

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

August 19, 2003



Location:

**Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454**

**Dinner – 6:00 p.m. – Lincoln Room
Meeting – 7:00 p.m. – Banquet Room**

**Illinois Eastern Community Colleges
Board Agenda**

**August 19, 2003
7:00 p.m.
Lincoln Trail College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. HIPAA Agreement – Union Hospital Bruce
 - B. HIPAA Agreement Addendum – Terre Haute Regional Hospital Bruce
 - C. LTC Foundation Renovation of Lincoln Room Bruce
 - D. Increase of Transcript Fee Cantwell
 - E. Cooperative Agreements – John A. Logan & Southwestern..... Cantwell
 - F. Acceptance of Tentative Budget/Approval at September Board Meeting Browning
 - G. Implementation of New Health and Life Policies Browning
 - H. Certification of Chargeback Browning
 - I. Copier Lease for DOC/Robinson Correctional Center..... Browning
 - J. ICN Cisco Contract Cline
 - K. Perkins Enhancement Grant Pampe/Cline
 - L. Accountability and Program Review Pampe
 - M. FY2003 Results Report Pampe
9. Bid Committee Report.....Browning
 - Frontier Community College
New Toilet – Workforce Development Center

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the University of Illinois Extension Building Conference Room, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, July 15, 2003.

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

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

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

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Gayle Lawn-Day, Dean of the College of Lincoln Trail College.
Dr. Harry Benson, President of Wabash Valley College.
Dr. Jack Davis, President of Olney Central College.
Dr. Michael Dreith, President of Frontier Community College.
Mr. Roger Browning, Chief Finance Officer.
Mrs. Tara Buerster, Director of Personnel.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Mr. Alex Cline, Director of Information & Communications Technology.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mr. George Woods, Dean of Community Development & Workforce Education.

Revised Agenda: Without objection, the Chairman presented a revised agenda for this meeting, with addition of the following action items:

#8-F. Affiliation and HIPAA Agreement with Union Hospital.
#8-G. Affiliation Agreement Addendum with Clay County Hospital.
#14.5. Approval of Personnel Report Addendum.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the following meetings were presented for approval.

- A. Regular Meeting, Tuesday, June 17, 2003.
- B. Special Meeting, Wednesday July 2, 2003.

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

AGENDA #3 – “Recognition of Visitors & Guests” –

#3-A. Visitors & Guests: Visitors & guests present were recognized, including FCC and District Office personnel.

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: A report was given on the on-site visit conducted relative to the candidacy of Dr. Carl Heilman for President of Lincoln Trail College.

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

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

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

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

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

#8-A. Increase in International Student Fees: The CEO recommended approval of the following International Student fees:

Admission Charge: From \$10 to \$35 one time charge.
Transportation Fee: From \$50 to \$75 per semester charge.
2nd Year: From \$135.23 to \$150 per hour charge.
International Tuition Rate: From \$217.45 to \$233.18.

Board Action: Mrs. Culver made a motion to approve the foregoing International Student Fee changes 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, Mr. Koertge, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. FY2003-FY2005 IECC Catalog: Mrs. Schwartz reviewed the FY2003-FY2005 IECC Catalog. Following are additions, deletions and revisions:

Program Additions:

Architectural Drafting (certificate)
Automotive Service Tech II (certificate)
Corrections/Parole Officer (degree)
Corrections/Youth Supervisor (degree)
Cosmetology Teacher (certificate)
Desktop Publishing (certificate)
Food & Restaurant Mgmt (certificate)
Hardware (A+) (certificate)
Massage Therapy (certificate)
Microsoft Computer System Eng – MCSE (certificate)
Office Management (degree)
Paraprofessional Educator (certificate & degree)
Programming (certificate)
Quality Management (certificate)
System Networking (certificate)
Travel & Tourism (certificate)
Web Design (certificate)
Welding Certificate (certificate)

Program Deletions:

FCC – Teacher Assisting
LTC – Air Conditioning/Refrigeration
LTC – Clerical Management
LTC – Data Processing-Programming
LTC – Industrial Engineering Drafting
LTC – Microcomputer Business Systems
LTC – Microcomputer Support Specialist
LTC – Office Careers: Secretarial Management
LTC – Quality Improvement Specialist
LTC – Special Education Paraprofessional
LTC – Total Quality Management
OCC – Electrical Wiring
FLOW – Administrative Support
FLOW – Office Careers: Clerical

Other Revised Sections:

Financial Information
Allied Health
Appendices

The CEO recommended approval of the FY2003-FY2005 IECC Catalog as presented.

Board Action: Mr. Rost made a motion approve the FY2003-FY2005 IECC Catalog as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. Health Insurance Recommendation: Mr. Browning reviewed the proposals received for providing health insurance coverage for IECC District employees. The current carrier, Unicare, proposed a 39.2% increase in health insurance and smaller increases in dental and life. The proposal of Blue Cross/Blue Shield of Illinois contains a 23.9% increase over current rates but is in line with increases other colleges and private companies are experiencing. Following are monthly premiums:

Medical

Employee Only – \$367.50
Employee & Spouse – \$791.87
Employee & Children – \$585.97
Employee & Family – \$1,069.35

Dental Benefit

Employee Only – \$23.29
Employee & Spouse – \$47.58
Employee & Children – \$60.13
Employee & Family – \$64.27

Life & AD&D Benefit – 1 Times Salary

Life Rate \$./\$1,000 – \$0.140
AD&D Rate \$./\$1,000 – \$0.020

Voluntary Life Rates – \$0.24

The CEO recommended that the Board of Trustees accept the Health, Dental, Life, Supplemental Life and Accidental Death & Disability proposals submitted by Blue Cross/Blue Shield of Illinois.

