\$12.78 each, for \$12,792.78; Norton Media Compact Disk, 10 @\$16.86 each, for \$168.60. Total: \$12,961.38.

**Board Action:** Dr. Fischer made a motion to accept the recommendations of the Bid Committee and authorize software purchases from Software Spectrum and Softchoice Corporation, pursuant to specifications and bid proposals as recommended. Mrs. Kessler seconded the motion and 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, 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.

**#9-D. OCC – Widen & Resurface Roadway:** Mr. Marion Poggas of Garrison-Jones Architects recommends accepting the only bid received, from Kieffer Brothers Construction Company, Inc., Mt. Carmel, Illinois, for a total base bid of \$43,400 for the project to widen and resurface the service road at Olney Central College. Source of Funds: Parking & Maintenance Fees. Department: OCC Maintenance Department.

**Board Action:** Dr. Fischer made a motion to accept the bid of Kieffer Brothers Construction Company for the project to widen and resurface the service road at Olney Central College as recommended. Mrs. Kessler seconded the motion and 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, 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.

**#9-E. International Program – 15 Passenger Van:** The Bid Committee recommends that all bids received be rejected and that this item be re-bid in two months.

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

**#10-A. Financial Report:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$2,903,651.62, as of June 30, 2000. The reports were accepted.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of July, 2000, totaling \$637,572.45, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of the district financial obligations for the month of July, 2000, in the amounts listed, and payments from the revolving fund for the month of June, 2000. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, 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 #11 – “Chief Executive Officer's Report”** - Mr. Bruce presented informational reports relative to the following topics:

1. Performance Based Incentive System.
2. Title III Grant.
3. Calendar Review and Adoption at August Board Meeting.
4. ICCB Recognition Visit – Audit 2001; Recognition 2002.

5. Main Hall Concrete Problems at WVC.
6. Leadership and Core Values Grant \$13,000.
7. ICCB Approval of ADA Districtwide Improvements - \$158,000.
8. Average Salaries for Full-Time Faculty Members.
9. Enrollment Comparison Charts – 20% Increase for Summer.

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

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

Dr. Fischer, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: Mrs. Turkal. The motion having received 4 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 8:50 p.m.

**#12-B. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared 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 11:00 p.m.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees took the following actions relative to minutes of closed meetings:

**#13-A. Action on Closed Meeting Minutes:** The Board of Trustees has caused to be conducted a semi-annual review of closed meeting minutes as mandated by Section 2.06 of the Open Meetings Act. The CEO presented the following recommendations:

**#13-A. (1):** Minutes of closed meetings of the following dates will be made a part of the public record:

1. Tuesday, November 16, 1999.
2. Tuesday, January 18, 2000.
3. Tuesday, February 15, 2000.
4. Tuesday, April 18, 2000.

**#13-A. (2):** Minutes of closed meetings of the following dates will not be made a part of the public record because of a need for continued confidentiality at this time:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, May 20, 1997.
6. Tuesday, November 18, 1997.
7. Tuesday, January 20, 1998.
8. Tuesday, June 15, 1999.

9. Tuesday, July 20, 1999.

**Board Action:** Dr. Fischer made a motion to approve the foregoing recommendations as outlined, for minutes of closed meetings held on the dates listed. Ms. Jameson 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.

**#13-B. Approval of Executive Session Minutes of June 20, 2000:** Dr. Fischer made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, June 20, 2000, and that said minutes be made a part of the public record. Mrs. Kessler 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 #14 – “Approval of Personnel Report”** – The CEO presented the following amended Personnel Report and recommended it be approved.

## **Personnel Report - Addendum**

### **400.1. Employment of Personnel**

#### A. Faculty

1. Nancy Buttry: Initial full-time employment as Nursing Instructor. Amount: Based upon \$41,775 per academic year. Effective: August 16, 2000. Employment is contingent upon verification of transcripts.

### **400.2. Administrative Special Assignments**

#### A. Administrative

1. Bob Boyles, additional duties as Interim Administrator for Frontier Community College. Amount: Based upon \$500 per month. Effective: July 1, 2000.

2. Jerry Hefley, additional duties as Interim Administrator for Frontier Community College. Amount: Based upon \$500 per month. Effective: July 1, 2000.

3. LaVonna Miller, additional duties as Interim Administrator for Frontier Community College. Amount: Based upon \$500 per month. Effective: July 1, 2000.

## **Personnel Report**

### **400.1. Employment of Personnel**

#### A. Classified

1. Michael Lowe: Initial full-time employment as Computer Technician for Olney Central College. Amount: Based upon \$21,500 per fiscal year. Effective: July 26, 2000.

2. Jacqueline O’Dell: Initial full-time employment as Network/Web Technician at the District Office. Amount: Based upon \$24,000 per fiscal year. Effective: July 26, 2000. The position is contingent upon continued grant funding.

3. Wanda “Laurie” Rist: Initial full-time employment as Office Assistant for the Director of Business and Industry Training at the District Office. Amount: Based upon \$15,028 per fiscal year. Effective: July 26, 2000. The position is contingent upon continued grant funding.

B. Professional/Non-Faculty

1. Kristina Zane: Initial full-time employment as Career Advisor for Lincoln Trail College. Amount: Based upon \$21,000 per fiscal year. Effective: August 14, 2000.

C. Faculty

1. John Day: Initial full-time employment as Psychology Instructor. Amount: Based upon \$40,309 per academic year. Effective: August 16, 2000.

2. Joyce Rusk: Initial full-time employment as Office Careers Instructor. Amount: Based upon \$37,846 per academic year. Effective: August 16, 2000.

3. Clint Weisgerber: Initial full-time employment as Manufacturing Technology Instructor. Amount: Based upon \$27,000 per academic year. Effective: August 16, 2000.

**400.2. Change in Status**

A. Professional/Non-Faculty

1. Kathy Swinson, Caseworker, Dislocated Worker Program to Director, Welfare to Work Program at the District Office. Amount: Based upon \$27,563 per fiscal year. Effective: July 26, 2000. The position is contingent upon continued grant funding.

**400.3. Administrative Special Assignments**

This item was deleted, having been amended in the Personnel Report Addendum.

**400.4. Special Assignments**

Olney Central College – Academic – Joyce Rusk, Lead Instructor, Sec & Med Ofc Occup, \$450.

**400.5. Robinson Correctional Center FY2000-2001 Contracts**

A. Administrative

1. Glen Donaldson, Associate Dean, \$48,681.

B. Professional/Non-Faculty

1. Aimee Arthur, Youthful Offender Counselor, \$29,796.

C. Classified

1. Kay Conour, Office Assistant, \$24,631.

D. Faculty

1. Larry Conour, Computer Technology, \$28,814.
2. Alice Holtzhouser, Business Management, \$34,116.
3. Harvey Ricker, Commercial Custodial Services, \$31,023.
4. Paul Stouse, Horticulture, \$34,655.

#### **400.6. Request for Proposed Non-College Employment (external report)**

Paul McCombs, Vincennes University, Vincennes, IN. Class meets twice weekly, evenings that do not conflict with OCC schedule.

#### **400.7. Resignation**

##### **A. Faculty**

1. Jeanne Holdren, Nursing Instructor, effective August 15, 2000.

**#14-A. Board Action to Amend Personnel Report:** Mrs. Kessler made a motion to amend the Personnel Report by adopting the addendum 400.1, employment of Nancy Buttry, and 400.2, administrative special assignments for Bob Boyles, Jerry Hefley and LaVonna Miller, and deleting 400.3, administrative special assignments in the regular Personnel Report. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**#14-B. Board Action to Approve Personnel Report:** Dr. Fischer made a motion to approve the Personnel Report as amended. Mr. Engel seconded the motion and 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, 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 #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18 – “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Dr. Fischer made a motion to adjourn. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 11:10 p.m.