Board Action: Miss Wolfe made a motion to accept the proposal of Blue Cross/Blue Shield of Illinois for health insurance as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Noel-Levitz Contract: The CEO recommended approval of a contract with Noel-Levitz, a major educational research firm, for a complete review of IECC's retention strategies, student affairs organization, academic advising procedures, student success and retention outcomes. The firm will conduct training for IECC personnel who are involved in these areas. The contract is for 14 months, beginning September 2003, with payments to Noel-Levitz totaling \$48,590 between July 1, 2003 through October 15 2004, to be paid from the district's Title III grant.

Board Action: Mr. Koertge made a motion to approve the foregoing contract with Noel-Levitz as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. Special Contract for Construction of WVC Truck Driving Parking Lot: The CEO recommended approval of a contract with Larry Hoeszle in the amount of \$3,021.50, to construct a small parking lot at Wabash Valley College for the WVC Truck Driving program. The parking lot will measure 25 feet by 50 feet and will be directly across from the AA Building. Two estimates were received, with the other estimate being higher than that of Mr. Hoeszle, who is the Diesel Equipment Instructor. Under current Board of Trustees policy, business cannot be conducted with District employees unless the Board approves the contract in advance.

Board Action: Mr. Rost made a motion to approve a contract with Larry Hoeszle for construction of a parking lot for the WVC Truck Driving Program as recommended. Mr. Kiser seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-F. Affiliation and HIPAA Agreement with Union Hospital: The CEO recommended approval of the Affiliation and Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and Union Hospital, Terre Haute, Indiana as presented.

Board Action: Miss Wolfe made a motion to approve the Affiliation and Health Insurance Portability and Accountability Act (HIPAA) Agreement with Union Hospital as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-G. Affiliation Agreement Addendum with Clay County Hospital: The CEO recommended approval of the Affiliation Agreement Addendum between Illinois Eastern Community Colleges and Clay County Hospital, Flora, Illinois, as presented.

Board Action: Mrs. Culver made a motion to approve the Affiliation Agreement Addendum with Clay County Hospital as recommended. Mr. Kiser seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #9– “Bid Committee Report” – The following Bid Committee report was presented, followed by Board of Trustees action as recorded:

#9-A. IECC – 2003-2005 Catalog: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Phillips Brothers Printers, Springfield, Illinois, for a total of \$16,400.00, for printing of the 2003-2005 College Catalogs. Source of Funds: College Educational Fund. The CEO recommended approval of the recommendation.

Board Action: Mrs. Culver made a motion to approve the recommendation of the Bid Committee and accept the bid of Phillips Brothers Printers for printing the College Catalogs as outlined. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-B. IECC – Desktop Computers: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Charley, Inc., Robinson, Illinois, for a total of \$143,377.00, for 216 desktop computers with varying upgrade options. Also recommended was acceptance of the low bids that meet specifications for monitors from the following vendors:

MPC, Nampa, Idaho, 17” CRT (168 @ \$101.00) – Total \$16,968.00.
Gateway, North Sioux City, South Dakota, 17” Flat Panel (19 @ \$345.00) – Total \$6,555.00.
KOI, Lombard, Illinois, 19” Flat Panel (3 @ \$522.00) – Total \$1566.00.
Total for Monitors – \$25,089.00.

The CEO recommended approval of the recommendation.

Board Action: Mr. Koertge made a motion to approve the recommendation of the Bid Committee and accept the foregoing bids for 216 desktop computers and monitors as outlined. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-C. IECC – Notebook Computers: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of KOI Computers, Lombard, Illinois, for a total of \$38,993.00, for 29 notebook computers. The CEO recommended approval of the recommendation.

Board Action: Mrs. Culver made a motion to approve the recommendation of the Bid Committee and accept the bid of KOI Computers for 29 notebook computers as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-D. IECC – Janitorial Equipment & Supplies: Mr. Browning presented the recommendation of the Bid Committee to accept bids from the following vendors for janitorial equipment and supplies:

Janitorial Supplies: Grainger, Decatur, Illinois, \$292.67; HP Products, Indianapolis, Indiana, \$2,237.38; Industrial Soap, St. Louis, Missouri, \$749.10; Lorenz Wholesale, Mattoon, Illinois, \$300.50; Royal Wholesale, Mt. Vernon, Illinois, \$516.46. Total Supplies: \$4,096.11.

Janitorial Consumables: HP Products, Indianapolis, Indiana, \$7,885.25; Industrial Soap, St. Louis, Missouri, \$1,044.62; Prestige Office Products, Hickory Hills, Illinois, \$37.80; Royal Wholesale, Mt. Vernon, Illinois, \$5,322.38. Total Consumables: \$14,290.05.

Recommend rejecting the following bids: Equipment Item #1, Supplies Item #37, Consumables Item #12.

Totals: Equipment, \$0.00; Supplies, \$4,096.11; Consumables, \$14,290.05: Grand Total, \$18,386.16.

Source of Funds: Operations & Maintenance Fund. Department: Maintenance. The CEO recommended approval.

Board Action: Mr. Rost made a motion to approve the recommendation of the Bid Committee for purchase of janitorial equipment and supplies as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-E. IECC – LCD Projectors: Mr. Browning presented the recommendation of the Bid Committee to reject all bids received for LCD Projectors and accept Dell Projectors in place of those bid.

Board Action: Mr. Koertge made a motion to reject all bids received for LCD Projectors as recommended. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#9-F. IECC – Dell LCD Projectors: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Dell Computer Corp., Round Rock, Texas, for a total of \$24,694.36, for 17 Dell LCD Projectors and accessories. Source of Funds: Title III, LTC Educational Fund, OCC Technology Plan Discretionary Funds. Department: Title III, LTC & OCC Classrooms. The CEO recommended approval of the recommendation.

Board Action: Mrs. Culver made a motion to approve the recommendation of the Bid Committee and accept the bid of Dell Computer Corporation for Dell LCD Projectors as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-G. IECC – Server: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of KOI Computers, Lombard, Illinois, for a total of \$45,346.48, for a server and options. This server will replace the e-mail server and Bid Committee feels that HP/Compaq is the best and most reliable hardware for this application. Source of Funds: Technology Plan. Department: Information & Communications Technology. The CEO recommended approval of the recommendation.

Board Action: Mrs. Culver made a motion to approve the recommendation of the Bid Committee and accept the bid of KOI Computers for a server 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, Mr. Koertge, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-H. IECC – Tape Library: Mr. Browning presented the recommendation of the Bid Committee to reject all bids received for a Tape Library.

Board Action: Mr. Koertge made a motion to reject all bids received for a Tape Library as recommended. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$2,359,004.70, as of June 30, 2003.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of July 2003, totaling \$1,214,732.70, 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 2003, in the amounts listed, and payments from the revolving fund for the month of June 2003. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer, Mr. Williams. The motion having received 5 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. Update on State Budget.
2. Report on Self-Insurance.
3. Tree Trimming/Arborist – Wayne-White Electric Co-Op Article.
4. Enrollment Report – District Down 11%.
5. Carl Heilman Contacts with LTC.
6. Report on End of Fiscal Year.

AGENDA #12 – “Executive Session” – None.

AGENDA #13 – “Executive Session Minutes” –

#13-A. Approval of Executive Session Minutes: The CEO recommended that minutes of a closed meeting held during the regular meeting, Tuesday, June 17, 2003 be approved and remain closed at this time, and that minutes of a closed meeting held during a special meeting, Wednesday, July 2, 2003 be approved and opened to the public record.

Board Action: Miss Wolfe made a motion to approve, as prepared, minutes of closed meetings held on June 17, 2003 and July 2, 2003. Closed meeting minutes of June 17, 2003 will remain closed and not be opened to public inspection at this time. Closed meeting minutes of July 2, 2003 will be opened to the public record. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

- A. Professional/Non-Faculty
 1. Denise Young, Coach, LTC.
- B. Faculty
 1. Amie Janssen, Business Instructor.
 2. Freda Neal, Nursing Instructor.
 3. Christopher Wendtland, Life Science Instructor.

400.2. Approval to Hire Faculty Prior to Start of Fall Semester

The CEO was authorized to hire faculty as needed prior to the start of the Fall Semester.

400.3. FY03-04 Special Assignments

A. Olney Central College - Academic

1. John Kendall, Lead Instructor, Office Occupations/Clerical, \$550.

400.4. Resignations

A. Faculty

1. Sandra Burtron, Nursing Instructor, effective August 5, 2003.
2. Larry Nelson, Commercial Custodial Instructor, Lawrence Correctional Center, effective July 15, 2003.

B. Professional/Non-Faculty

1. Jody Rusk – Youthful Offender Counselor, Lawrence Correctional Center, effective July 3, 2003.

400.5. Retirement

A. Faculty

1. G. Dennis Sileven, Coal Mining Technology/Workforce Education Instructor, effective August 31, 2003.

#14.5 – Personnel Report Addendum

400.3. FY03-04 Special Assignments

A. Olney Central College - Academic

1. Tammy Fralicker, Department Head, Nursing/LTC, \$2,500 + 12 hrs rel time.

400.6. Change in Status

A. Professional/Non-Faculty

1. Jill Winter, District Student Recruiter, DO, to English/Speech Instructor, effective August 14, 2003.

400.7. Leave Request

A. Professional/Non-Faculty

1. Tim Zimmer, Director, Academic Advising, WVC, unpaid military leave, effective July 7, 2003.

B. Faculty

1. Karen Mason, Food Service Technology Instructor, Lawrence Correctional Center, unpaid Family Medical Leave, effective July 15, 2003, up to 12 weeks of unpaid leave.