Approved: Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

### **Agenda Item #3**

#### **Recognition**

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

**Agenda Item #4**

**Public Comment**



**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

**Policy First Readings (and Possible Approval)**

**None**

**Agenda Item #7**

**Policy Second Readings**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

- A. Robinson Enterprise Zone Tax Abatement Resolution**
- B. 2001 – 2003 Academic Calendar**
- C. CISCO Memorandum of Agreement**
- D. Group Medical and Dental Insurance Premium**
- E. Certification of Chargeback**
- F. FY2001 Capital Renewal Application**
- G. FY2001 Capital Renewal Board Resolution**
- H. \$2.3M Protection, Health and Safety Projects**
- I. \$2.3M Protection, Health and Safety Projects Resolution**
- J. FY2001 Budget**

**Agenda Item #8A**

**Robinson Enterprise Zone Tax Abatement Resolution**

## MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 7, 2000  
RE: Robinson Enterprise Zone Tax Abatement Resolution

Mr. Chairman, the following is a request from the City of Robinson to abate taxes on property located within the Robinson Enterprise Zone.

TLB/tes

## TAX ABATEMENT RESOLUTION

The Board of Trustees of Illinois Eastern Community College District #529 does hereby adopt this resolution as follows:

The County Clerk of Crawford County, Illinois, is hereby directed to abate ad valorem taxes imposed upon real property located within the Robinson Enterprise Zone as the result of an Enterprise Zone Expansion Ordinance adopted by the City Council of the City of Robinson, Crawford County, Illinois on July 11, 2000, as Ordinance Number 2000-O-22, upon which new improvements shall be renovated or rehabilitated, subject to the following conditions:

- a) no abatement shall be applicable to any such improvement project located within the boundaries of a Tax Increment redevelopment Project District;
- b) any abatement of taxes on any parcel shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements in such parcel;
- c) such abatement shall be allowed only for non-residential, commercial and industrial property located within the zone area;
- d) such abatement of taxes on any parcel shall be for, and only for, the taxes attributable to an increased assessed valuation of the parcel for the taxing period immediately preceding the issuance of a building permit for the qualified construction and renovation or rehabilitation;
- e) such abatement shall be at the rate of 100 percent of the taxes for a period of five years, beginning with the first year in which the improvements are fully assessed. Such is limited to the term of the Robinson Enterprise Zone.

Upon roll call vote the following Board members voted aye.

Upon roll call vote the following Board members vote nay.

Passed and approved by the Board of Trustees of Illinois Eastern Community College District #529, at its regular Board meeting held on July 25, 2000 at the Olney Central College Office in Olney, Illinois.

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529

BY: \_\_\_\_\_  
JAMES LANE, JR. CHAIRMAN

ATTEST:

\_\_\_\_\_  
HARRY HILLIS, SECRETARY

## Description

### Connecting Strip for Robinson Enterprise Zone

#### General Description

The following description located generally in the following Townships and Ranges: T7N, R12W; T7N, R11W; T8N, R11W; T8N, R12W; said description commencing in Section Thirty-six (36), T7N, R12W and terminating in Section Seventeen (17), T8N, R11W; all located in Crawford County, Illinois.

#### Detailed Description

Three-foot wide connecting strip linking Robinson Enterprise Zone to AmerenEnergy Generating Co. site located in Section 17, T8N, R11W of the Second Principal Meridian, contained within existing road right-of-way.

Beginning at the intersection of Illinois Highway 33 and County Road 1300E, on the eastern boundary of the existing Enterprise Zone;

thence Easterly along the South right-of-way line of Route 33 to its intersection with the East right-of-way line of Illinois Highway 1;

thence Northerly along said East right-of-way line to its intersection with the South right-of-way line of County Road 1900 N (approximately 8.3 miles); said intersection being approximately 700 feet east of the northwest corner of Section 19, T8N, R11W;

thence Easterly along the South right-of-way line of County road 1900 N to its intersection with the southwest corner of Section 17, T8N, R11W;

this being the end of the description for this connecting strip.

#### General Description of Property

### **HUTSONVILLE PLANT (P256)**

The following described real estate in Township Eight North (T8N), Range Eleven West (R11W) of the Second Principal Meridian (2<sup>nd</sup> P.M.), Crawford County, Illinois:

Lots 3 and 4 in Section Seventeen (17), Township Eight (8) North, Range Eleven (11) West of the Second Principal Meridian, in the County of Crawford and State of Illinois; also Lot 9 in Section Sixteen (16), in Township and Range aforesaid; also that part of Lot 2 in Section Seventeen (17), Township and Range aforesaid, bounded as follows: Beginning at the Southwest corner of said Lot 2 and running thence North along the West line of said Section 40 rods, thence East 80 rods, thence North to the North line of said Lot 2, thence East on said line to the Wabash River, thence down the said River to the Southeast corner of said Lot 2, and thence West to the place of beginning; **AND**

Part of the Southeast Quarter of the Southeast Quarter of Section Eighteen (18), Township Eight (8) North, Range Eleven (11) West of the Second Principal Meridian in the County of Crawford and State of Illinois bounded as follows: From the Southeast corner of said Quarter Quarter Section measure North along the East line of said Section two hundred eighty-nine and nine-tenths (289.9) feet to a point in the Easterly line of the right of way of the Cleveland, Cincinnati, Chicago & St. Louis Railway Company for the place of beginning; thence continuing the last described course measure North nine hundred sixty-seven (967) feet, more or less, to the center of the creek known as "Jenny Branch",



thence measure Southwestwardly two hundred thirty-five (235) feet, more or less, along the center of said Jenny Branch to the said Easterly line of the right of way of said railway company; thence measure Southeastwardly along the Easterly line of said right of way eight hundred eighty (880) feet, more or less, to the place of beginning.

A detailed map will be available for viewing at the Board meeting.

**Agenda Item #8B**

**2001 – 2003 Academic Calendar**

## MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 7, 2000  
RE: 2001 – 2003 Academic Calendar

Mr. Chairman, I recommend approval of the 2001 – 2003 academic calendar.