Board Action to Amend Personnel Report: Miss Wolfe made a motion to amend the Personnel Report as recommended to add the addendum as presented. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

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

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

AGENDA #15 – “Collective Bargaining” – The CEO reported that contract negotiations with the Illinois Eastern Community Colleges Education Association will begin Friday, July 25, 2003. The district is now in the second year of a three-year contract with the teachers’ union. The contract calls for re-openers on salaries and insurance.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Miss Wolfe made a motion to adjourn. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:35 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

HIPAA Agreement – Union Hospital

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2003
RE: HIPAA Agreement – Union Hospital

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

TLB/rs

Attachment

HIPAA BUSINESS ASSOCIATE AGREEMENT

This HIPAA Business Associate Agreement (“Agreement”) is entered into by and between **UNION HOSPITAL, INC., d/b/a UNION HOSPITAL HEALTH GROUP** (“Covered Entity”) and _____ (“Business Associate”) (each a “Party” and collectively the “Parties”).

1. **BACKGROUND AND PURPOSE.** The Parties have entered into one or more contractual relationships for services, or products and/or the Parties engage in a business relationship or consulting or advisory relationship that require Business Associate to be provided with, to have access to, and/or create Protected Health Information (“PHI”) that is subject to the federal privacy regulations issued pursuant to the Health Insurance Portability and Accountability Act (“HIPAA”) and codified at 45 C.F.R. parts 160 and 164 (“Privacy Rule”) (the “Underlying Contract(s)"). Both parties are committed to complying with the Privacy Rules. This Agreement sets forth the terms and conditions pursuant to which the Protected Health Information that is provided or created or received by the Business Associate will be handled in order that both Parties may satisfy the regulatory requirements. This Agreement shall supplement and/or amend each of the Underlying Contract(s) or arrangements only with respect to Business Associate’s receipt, use and creation of PHI under the Underlying Contract(s) to allow Covered Entity to comply with §164.502(e) of the Privacy Rule. Except as so supplemented and/or amended, the terms of the Underlying Contract(s) or arrangement(s) shall continue unchanged and shall apply with full force and effect to govern the matters addressed in this Agreement and in each of the Underlying Contract(s) or arrangement(s).

2. **OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE.**

- (a) Business Associate agrees to not use or further disclose Protected Health Information other than as permitted or required by this Agreement or as required by the law. Business Associate shall also comply with any further limitations on uses and disclosures agreed by Covered Entity in accordance with 45 C.F.R. 164.522 provided that such agreed upon limitations have been communicated to Business Associate according to Section 4.1(c) of this Agreement.
- (b) Business Associate agrees to implement and use the appropriate administrative, physical, technical safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement.
- (c) Business Associate agrees to implement and use the appropriate administrative, physical and technical safeguards as reasonably and appropriately to protect the confidentiality, integrity and availability of electronic PHI that it creates, receives, maintains and transmits on behalf of Covered Entity.
- (d) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.

- (e) Business Associate agrees to report to Covered Entity any use or disclosure of the PHI not provided for by this Agreement.
- (f) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of Covered Entity agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.
- (g) Business Associate agrees to provide access to PHI in a Designated Record Set, within thirty (30) days of a written request from Covered Entity, to Covered Entity or, as directed by Covered Entity within thirty (30) days to an Individual, in order to meet the requirements under 45 C.F.R. 164.524. Covered Entity and Business Associate will jointly determine what constitutes “Protected Health Information” or a “Designated Record Set”, and such determination shall be final and conclusive. If Business Associate provides copies or summaries of PHI to an Individual it may impose a reasonable, cost-based fee in accordance with 45 C.F.R. 164.524(c)(4). If Business Associate is unable to provide the Covered Entity or the Individual with access within the required time frame, Business Associate will notify Covered Entity so Covered Entity may request, in writing, an extension from the Individual.
- (h) Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set, within forty-five (45) days of a written request from Covered Entity pursuant to 45 C.F.R. 164.526, or at the request of Covered Entity, within sixty (60) days of a written request from an Individual. Business Associate shall not charge any fee for fulfilling requests for amendments. Covered Entity and Business Associate will jointly determine what constitutes PHI, and thus what information is subject to amendment pursuant to C.F.R. 164.526. The determination shall be final and conclusive. If Business Associate is unable to amend the PHI with the required time frame, Business Associate will notify Covered Entity so Covered Entity may request, in writing, an extension from the Individual.
- (i) Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of, Covered Entity available to the Secretary, for purposes of the Secretary determining Covered Entity’s compliance with the Privacy Rule.
- (j) Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. 164.528.

- (k) Business Associate agrees to provide to Covered Entity, within thirty (30) days of a written request from the Covered Entity, an accounting of disclosures of an Individual's PHI, collected in accordance with Section 2(i) of this Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. 164.528. If Covered Entity requests an accounting of an Individual's PHI more than once in any twelve (12) month period, Business Associate will impose a reasonable fee for such accounting in accordance with 45 C.F.R. 164.528(c). If Business Associate is unable to provide the Covered Entity with an accounting within the required time frame, Business Associate will notify Covered Entity so Covered Entity may request, in writing, an extension from the Individual.
- (l) Business Associate acknowledges that it shall request from the Covered Entity and so disclose to its affiliates, subsidiaries, agents and subcontractors or other third parties, only the minimum PHI necessary to perform or fulfill a specific function required or permitted under this Agreement.
- (m) Business Associate shall use commercially reasonable efforts to maintain the security of the PHI and to prevent unauthorized uses or disclosures of PHI.
- (n) If Business Associate conducts any Standard Transactions on behalf of Covered Entity, Business Associate shall comply with the applicable requirements of 45 C.F.R. Part 162.