TLB/tes

## 2001 – 2003 Calendar

### Summer 2001

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

### Fall 2001

August	13-14	Faculty Workshop
August	15-17	Registration, Testing, Orientation, Fee Paying
August	20	First Day of Classes
September	3	Colleges Closed, Labor Day
October	12	Mid-term
October	8	Colleges Closed, Columbus Day
October	9	No Classes, District Faculty/Staff Workshop
November	9	Colleges Closed, Veteran's Day
November	22-23	Colleges Closed, Thanksgiving
December	11	Last Day of Classes
December	12-14, 17	Final Exams
December	18	Grades Due
(College Closed December 19 – January 1)		

### Spring 2002

January	2	Colleges Open, Faculty Workshop
January	3-4	Registration, Testing, Orientation, Fee Paying
January	7	First Day of Classes
January	21	Colleges Closed – Martin Luther King, Jr. Day
February	18	Colleges Closed – President's Day
March	1	Mid-term
March	4	Colleges Closed – Pulaski Day
March	5-8	No Classes. Spring Break
March	29	Colleges Closed. Spring Holiday
May	3	Last Day of Classes
May	6-9	Final Examinations
May	10	Graduation

## Summer 2002

June	3	Faculty Workshop
June	4-5	Registration, Testing, Orientation, Fee Paying
June	6	First Day of Classes
July	3	Mid-term
July	4	Colleges Closed, Independence Day
July	30	Last Day of Classes
July	31	Final Exams
August	1	Final Exams

## Fall 2002

August	15-16	Faculty Workshop
August	19-21	Registration, Testing, Orientation, Fee Paying
August	22	First Day of Classes
September	2	Colleges Closed, Labor Day
October	14	Colleges Closed, Columbus Day
October	15	No Classes, District Faculty/Staff Workshop
October	18	Mid-term
November	11	Colleges Closed, Veteran's Day
November	28-29	Colleges Closed, Thanksgiving
December	13	Last Day of Classes
December	16-19	Final Examinations
December	20	Grades Due
(Colleges closed December 23 – January 3)		

## Spring 2003

January	6	Colleges Open
January	7	Faculty Workshop
January	8-9	Registration, Testing, Orientation, Fee Paying
January	10	First Day of Classes
January	20	Colleges Closed, Martin Luther King, Jr. Day
February	17	Colleges Closed, President's Day
March	3	Colleges Closed. Pulaski Day
March	7	Mid-term
March	10-14	No Classes. Spring Break
April	18	Colleges Closed, Spring Holiday
May	9	Last Day of Classes
May	12-15	Final Exams
May	16	Graduation

**Agenda Item #8C**

**CISCO Memorandum of Agreement**

## MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 7, 2000  
RE: CISCO Memorandum of Understanding

Mr. Chairman, I recommend approval of the CISCO Memorandum of Agreement.

## MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District No. 529 ("Board") and the Illinois Eastern Colleges Education Association, IEA-NEA ("Association") with respect to Section 9.9.2 (Movement Between Educational Levels) of their existing collective bargaining agreement. The Board and the Association hereby agree as follows:

1. Subject to the remaining requirements of Section 9.9.2, faculty identified in this memorandum of agreement who have obtained educational level credits for successfully completing CISCO courses and passing the certification tests are:

Faculty: Matt Swinford, Cindy Myers  
Courses: CNT 295 Cisco Instructor Training I (4)  
CNT 296 Cisco Instructor Training II (3)  
CNT 297 Cisco Instructor Training III (3)  
CNT 298 Cisco Instructor Training IV (3)

Only those faculty members and courses identified in this Memorandum of Agreement are eligible for educational level credit.

2. This Memorandum of Agreement is non-precedential. Section 9.9.4 (Eligible Activities) shall be unaffected by this Memorandum of Agreement, except with respect to those CISCO courses specifically described in this Memorandum.
3. This Memorandum of Agreement shall become effective upon execution by the Board and the Association and will expire on September 1, 2001.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the dates indicated below.

BOARD OF TRUSTEES OF ILLINOIS  
EASTERN COMMUNITY COLLEGES  
DISTRICT NO. 529

ILLINOIS EASTERN COLLEGES  
EDUCATION ASSOCIATION,  
IEA/NEA

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

8-18-00



**Agenda Item #8D**

**Group Medical and Dental Insurance Premium**

## **MEMORANDUM**

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 7, 2000

RE: Group Medical and Dental Insurance Premium

Mr. Chairman, I recommend the Board's consideration in support of the group medical and dental insurance premium increase.

MEMORANDUM

TO: Terry Bruce  
FROM: Nancy Allard  
DATE: August 9, 2000  
SUBJECT: Group Medical and Dental Insurance Premium Increase

We have been officially notified by Blue Cross Blue Shield, IECC's major medical insurance carrier, that the medical rate will be increasing 21.2%, September 1, 2000. The employee health premium will increase from \$222.08 to \$269.16 per month. The employee dental premium will increase 1.8%, from \$19.10 to \$19.45. The total monthly premium will be \$288.61.

We recommend the Board's consideration in support of these premium increases for full-time non-bargaining employees. The acceptance of this increase reflects an additional \$128,000 in annual costs for non-bargaining employees. The operating funds will support \$79,000 of this cost and \$49,000 will be supported by the auxiliary or grant funds.

The Board, by contract is obligated to pay the premium for bargaining unit employees up to the agreed cap of \$285. This will cost \$47,000. To pay above the established cap will cost an additional \$3,900.

	<u>Current Health Rates</u>	<u>Health Rates Effective 9/1/00</u>	<u>Current Dental Rates</u>	<u>Dental Rates Effective 9/1/00</u>
Employee	\$222.08	\$269.16	\$19.10	19.45
Employee & Spouse	493.42	598.02	39.02	39.73
Employee & Child(ren)	362.37	439.19	49.31	50.20
Employee & Family	633.52	767.83	68.90	70.15

Please feel free to ask any questions.

NA/aj

pc: Cynde Frost  
Marty Novak

Blue Cross Blue Shield  
**Medical Insurance**  
Premiums –Vs- Claims

	<u>Premiums</u>	<u>Claims</u>
2/1/98 – 1/31/99	\$1,020,308.02	\$1,053,260.00
2/1/99 – 1/31/00	\$1,146,750.74	\$1,367,199.00

**Agenda Item #8E**

**Certification of Chargeback**

## MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 7, 2000  
RE: Certification of Chargeback

Mr. Chairman, the Illinois Community College Board Certification of Chargeback form for FY01 follows. The out-of-district cost per semester hour is \$164.84. The chargeback reimbursement per semester credit hour figure is \$77.61. The cost per semester credit hour for out-of-state and international students is \$207.45. That figure was \$182.79 in FY00.

I recommend that the ICCB Certification of Chargeback be approved as presented.

Thank you.

TB/aj

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

CERTIFICATION OF CHARGEBACK REIMBURSEMENT  
FOR FISCAL YEAR 2001

ALL FISCAL YEAR 2000 NONCAPITAL AUDITED OPERATING EXPENDITURES FROM THE FOLLOWING FUNDS:

1. Education Fund:	\$16,389,158	
2. Operations and Maintenance Fund:	1,916,551	
3. Public Building Commission Operation and Maintenance Fund:	-	
4. Bond and Interest Fund:	1,284,990	
5. Public Building Commission Rental Fund:	-	
6. Restricted Purposes Fund:	6,208,347	
7. Audit Fund:	32,396	
8. Liability, Protection, and Settlement Fund:	215,809	
9. Auxiliary Enterprises Fund (Subsidy Only):	716,890	
<b>10. TOTAL NONCAPITAL EXPENDITURES</b>		<b>\$26,764,141</b>
11. Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment) paid from sources other than state and federal funds	1,651,285	
<b>12. TOTAL COSTS INCLUDED</b>		<b>28,415,426</b>
13. Total certified semester credit hours for FY00	136,972.50	
<b>14. PER CAPITA COST</b>		<b>207.45</b>
15. All FY00 state and federal operating grants for noncapital expenditures, except for ICCB grants	5,836,472	
16. FY00 state and federal grants per semester credit hour (line 15 divided by line 13)		42.61
17. District's average ICCB grant rate (excluding equalization grants) for FY01		47.23
18. District's student tuition and fee rate per semester credit hour for FY01		<u>40.00</u>
19. Chargeback reimbursement per semester credit hour		<u>\$77.61</u>

Approved \_\_\_\_\_  
Chief Fiscal Officer

Date: \_\_\_\_\_

Approved \_\_\_\_\_  
Chief Executive Officer

Date: \_\_\_\_\_

**Agenda Item #8F**

**FY2001 Capital Renewal Application**



## MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 10, 2000  
RE: FY2001 Capital Renewal Application

Mr. Chairman, I recommend approval of the FY2001 Capital Renewal Grant application.

TLB/tes

## MEMORANDUM

TO: Terry Bruce  
FROM: Nancy Allard  
DATE: August 8, 2000  
SUBJECT: FY2001 Capital Renewal Application

Enclosed is Illinois Eastern Community Colleges FY2001 Capital Renewal Grant application with an estimated cost of \$222,400. The FY2001 capital renewal allocated amount is \$212,400 and the remaining cost of \$10,000 will be funded by Wabash Valley College local funds.

We are requesting this be presented to the Board of Trustees in August for their consideration.

NA/cr

Enclosures

**CAPITAL PROJECT APPLICATION FORM**  
*(One Application Form per Project)*

District/College and District # Illinois Eastern Community Colleges Dist. #529

Contact Person Nancy Allard

Project Title FY2001 Capital Renewal Projects

Project Budget \$212,400 ( ) check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date: August 15, 2000.

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

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

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

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

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

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

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

**Section I (submit for ALL project approval requests)**

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

**Section II**

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

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

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

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

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

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**Section III**

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

ATTACHMENT TO APPLICATION FOR  
CAPITAL RENEWAL GRANT FUNDS

Illinois Eastern Community Colleges District No. 529  
August 2, 2000

1. A narration which justifies the use of capital renewal funds for the project:

Lincoln Trail College: The theater lights dimming system in the Zwerman Arts Center is original to the building (approximately 25 years old). The system is extremely unreliable and safety is a concern. The contactors and micro switches are continually breaking, and replacement parts must be custom fabricated because original parts are no longer available.

As a second part of this project for Lincoln Trail College, sealant joints between the pre-cast panels of the campus buildings are deteriorated to the point of allowing water to infiltrate into the buildings, causing damage to interior finishes and creating a potential for structural damage. This will begin Phase 1 of the sealant repair work.

Olney Central College: The main lecture/classroom building on the Olney Central College campus is Wattleworth Hall. It was built with minimum to no effort to provide acoustical treatment for lectures. It is most important that we continue to improve these classrooms through the acoustical improvement program begun two years ago. Thus far, the first and third floor classrooms and part of the second floor classrooms have been addressed. The remainder of the second floor classrooms are next in line for this treatment.

Wabash Valley College: The Main Hall parking lot has disintegrated to the point of having numerous pot holes with some places where asphalt has crumbled, leaving large muddy areas. This project is a continuation of a planned effort on the part of the College to repair campus parking lots.

Frontier Community College: The entrance to the Mason Building parking lot is extremely narrow, to the point of requiring entering vehicles to line up and wait in the city street for exiting vehicles to clear.

2. A project scope:

Lincoln Trail College: Replace the worn-out theater lights dimming system with a new system that is compatible with the existing lighting system. Replace deteriorated sealant joints in the pre-cast concrete exterior walls, addressing those areas most in need during this first phase of work.

Olney Central College: Provide new ceiling acoustical treatment in selected classrooms on the second floor.

Wabash Valley College: Make necessary repairs to existing parking lot and install new bituminous overlay starting from the last repair work done at the north end of the parking lot and proceeding south, full width from east to west. Lines and graphics will be repainted to match existing.

Frontier Community College: Widen the existing entrance to the Mason Building parking lot to three lanes.

ATTACHMENT TO APPLICATION FOR  
CAPITAL RENEWAL GRANT FUNDS

Illinois Eastern Community Colleges District No. 529  
August 2, 2000

Page Two

3. Estimated Project Budget:

LTC: Theater lighting and exterior sealant work	49,700
OCC: Install ceiling system	56,300
WVC: Resurface parking lot	59,200
FCC: Widen parking lot entrance	<u>8,300</u>
Subtotal	\$173,500
Contingency	17,400
Construction Administration Fee	2,900
A/E Compensation	19,100
On-Site Observation & Reimbursables	<u>9,500</u>
<b>Total Estimated Project Cost</b>	<b>\$222,400</b>
Local Supplement	<u>10,000</u>
<b>Budget FY 01 Funds</b>	<b>\$212,400</b>

**Attachment #2  
Funding Source**

**District/College Name** Illinois Eastern Community Colleges  
**Project Name** FY2001 Capital Renewal Projects

**Check the source(s) of funds:**

Available fund balance  X  Fund name(s): Local  
(Including excess funds from previously approved protection, health, and safety projects)

Bond Proceeds \_\_\_\_\_ Type of bond issuance(s): \_\_\_\_\_  
(including protection, health, and safety bonds)

Protection, Health and Safety Tax Levy \_\_\_\_\_ Tax rate/fiscal year: \_\_\_\_\_  
(ILCS 805/3-20.3.01)

Contract for Deed \_\_\_\_\_ Term of Contract for Deed in months: \_\_\_\_\_  
(ILCS 805/3-36)

Lending Arrangement with a Financial Institution \_\_\_\_\_ Term of Lending Arrangements in months: \_\_\_\_\_  
(ILCS 805/3-37)

Lease Agreement \_\_\_\_\_ Term of Lease in months: \_\_\_\_\_  
(ILCS 805/3-38)

Capital Renewal Funding  X  Proposed Fiscal Year Source(s): FY2001

ADA \_\_\_\_\_  
Access for All Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

**Agenda Item #8G**

**FY2001 Capital Renewal Board Resolution**

## Resolution for Capital Renewal Grant Funds Application

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, that authorization is hereby given to file with the Illinois Community College Board, this district's FY2001 Capital Renewal Grant Application and attachments thereto, including justification narration and project scope, with an estimated cost of \$222,400, as follows:

1. The capital renewal allocated amount is \$212,400 and the remaining cost of \$10,000 will be funded by local funds.

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

LTC:	Theater lighting and exterior sealant work	49,700
OCC:	Install ceiling system	56,300
WVC:	Resurface parking lot	59,200
FCC:	Widen parking lot entrance	<u>8,300</u>
	Subtotal	\$173,500
	Contingency	17,400
	Construction Administration Fee	2,900
	A/E Compensation	19,100
	Observation & Reimbursables	<u>9,500</u>
	<b>Total Estimated Project Cost</b>	<b>\$222,400</b>
	Local Supplement	<u>10,000</u>
	<b>Budget FY 01 Funds</b>	<b>\$212,400</b>

3. The Board of Trustees certifies that local funds in the amount budgeted are available and use of said funds for this purpose is hereby authorized.

Resolution adopted by roll call vote this 15<sup>th</sup> day of August, 2000.