3. **PERMITTED USES AND DISCLOSURES OF PHI.** Except as otherwise specified in this Agreement, Business Associate may make any and all uses and disclosures of PHI necessary to perform its obligations under the Underlying Contract(s). Unless otherwise limited herein, Business Associate may:

- (a) Use the PHI in its possession for its property management and administration and to carry out the legal responsibilities of Business Associate [§164.504(e)(4)(i)].
- (b) Disclose the PHI in its possession to a third party for the purpose of Business Associate's proper management and administration or to carry out the legal responsibilities of Business Associate, provided that the disclosures are required by law or Business Associate obtains reasonable assurances from the third party regarding the confidential handling of such PHI as required under the Privacy Rule [§164.504(e)(4)(ii)].
- (c) Provide Data Aggregation services relating to the health care operations of Covered Entity [§164.504(e)(2)(i)(B)].

- (d) De-identify any and all PHI obtained by Business Associate under this Agreement, and use such de-identified data, all in accordance with the de-identification requires of the Privacy Rule. [§164.502(d)(1)] [This provision should be adjusted to reflect the uses and disclosures required to perform the Underlying Contract(s)].
- (e) Use PHI to report violations of law to appropriate Federal and State authorities, consistent with §164.502(j)(1).

4. **OBLIGATIONS OF COVERED ENTITY.**

(a) **Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions** [provisions dependent upon business arrangement]

- (1) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
- (2) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(b) **Permissible Requests by Covered Entity.** Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity.

5. **TERM AND TERMINATION.**

- (a) **Term.** The provisions of this Agreement shall take effect on the later of April 14, 2003, or the first date that Business Associate has entered into a contract or other relationship with Covered Entity on which date the Privacy Rule requires compliance by Covered Entity ("Effective Date") and shall terminate when all of the PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the provisions of this section.

- (b) **Termination for Cause.** Upon a material breach of this Agreement by Business Associate which breach does not arise from any breach by Covered Entity, Covered Entity shall provide an opportunity for Business Associate to cure the breach or end the violation, and terminate this Agreement if Business Associate does not cure the breach or end the violation within a mutually agreeable time, or immediately terminate this Agreement if cure of such breach is not possible.
- (c) **Effect of Termination.**
- (1) Except as provided in paragraph (2) of this section, upon termination of this Agreement, for any reason, Business Associate shall return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. Business Associate shall request, in writing, PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.
- (2) In the event the Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Business Associate shall extend the protection of this Agreement to such PHI, limited to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

6. **NOTICES.** Any notices or communications to be given hereunder this Agreement, shall be made to the address and/or fax to the fax numbers given below:

If to Covered Entity: Union Hospital, Inc.
1606 North 7th Street
Terre Haute, IN 47804
Attention: Compliance & Privacy Officer
Fax: (812) 478-4195

If to Business Associate: To address shown underneath
Business Associate's signature
on signature page of this Agreement.

Each party named above may change its address upon thirty (30) days written notice to the other party.

7. **MISCELLANEOUS.**

- (a) **Regulatory References.** A reference in this Agreement to a section in the Privacy Rule means the section as in effect or as amended, and for which compliance is required.
- (b) **Amendment.** Upon the enactment of any law or regulation affecting the use or disclosure of PHI, or the publication of any decision of a court of the United States or any state relating to any such law or the publication of any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation, either party may, by written notice to the other party, and by mutual agreement, amend the Agreement in such manner as such party determines necessary to comply with such law or regulation. If the other party disagrees with such amendment, it shall so notify the first party in writing within thirty (30) days of the notice. If the parties are unable to agree on an amendment within thirty (30) days thereafter, either of the parties may terminate the Agreement on thirty (30) days written notice to the other party.
- (c) **Survival.** The respective rights and obligations of Business Associate and Covered Entity under Section 5(c)(2) and 6 of this Agreement shall survive the termination of this Agreement.
- (d) **Interpretation.** Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits both parties to comply with the Privacy Rule. In the event of any inconsistency or conflict between this Agreement and any other agreement between the parties, the terms, provisions and conditions of this Agreement shall govern and control.
- (e) **No Third Party Beneficiary.** Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the parties and respective successors or assigns of the parties, any rights, remedies, obligations, or liabilities whatsoever.
- (f) **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of Indiana.

8. **DEFINITIONS.**

- (a) **Catch-all definition:** Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the Privacy Rule.

Examples of specific definitions:

- (1) **Individual.** “Individual” shall have the same meaning as the term “individual” in 45 C.F.R. 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. 164.502(g).

- (2) **Privacy Rule.** “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164, subparts A and E.
- (3) **Protected Health Information.** “Protected Health Information” shall have the same meaning as the term “protected health information” in 45 C.F.R. 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- (4) **Required By Law.** “Required By Law” shall have the same meaning as the term “required by law” in 45 C.F.R. 164.501.
- (5) **Secretary.** “Secretary” shall mean the Secretary of the Department of Health and Human Service or his designee.