Approved: Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_



**Agenda Item #8H**

**\$2.3M Protection, Health and Safety Projects**



MEMORANDUM

TO: Terry Bruce  
FROM: Nancy Allard  
SUBJECT: \$2.3M Protection, Health and Safety Projects  
DATE: August 9, 2000

We are requesting you to present this list of Protection, Health and Safety Construction Projects and the attached resolution to the Board for consideration at the August meeting. **Please note these projects are pending ICCB approval.**

Replace Energy Management Systems- Lincoln Trail College Olney Central College Wabash Valley College	\$381,200
Replace/Supplement HVAC Systems- Lincoln Trail College Olney Central College Wabash Valley College	\$1,636,600
Site Paving and Lighting- Frontier Community College	\$35,800
Exterior Rehabilitation Frontier Community College	\$160,400
Replace Floor Drain Pipe-  Lincoln Trail College Crisp Building	\$26,600
Replace Bleachers- Olney Central College	\$147,600
Total estimated cost including fees and contingency	\$2,388,200

NA/cr  
Attachments

**CAPITAL PROJECT APPLICATION FORM**  
(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District #529  
Contact Person Nancy Allard Phone # 618-393-2982  
Project Title PHS Construction Projects Date August 15, 2000  
Project Budget \$2,300,000 ( ) check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

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

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

**Section I (submit for ALL project approval requests)**

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

**Section II**

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

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

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

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

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

**Section III**

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



## **Replace Energy Management Systems**

Lincoln Trail College  
Olney Central College  
Wabash Valley College

### **Justification**

The existing energy management systems (EMS) at Lincoln Trail College, Olney Central College, and Wabash Valley College are outdated and no longer operating properly to control HVAC units. At all three campuses, the outside air ventilation controls are not functional, preventing adequate fresh air supply necessary to comply with the requirements of the BOCA Mechanical Code. The EMS at each campus also causes random operation of the mechanical units, making them at times operate when they are not supposed to, and other times shut off when they should be running. This causes spaces in the buildings to be under- or over-conditioned, making comfort levels difficult or impossible to maintain.

### **Scope**

Replace the existing energy management systems with new systems able to provide the necessary control of unit operation and outside air ventilation.



# Capital Projects Manual

## PROTECTION, HEALTH, AND SAFETY PROJECT

### Budget and Certification

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois

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

_____ Architect/Engineer's Signature	_____ Date
_____ 001-010485 Illinois Registration or License Number	
	Seal

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

Replace Energy Management System – LTC	\$100,000
Replace Energy Management System – OCC	130,000
Replace Energy Management System – WVC	<u>85,000</u>
Subtotal	\$315,000
Contingency	31,500
A/E Compensation	<u>34,700</u>
Project Cost	\$381,200

Note: Project has not yet been designed.



## **Replace/Supplement HVAC Systems**

Lincoln Trail College  
Olney Central College  
Wabash Valley College

### **Justification**

Existing HVAC units at Lincoln Trail College (19 years old), Olney Central College (29 years old), and Wabash Valley College (28 years old) are well beyond life expectancy and in need of replacement.

This is the first phase of the planned replacement of rooftop units on the Zwerman Student Center and the Gymnasium at Lincoln Trail College. The units on both of these buildings are continually in need of maintenance, many times having expensive problems to repair. The units have begun to experience periodic refrigerant leaks due to piping and elbows that have worn thin. Unit decks are rusting through, causing potential for water infiltration into the building and structural damage. This phase calls for replacement of two units on the Student Center and one on the Gym to comply with BOCA National Property Maintenance Code Section PM-603.0.

This is the second phase of the planned replacement of rooftop units on Wattleworth Hall at Olney Central College. The units are stressed and require constant attention and replacement parts are unavailable or difficult to find. The units have experienced periodic refrigerant leaks due to tubing that has worn thin. Controls have deteriorated to the point that heated or cooled air can no longer be properly and adequately distributed. This phase calls for replacement of the three units in Penthouse No. 3 to comply with BOCA National Property Maintenance Code Section PM-603.0.

The two units in the Penthouse of the Library/Theater Building at Wabash Valley require continual maintenance for temporary repairs and do not operate properly to maintain comfort levels in their respective areas. The units leak refrigerant, and these leaks have continued after repairs have been made. These units should be replaced to comply with BOCA National Property Maintenance Code Section PM-603.0.

The Library Computer Lab at Wabash Valley College currently houses approximately 35 computers and is heated and cooled by a central rooftop unit also serving the rest of the Library building. Due to the heat generated by this equipment the space cannot be cooled properly unless other spaces are overcooled to an uncomfortable level.

Storage Room SB44 in the Science Building at Wabash Valley is used for cadaver storage and part of Classroom SB43 is used for cadaver study. The rooms are heated and cooled by the central rooftop unit for this area, utilizing an open plenum return air system. This causes objectionable odors to be spread throughout the zone served by this rooftop unit.

### **Scope**

Provide new mechanical units at Lincoln Trail College (Zwerman Student Center - 2 units and Gymnasium - 1 unit), Olney Central College (Wattleworth Hall - 3 units) and Wabash Valley College (Library/Theater - 2 units).

Install a supplemental cooling unit to properly maintain temperature and ventilation in the Computer Lab at Wabash Valley College.

Separate the Cadaver Storage and Study Areas from the remainder of the adjacent areas with partitions constructed from floor to roof deck. Provide a separate HVAC system with capability for 100% outside air ventilation when required to alleviate the odor problem.

# Capital Projects Manual

## PROTECTION, HEALTH, AND SAFETY PROJECT

### Budget and Certification

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois

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

_____ Architect/Engineer's Signature	_____ Date
_____ 001-010485 Illinois Registration or License Number	

Seal

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

Rooftop Units – LTC	\$390,000
Penthouse Units – OCC	480,000
Penthouse Units – WVC	380,000
Computer Lab Cooling Unit – WVC	15,000
Cadaver Storage HVAC Unit – WVC	<u>100,000</u>
Subtotal	\$1,365,000
Contingency	136,500
A/E Compensation	<u>135,100</u>
Project Cost	\$1,636,600

Note: Project has not yet been designed.



## **Site Paving and Lighting**

Frontier Community College

### **Justification**

Paved walkways are needed between the two campus classroom buildings (Mason Building and Classroom West). Currently students must walk along or in the roadway and parking lot, creating a hazardous conflict with vehicular traffic.

### **Scope**

Construct a paved walkway designated for pedestrian use only between the Mason Building and Classroom West. Install lighting along the walkway for safety after dark. BOCA National Property Maintenance Code Section PM-303.3.

## Capital Projects Manual

### PROTECTION, HEALTH, AND SAFETY PROJECT

#### Budget and Certification

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1118 West Main Street  
Carbondale, Illinois

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_____ Architect/Engineer's Signature	_____ Date
_____ 001-010485 Illinois Registration or License Number	

Seal

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

Construct Walkway	\$16,500
Install Lighting	<u>13,000</u>
Subtotal	\$29,500
Contingency	3,000
A/E Compensation	<u>3,300</u>
Project Cost	\$35,800

Note: Project has not yet been designed.

## **FCC Exterior Rehabilitation**

### **Justification**

"The existing plywood roof deck on the Richard Mason building has begun to buckle. The metal clips originally installed to hold the edges of the plywood decking in place between the roof trusses are unable to withstand the stresses developed by the buckling plywood, and leaks are becoming a problem. BOCA National Property Maintenance Code Section PM-304.6.

The counterbalance mechanisms on the double-hung windows throughout the building are failing. Upon failure of the mechanism, a window will no longer remain in the raised position, creating a potential for injury to staff and students when trying to open the window. Nearly every room in the building has at least one window that has failed. Attempts to repair the affected windows have been unsuccessful. BOCA National Property Maintenance Code Section PM-304.11.2.

Closers on entrance door frames at the Mason Building have been pulled out of their mounting holes in the door frames. Repair attempts have been unsuccessful."

### **Scope**

"Remove the existing shingle roof system. Install new plywood deck over the existing with screws, staggering the joints so the new deck will hold the existing deck flush at the joints. Install a new shingle roofing system.

Remove the existing double hung windows and install replacement windows. The new windows will be either casement or awning windows, which will prevent the current problem from redeveloping in the future.

Replace the existing doors and frames with new properly reinforced frames and doors. Install power assisted door openers to aid disabled building users."

## Capital Projects Manual

### PROTECTION, HEALTH, AND SAFETY PROJECT

#### Budget and Certification

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois

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\_\_\_\_\_  
Architect/Engineer's Signature

\_\_\_\_\_  
Date

001-010485

\_\_\_\_\_  
Illinois Registration or License Number

Seal

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

Replace Existing Roof System with New Decking	\$77,000
Replace Existing Windows	28,500
Replace Existing Frames and Doors	27,000
Subtotal	32,500
Contingency	13,300
A/E Compensation	14,600
Project Cost	\$160,400

Note: Project has not yet been designed.

## **Replace Floor Drain Pipe**

Lincoln Trail College - Crisp Building

### **Justification**

A floor drain in the building is no longer draining properly. There is also a service sink upstream of the floor drain which is prevented from draining. Repeated attempts to clean out the underslab waste pipe serving the floor drain have been unsuccessful. Past investigation and repair on the waste system piping located outside the building found pipe that had collapsed and clogged beyond the point of being able to be cleared.

### **Scope**

Disconnect the floor drain from the existing underslab piping and install new heavy-duty pipe to the nearest exterior wall and then run the pipe outside the building to the existing building sewer.



# Capital Projects Manual

## PROTECTION, HEALTH, AND SAFETY PROJECT

### Budget and Certification

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Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois

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

_____ Architect/Engineer's Signature	_____ Date
_____ 001-010485 Illinois Registration or License Number	

Seal

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

Demolition of Floor Slab	\$6,000
Install New Pipe and Repair Floor Slab	<u>16,000</u>
Subtotal	\$22,000
Contingency	2,200
A/E Compensation	<u>2,400</u>
Project Cost	\$26,600

Note: Project has not yet been designed.

## **Replace Bleachers**

### **Olney Central College**

#### **Justification**

The existing folding bleachers in the Gymnasium are original to the building (approximately twenty five years old). The understructures of the bleachers are worn and continually in need of attention. Parts are difficult to obtain, or must be custom fabricated. The bleacher sections no longer track properly when during opening, placing additional stresses and racking on the structural supports.

#### **Scope**

Remove the existing bleachers from both sides of the Gymnasium and replace with new folding bleacher systems, same number of rows, complying with BOCA Section 1013 and NFPA 102.

## Capital Projects Manual

### PROTECTION, HEALTH, AND SAFETY PROJECT

#### Budget and Certification

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois

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

_____ Architect/Engineer's Signature	_____ Date
_____ 001-010485 Illinois Registration or License Number	
	Seal

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

Remove Existing Bleachers	\$10,000
Install New Bleachers	<u>112,000</u>
Subtotal	\$122,000
Contingency	12,200
A/E Compensation	<u>13,400</u>
Project Cost	\$147,600

Note: Project has not yet been designed.

**Attachment #2**  
**Funding Source**

**District/College Name** Illinois Eastern Community Colleges Dist. #529  
**Project Name** Protection, Health and Safety Construction Projects

**Check the source(s) of funds:**

Available fund balance \_\_\_\_\_ \* Fund name(s): \_\_\_\_\_  
(Including excess funds from \_\_\_\_\_  
previously approved protection, \_\_\_\_\_  
health, and safety projects) \*(excess funds from previous \$4.5M bond issues)

Bond Proceeds \_\_\_\_\_  Type of bond issuance(s): Issue Pending  
(including protection, health, \_\_\_\_\_  
and safety bonds)

Protection, Health and \_\_\_\_\_ Tax rate/fiscal year: \_\_\_\_\_  
Safety Tax Levy \_\_\_\_\_  
(ILCS 805/3-20.3.01)

Contract for Deed \_\_\_\_\_ Term of Contract for Deed in months: \_\_\_\_\_  
(ILCS 805/3-36)

Lending Arrangement with a \_\_\_\_\_ Term of Lending Arrangements in months: \_\_\_\_\_  
Financial Institution \_\_\_\_\_  
(ILCS 805/3-37)

Lease Agreement \_\_\_\_\_ Term of Lease in months: \_\_\_\_\_  
(ILCS 805/3-38)

Capital Renewal Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

ADA \_\_\_\_\_  
Access for All Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

**Protection, Health, and Safety Signature/Certification Page**

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required)

Feasibility Study Identifying Need of the Project

Other Documentation which may support the Justification  
of this Project

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

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

Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Agenda Item #8I**

**Agenda Item #8I**

**\$2.3M Protection, Health and Safety Projects Board Resolution**

## **Resolution to Approve PHS Construction Projects**

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

1. Replace Energy Management Systems - Lincoln Trail College, Olney Central College, Wabash Valley College: \$381,200.
2. Replace/Supplement HVAC Systems – Lincoln Trail College, Olney Central College, Wabash Valley College: \$1,636,600.
3. Site Paving and Lighting - Frontier Community College: \$35,800.
4. Exterior Rehabilitation - Frontier Community College: \$160,400.
5. Replace Floor Drain Pipe – Lincoln Trail College Crisp Building: \$26,600.
6. Replace Bleachers – Olney Central College: \$147,600.

Total estimated cost including fees and contingency: \$2,388,200

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for Americans with Disabilities Act of 1990 or handicapped accessibility and not routine maintenance projects.

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

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

Resolution adopted by roll call vote this 15th day of August, 2000.

Approved:           Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

**Agenda Item #8J**

**Agenda Item #8J**

**FY2001 Budget**



**The FY2001 Budget is presented under separate cover.**

**Agenda Item #9**

**Bid Committee Report**

**None**

**Agenda Item #10**

**District Finance**

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



**ILLINOIS EASTERN COMMUNITY COLLEGES**

**DISTRICT 529**

**TREASURER'S REPORT July 31, 2000**

<b><u>FUND</u></b>	<b><u>BALANCE</u></b>
<b>Educational</b>	<b>\$1,181,712.22</b>
<b>Operations &amp; Maintenance</b>	<b>\$83,940.03</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$311,775.44</b>
<b>Bond &amp; Interest</b>	<b>\$19.93</b>
<b>Auxiliary</b>	<b>\$467,049.33</b>
<b>Restricted Purposes</b>	<b>(\$119,106.80)</b>
<b>Working Cash</b>	<b>\$9,985.76</b>
<b>Trust &amp; Agency</b>	<b>\$129,557.02</b>
<b>Audit</b>	<b>\$3,188.74</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$99,902.03</b>
<b>TOTAL ALL FUNDS</b>	<b><u>\$2,168,023.70</u></b>