IN WITNESS WHEREOF, Union Hospital, Inc. d/b/a Union Hospital Health Group, by its duly authorized representative and the undersigned Business Associate have executed this Agreement the day, month and year set forth under their signatures. The effective date of this Agreement will be the date on which the final signatory signs this Agreement.

UNION HOSPITAL, INC. d/b/a
UNION HOSPITAL HEALTH GROUP

By: _____

Printed: _____

Title: _____

Date: _____

BUSINESS ASSOCIATE

By: _____

Printed: _____

Title: _____

Date: _____

Address: _____

Agenda Item #8B

HIPAA Agreement Addendum – Terre Haute Regional Hospital

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2003
RE: HIPAA Agreement Addendum – Terre Haute Regional Hospital

Mr. Chairman, I request approval of an addendum to the Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and Terre Haute Regional Hospital. The addendum is attached.

TLB/rs

Attachment

Addendum
Between
Illinois Eastern Community Colleges
Lincoln Trail College
and
Terre Haute Regional Hospital
3901 S. 7th Street
Terre Haute, IN 47802

HIPPA-Mutual. Each party agrees to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C § 1320d through d-8 (“HIPPA”), and the requirements of any regulations promulgated thereunder including without limitation the federal privacy regulations as contained in 45 C.F.R. Part 164 (the “Federal Privacy Regulations”) and the federal security standards as contained in 45 C.F.R Part 142 (the “Federal Security Regulations”). Each party agrees not to use or further disclose any protected health information, as defined in 45 C.F.R § 164.504, or individually identifiable health information, as defined in 42 U.S.C § 1320d (collectively, the “Protected Health Information”) and any modifications therefore, concerning a patient other than as permitted by this Agreement and the requirements of HIPPA or regulations promulgated under HIPPA including without limitation the Federal Privacy Regulations and the Federal Security Regulations. Each party will implement appropriate safeguards to prevent the use or disclosure of a patient’s Protected Health Information other than as provided for by this Agreement. Either party will promptly report to the other any use or disclosure of a patient’s Protected Health Information not provided for by this Agreement or in violation of HIPPA, the Federal Privacy Regulations, or the Federal Security Regulations. In the event either party, upon the approval or the other party, contracts with any vendors or agents to whom such party provides a patient’s Protected Health Information, the party shall include provisions in such agreements whereby the vendor or agent agree to the same restrictions and conditions that apply to such party with respect to a patient’s Protected Health Information. Each party will make its internal practices, books, and records relating to the use and disclosure of a patient’s Protected Health Information available to the Security of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations and the Federal Security Regulations. Notwithstanding the foregoing, no attorney-client, accountant-client, or other legal privilege shall be deemed waived by either party by virtue of this section.

Medicare Access. Upon written request of the Secretary of Health and Human Services the Comptroller General of the Government or any of their duly authorized representatives, the Provider shall make available to the Secretary or the Comptroller General those contracts, books, documents and records necessary to verify the nature and extent of the cost of providing his/her services. If the Provider carries out any of the duties of this Agreement with a value of \$10,000 or more over a twelve (12) month period through a subcontract with a related individual or organization, the Provider shall include this requirement in all such subcontracts. The parties agree that any attorney-client, accountant-client, or any other legal privilege shall not be deemed waived by virtue of the section.

JCAHO Requirements. Contractor/Vendor shall perform all services under this Agreement in accordance with any and all regulatory and accreditation standards applicable to Facility and the Service, including, without limitation, those requirements imposed by the Joint Commission on Accreditation of Healthcare Organizations, the Medicare/Medicaid conditions of participation and any amendments thereto, and all applicable federal, state and local laws, rules regulations and policies.

The “College”

For “Facility”

Illinois Eastern Community Colleges
Lincoln Trail College
District 529, Olney Central College
Associate Degree Nursing Program

Jerry Dooley, Chief Executive Officer
Terre Haute Regional Hospital

Agenda Item #8C

LTC Foundation Renovation of Lincoln Room

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2003
RE: LTC Foundation Renovation of Lincoln Room

The Lincoln Trail College Foundation has approved funding the renovation of the Lincoln Room located in the Zwermann Art Center on campus. These improvements include new carpeting, wall coverings, and new art work. The total cost of the project is estimated to be \$3,500.

I recommend approval of renovation of the Lincoln Room by the LTC Foundation.

TLB/rs

Agenda Item #8D

Increase of Transcript Fee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2003
RE: Increase in Transcript Fee

Mr. Chairman, I request approval of an increase in the Transcript Fee from \$1.00 to \$3.00. The Transcript Fee is for the cost of printing and mailing the transcripts. The Fax Transcript Fee remains the same at \$2.00

TLB/rs

Agenda Item #8E

Cooperative Agreements – John A. Logan and Southwestern

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2003
RE: Cooperative Agreements (John A. Logan College & Southwestern Illinois College)

I am requesting approval of the two attached cooperative agreements. The first agreement is between Illinois Eastern Community Colleges and John A. Logan College located in Carterville. The second cooperative agreement is between Illinois Eastern Community Colleges and Southwestern Illinois College in Belleville, Illinois.