**Respectfully submitted,**

**Marilyn Grove, Treasurer**

**LIST OF INVESTMENTS**  
**July, 2000**

<b>Date Purchased</b>	<b>Maturity Date</b>	<b>Rate of Interest</b>	<b>Bank</b>	<b>Cost</b>	<b>Value</b>	<b>Interest to be Earned</b>
<b>Education Fund</b>						
*4/4/00	4/4/01	6.50	Citizens National Bank of Albion (CD)	100,000	106,500	6,500
*4/4/00	4/4/01	6.50	First National Bank of Allendale (CD)	100,000	106,500	6,500
6/20/00	10/20/00	6.82	Community Bank & Trust (CD)	400,000	409,093	9,093
7/25/00	1/25/01	6.90	Citizens National Bank of Albion (CD)	500,000	517,250	17,250
<b>Operations &amp; Maintenance Fund</b>						
<b>Operations &amp; Maintenance Fund (Rest)</b>						
1/12/00	1/12/01	6.26	Mercantile Bank (CD)	500,000	531,300	31,300
6/20/00	2/20/01	6.92	Community Bank & Trust (CD)	800,000	836,907	36,907
<b>Auxiliary Fund</b>						
1/12/00	1/12/01	6.26	Mercantile Bank (CD)	300,000	318,780	18,780
6/20/00	12/20/00	6.88	Community Bank & Trust (CD)	150,000	155,160	5,160
7/25/00	3/25/01	6.90	Citizens National Bank of Albion (CD)	600,000	627,600	27,600
<b>Restricted Purposes</b>						
<b>Working Cash Fund</b>						
10/20/99	4/20/01	5.95	Citizens National Bank of Albion (CD)	675,000	735,244	60,244
6/20/00	12/20/01	6.94	Community Bank & Trust (CD)	1,515,000	1,672,712	157,712
<b>Trust &amp; Agency Fund</b>						
5/11/00	5/11/01	6.63	Old National Bank (CD)	125,000	133,288	8,288
<b>Liability &amp; Protection Fund</b>						
2/22/00	8/22/00	6.75	Heritage National Bank (CD)	100,000	103,375	3,375
6/20/00	12/20/00	6.88	Community Bank & Trust	150,000	155,160	5,160

\*Community Development Investments



ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	1,561,432	-182,762
IMPREST FUND	1,000	1,100
CHECK CLEARING	2,000	2,000
INVESTMENTS	2,650,000	2,652,000
RECEIVABLES	6,823,623	2,575,157
INTERFUND RECEIVABLES	627	627
TOTAL ASSETS AND OTHER DEBITS:	11,038,682	5,048,122
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	53,177	58,185
CURRENT OBLIGATIONS PAYABLE		24,786
ACCOUNTS PAYABLE	96,996	183,543
ACCRUED EXPENSE		
INTERFUND PAYABLES	627	627
DEFERRED REVENUE	4,326,491	
OTHER LIABILITIES	113,369	
TOTAL LIABILITIES:	4,590,659	267,142
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	-6,336,754	-4,476,140
RESERVE FOR ENCUMBRANCES	12,784,777	9,257,120
TOTAL EQUITY AND OTHER CREDITS:	6,448,023	4,780,980
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	11,038,682	5,048,122



ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	467,049	1,072,783
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	1,050,000	400,000
RECEIVABLES	57,934	55,380
INTERFUND RECEIVABLES		
INVENTORY	371,248	371,248
TOTAL ASSETS AND OTHER DEBITS:	1,966,732	1,919,911
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-16,473	-955
ACCRUED EXPENSE		
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-16,473	-955
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,196,967	1,333,763
PR YR BDGTD CHANGE TO FUND	786,238	587,104
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,983,204	1,920,866
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,966,732	1,919,911

=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	9,986	129,557	139,543	149,424
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	125,000	2,315,000	2,308,000
RECEIVABLES		2,847	2,847	3,021
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,199,986	257,404	2,457,389	2,460,445
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
CURRENT OBLIGATIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		5,363
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		139,950	139,950	145,313
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND BALANCE		--		
Fund Balances:				
FUND BALANCE	2,199,986	98,730	2,298,716	2,292,188
RESERVE FOR ENCUMBRANCES		18,723	18,723	22,945
TOTAL EQUITY AND OTHER CREDITS:	2,199,986	117,454	2,317,439	2,315,132
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,199,986	257,404	2,457,389	2,460,445
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,168,024	1,039,445
IMPREST FUND	21,500	21,600
CHECK CLEARING	2,000	2,000
INVESTMENTS	6,015,000	5,360,000
RECEIVABLES	6,884,404	2,633,558
INTERFUND RECEIVABLES	627	627
INVENTORY	371,248	371,248
TOTAL ASSETS AND OTHER DEBITS:	15,462,803	9,428,478
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	53,177	58,185
CURRENT OBLIGATIONS PAYABLE		24,786
ACCOUNTS PAYABLE	80,523	187,951
ACCRUED EXPENSE		
INTERFUND PAYABLES	140,577	140,577
DEFERRED REVENUE	4,326,491	
OTHER LIABILITIES	113,369	
TOTAL LIABILITIES:	4,714,136	411,499
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,196,967	1,333,763
PR YR BDGTD CHANGE TO FUND	786,238	587,104
BALANCE		
Fund Balances:		
FUND BALANCE	-4,038,038	-2,183,952
RESERVE FOR ENCUMBRANCES	12,803,500	9,280,065
TOTAL EQUITY AND OTHER CREDITS:	10,748,667	9,016,979
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	15,462,803	9,428,478

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY98-00

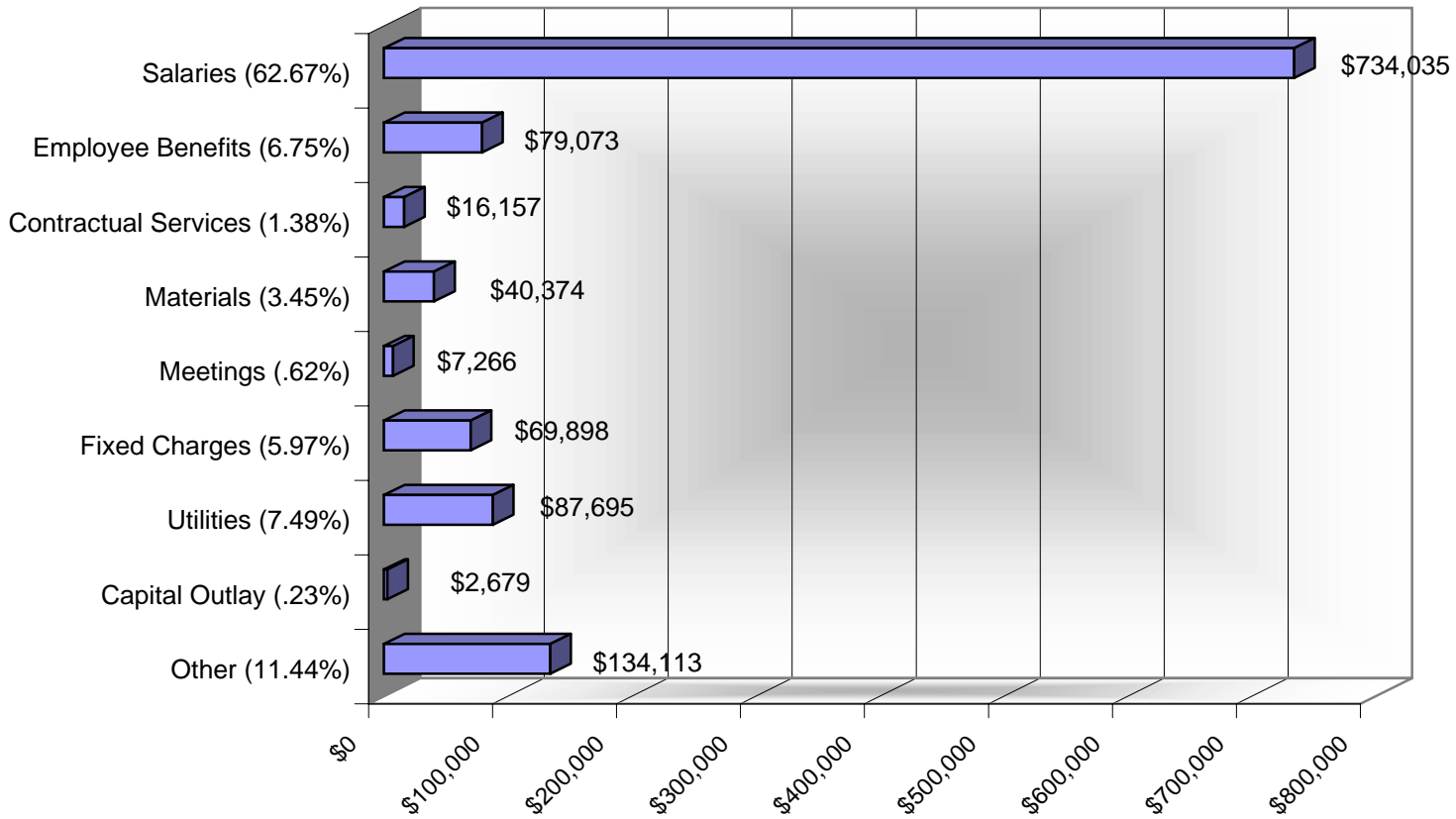
College	Category	FISCAL YEAR 1998			FISCAL YEAR 1999			FISCAL YEAR 2000				Summer, Fall & Spring Hours	Cost per Semester Hour
		Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru FY00	% of Bdgt	% of Year		
Frontier	Bills		\$468,945			\$639,432		\$1,174,967					
	Payroll		1,432,104			1,539,517		1,632,109					
	Totals	\$1,982,133	1,901,049	96%	\$2,077,018	2,178,949	105%	\$2,620,195	2,807,076	107%	100%	24,857	\$112.93
Lincoln Trail	Bills		728,756			737,682		1,074,795					
	Payroll		1,802,471			2,097,342		2,091,869					
	Totals	2,602,512	2,531,227	97%	2,697,681	2,835,024	105%	3,250,689	3,166,664	97%	100%	21,603	146.58
Olney Central	Bills		915,986			748,845		1,446,367					
	Payroll		2,756,240			3,068,790		2,948,954					
	Totals	3,700,904	3,672,226	99%	3,761,268	3,817,635	101%	4,484,872	4,395,321	98%	100%	32,679	134.50
Wabash Valley	Bills		670,962			712,149		1,247,315					
	Payroll		2,102,762			2,365,251		2,378,964					
	Totals	2,822,934	2,773,724	98%	2,944,978	3,077,400	104%	3,694,006	3,626,279	98%	100%	28,122	128.95
Workforce Educ.	Bills		235,163			604,441		1,064,046					
	Payroll		1,503,445			1,463,504		1,197,197					
	Totals	1,608,675	1,738,608	108%	1,769,316	2,067,945	117%	1,619,930	2,261,243	140%	100%	23,316	96.98
District Office	Bills		254,561			158,573		252,539					
	Payroll		654,755			742,223		734,232					
	Totals	910,368	909,316	100%	924,251	900,796	97%	1,086,064	986,771	91%	100%		
District Wide	Bills		1,865,596			759,886		981,346					
	Payroll		241,552			313,637		481,471					
	Totals	2,037,720	2,107,148	103%	1,407,496	1,073,523	76%	2,018,560	1,462,817	72%	100%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		15,665,246	15,633,298	100%	15,582,008	15,951,272	102%	18,774,316	18,706,171	100%	100%	130,577	143.26

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
ANNUAL COMPARISON REPORT FY96-97

College	Category	FISCAL YEAR 1996			FISCAL YEAR 1997		
		Annual Budget	Spent Thru FY96	% of Bdgt.	Annual Budget	Spent Thru FY97	% of Bdgt.
Frontier	Bills		280,697			329,606	
	Payroll		1,261,346			1,329,343	
	Totals	1,584,532	1,542,043	97%	1,669,767	1,658,949	99%
Lincoln Trail	Bills		376,901			413,208	
	Payroll		1,451,821			1,469,308	
	Totals	1,910,994	1,828,722	96%	1,891,732	1,882,516	100%
Olney Central	Bills		508,385			587,464	
	Payroll		2,444,855			2,436,174	
	Totals	2,992,001	2,953,240	99%	3,051,721	3,023,638	99%
Wabash Valley	Bills		414,722			375,255	
	Payroll		1,827,712			1,803,006	
	Totals	2,282,100	2,242,434	98%	2,216,259	2,178,261	98%
Workforce Educ.	Bills		195,431			229,218	
	Payroll		1,301,780			1,391,784	
	Totals	1,519,113	1,497,211	99%	1,534,554	1,621,002	106%
District Office	Bills		210,287			230,566	
	Payroll		601,776			639,092	
	Totals	816,740	812,063	99%	904,204	869,658	96%
District Wide	Bills		520,503			933,803	
	Payroll		211,558			259,357	
	Totals	838,763	732,061	87%	1,378,951	1,193,160	87%
O & M	Bills		1,248,157			1,199,831	
	Payroll		594,759			618,734	
	Totals	1,908,058	1,842,916	97%	1,904,920	1,818,565	95%
GRAND TOTALS		13,852,301	13,450,690	97%	14,552,108	14,245,749	98%

## Illinois Eastern Community Colleges FY2001 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of July 31, 2000 - \$1,171,290



**Agenda Item #11**

**Chief Executive Officer's Report**



**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

**Agenda Item #14**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** August 9, 2000  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report.

mk

Attachment

## **PERSONNEL REPORT**

### **INDEX**

**400.1. Employment of Personnel**

**400.2. Change in Status**

**400.3. FY00-01 Educational Level Changes**

## PERSONNEL REPORT

### 400.1. Employment of Personnel

#### A. Classified

1. Michael Robinson: Initial full-time employment as Network/Web Technician at the District Office. Amount: Based upon \$24,000 per fiscal year. Effective: August 21, 2000. The position is contingent upon continued grant funding.  
Code: 65044D-5044D-1201-109
2. Ruth Trowbridge: Initial full-time employment as Case Worker for the Dislocated Worker Program at the District Office. Amount: Based upon \$19,845 per fiscal year. Effective: August 28, 2000. The position is contingent upon continued grant funding.  
Code: 65040D-5040D-1201-308

### 400.2. Change in Status

#### A. Faculty

1. Travis Matthews, Occupations Advisor at Lincoln Trail College to Telecommunications Instructor. Amount: Based upon \$28,542 per academic year. Effective: August 16, 2000.  
Code: 011-4701L-1301-103

### 400.3. FY00-01 Educational Level Changes

#### A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Lonnie Devin	B+16	M	\$1,000
Darlene Gifford	M+36	M+48	\$1,000
Susan Rhine	B+16	M	\$1,000
Elizabeth Tate	M+12	M+24	\$1,000

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**



**Agenda Item #17**

**Acquisition & Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

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

**Phase III**

<b>ENVIRONMENTAL BARRIER PROJECTS &amp; MISCELLANEOUS:</b>	<b>Estimated Budget</b>										
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
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**TENTATIVE  
Protection, Health, and Safety  
Projects Schedule  
Phase IV**

**Phase IV**

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

6/30/00

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

**Phase III**

<b>ENVIRONMENTAL BARRIER PROJECTS &amp; MISCELLANEOUS:</b>	<b>Estimated Budget</b>										
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										
Roof Replacements OCC & WVC	\$128,400										

Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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7/31/00

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

	Estimated Budget										
HVAC System Replacement FCC	\$263,800										
Natorium 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										
ADA, FCC, LTC, OCC & WVC	\$158,510										
			Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

7/31/00