TLB/rs

Attachments

**A JOINT AGREEMENT FOR EDUCATION COOPERATION
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
AND
JOHN A. LOGAN COLLEGE, DISTRICT #530**

This agreement is made this _____ day of _____, 2003 and entered into between **Illinois Eastern Community Colleges, District #529**, and **John A. Logan College, District #530**, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

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

1. INSTITUTIONAL IDENTIFICATION

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

2. EDUCATIONAL PROGRAMS

Illinois Eastern Community Colleges, District #529 agrees to accept students from **John A. Logan College, District #530**, in the following programs:

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

All mutually approved interactive courses in the distance learning program and all Department of Corrections and Fire Science training courses.

John A. Logan College, District #530, agrees to accept students from Illinois Eastern Community Colleges, District #529 in the following programs:

Cardiac Medical Sonography

Certificate

Construction Management Technology

AAS

Dental Assisting

Certificate

Dental Hygiene

AAS

Interpreter Preparation

AGS/Certificate

All mutually approved interactive courses in the distance learning program and all Department of Corrections and Fire Science training courses.

3. **STUDENT ENROLLMENT AND RESPONSIBILITY**

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

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

4. **RECEIVING DISTRICT'S RESPONSIBILITIES**

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

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

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

5. **FINANCE**

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

6. **PUBLICITY AND CATALOG**

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

7. **AMENDMENTS TO AGREEMENT**

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

8. **TERMINATION**

This agreement shall be terminated at any time by either **Illinois Eastern Community Colleges, District #529**, or **John A. Logan College, District #530**. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529

Chief Executive Officer

Date

Chairman, Board of Trustees

Date

Secretary, Board of Trustees

Date

JOHN A. LOGAN COLLEGE, DISTRICT #530

President

Date

Chairman, Board of Trustees

Date

Secretary, Board of Trustees

Date

A JOINT AGREEMENT FOR EDUCATION COOPERATION
between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
and
SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522

This agreement is made this _____ day of _____, 2003 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

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

I. INSTITUTIONAL IDENTIFICATION

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

II. EDUCATIONAL PROGRAMS

SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Aviation Maintenance Technology	AAS Degree
Aviation Pilot Training	AAS Degree/Certificates
Chemical Technology	Certificate
Construction Management Tech	AAS Degree
Engineering Technology	AAS Degree
Fire Science	AAS Degree/Certificates
Health Information Technology	AAS Degree
Horticulture	AAS Degree/Certificates
Industrial Metalworking	AAS Degree/Certificate
Industrial Pipefitting	AAS Degree/Certificate
Medical Assistant	AAS Degree/Certificates
Medical Laboratory Technology	AAS Degree
Paralegal Studies	AAS Degree
Paramedic	AAS Degree
Physical Therapist Assistant	AAS Degree
Process Operations Technology	Certificate

Respiratory Care	AAS Degree
Sign Language/Basic Communication	Certificate
Sign Language/Interpreter	AAS Degree
Ward Clerk	Certificate of Completion

ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, agree to accept students from SOUTHWESTERN ILLINOIS COLLEGE, District 522, in the following programs:

Professional Ag Applicator	Certificate
Agricultural Technology/Business	AAS Degree
Agricultural Technology/Production	AAS Degree
Diesel Equipment Technology	AAS Degree
Manufacturing Technologies	AAS Degree
Radio/TV Broadcasting	AAS Degree
Telecommunications Technology	AAS Degree
Telecom Outside Plant/Interconnect	Certificate

III. STUDENT ENROLLMENT AND RESPONSIBILITY

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

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

IV. RECEIVING DISTRICT'S RESPONSIBILITIES

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

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

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

V. FINANCE

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

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

VI. PUBLICITY AND CATALOG

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

VII. AMENDMENTS TO AGREEMENT

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

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY
COLLEGE
District #529

SOUTHWESTERN ILLINOIS
COLLEGE
District #522

Chairman, Board of Trustees	Date	Chairman, Board of Trustees	Date
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Secretary, Board of Trustees	Date	Secretary, Board of Trustees	Date
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Illinois Eastern Community Colleges and Southwestern Illinois College do not discriminate on the basis of race, color, religion, sex, age, disability, or national origin.

Agenda Item #8F

Acceptance of FY04 Tentative Budget

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
DATE: August 12, 2003
RE: Tentative Budget

A tentative fiscal year 2004 budget was sent to the Board of Trustees under separate cover. The tentative budget projects operating revenues of \$23,773,092 for the Education and the Operations and Maintenance funds. This represents an increase in revenues of \$839,901 over fiscal year 2003 budgeted revenues.

The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2004. It is based on information available to date. I recommend that the Board of Trustees accept the tentative budget as presented. As required by law, we will hold a Budget Hearing on September 16, 2003 and subsequently a final budget will be presented to the Board for approval.

RB/cr

Agenda Item #8G

Implementation of New Health and Life Policies

MEMORANDUM

TO: Terry Bruce
 FROM: Roger Browning & Tara Buerster
 DATE: August 12, 2003
 RE: Implementation of new Health and Life Policies

We were pleasantly surprised when we met with Blue Cross Blue Shield (BCBS) of Illinois on August 5th to finalize the details of our contract with them. Due to a restructuring of some administrative costs, they were able to reduce their fees slightly. The “revised” new rates will be as follows for health insurance:

	Quoted Health Rates	Quoted Dental Rates	Revised Health Rates 9/1/03	Revised Dental Rates 9/1/03	Board Pays	Full-Time Employees Monthly Deduction
Employee	\$367.50	\$23.29	\$361.64	\$23.29	\$384.93	\$0.00
Employee and Spouse	791.87	47.58	779.24	47.58	384.93	441.89
Employee & Child(ren)	585.97	60.13	576.62	60.13	384.93	251.82
Employee and Family	1,069.35	64.27	1,052.29	64.27	384.93	731.63

Additionally, it was necessary to make a change in the Supplemental Life insurance program that was originally quoted. Because many employees current coverages were structured different than the way the plan was bid and quoted, it was necessary to “Grandfather” in those employees. In order for the “Grandfathering” to work, we had to adopt a graduated rate schedule that was age rated. BCBS agreed to provide this coverage for the same rates being charged by our current supplemental life carrier (Unicare). “Basic” life rates will remain at the quoted rate of \$.16/\$1,000 of annual salary, and the supplemental life rates will be as follows:

<u>AGE</u>	<u>LIFE RATE/\$1,000</u>
18-24	\$0.062
25-29	\$0.062
30-34	\$0.098
35-39	\$0.136
40-44	\$0.181
45-49	\$0.294
50-54	\$0.423
55-59	\$0.843
60-64	\$1.016
65-69	\$1.649

We would respectfully request Board of Trustees approval for these modifications to the original proposal approved at the July 15, 2003 Board meeting.

RB/cr

Agenda Item #8H

Certification of Chargeback

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
DATE: August 12, 2003
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback form for FY04 is attached. The out-of-district cost per semester hour is \$198.17. The chargeback reimbursement per semester credit hour figure is \$114.42. The cost per semester credit hour for out-of-state and international students is \$243.26.

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

Thank you.

RB/cr

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

**CERTIFICATION OF CHARGEBACK REIMBURSEMENT
FOR FISCAL YEAR 2004**

ALL FISCAL YEAR 2003 NONCAPITAL AUDITED OPERATING EXPENDITURES
FROM THE FOLLOWING FUNDS:

1. Education Fund:	\$ 21,102,654	
2. Operations and Maintenance Fund:	2,326,410	
3. Public Building Commission Operation and Maintenance Fund:	-	
4. Bond and Interest Fund:	1,508,354	
5. Public Building Commission Rental Fund:	-	
6. Restricted Purposes Fund:	8,396,528	
7. Audit Fund:	25,654	
8. Liability, Protection, and Settlement Fund:	384,046	
9. Auxiliary Enterprises Fund (Subsidy Only):	875,221	
10. TOTAL NONCAPITAL EXPENDITURES		\$ 34,618,867
11. Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment) paid from sources other than state and federal funds	2,020,050	
12. TOTAL COSTS INCLUDED		36,638,917
13. Total certified semester credit hours for FY 2003	150,618	
14. PER CAPITA COST		243.26
15. All FY 2003 state and federal operating grants for noncapital expenditures, except for ICCB grants	6,790,878	
16. FY 2003 state and federal grants per semester credit hour (line 15 divided by line 13)		45.09
17. District's average ICCB grant rate (excluding equalization grants) for FY 2004		38.75
18. District's student tuition and fee rate per semester credit hour for FY 2004		<u>45.00</u>
19. Chargeback reimbursement per semester credit hour (line 14 minus lines 16, 17 and 18)		<u>\$ 114.42</u>

Approved: _____
Chief Fiscal Officer

Date: _____

Approved: _____
Chief Executive Officer

Date: _____

Agenda Item #8I

Copier Lease for DOC/Robinson Correctional Center

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
DATE: August 12, 2003
RE: New Copier Lease for Robinson Correctional Center

Attached please find a new lease agreement for a Ricoh AF2035 copier for the Robinson Correctional Center. This lease would replace the old lease for a copier that is 5 years old and not in good working condition. The new copier lease is \$323.63 per month which includes maintenance. The old lease was \$314.58 per month; therefore, the additional cost is \$9.05 per month.

We are requesting Board approval for this new lease with Ikon Office Solutions.

RB/cr

Image Management Plus Agreement

Number: 1292676

IOS CapitalSM

Thank you for choosing IKON! This agreement ("Agreement") has been written in clear, easy to understand language. Please take time to review the terms. When we use "you" or "your", we are referring to you, our Customer. When we use "IKON", we are referring to IKON Office Solutions, Inc., which is the equipment supplier and one of the largest distributors of office solutions in the world. When we use "we", "us", "our" or "IOS Capital", we are referring to IOS Capital, Inc. the wholly-owned captive finance subsidiary of IKON. Our principal corporate office is located at 1738 Bass Road, Macon, GA 31210.

CUSTOMER INFORMATION

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT
529
 Full Legal Name
RR3
 Customer Location Address
ROBINSON CRAWFORD IL 62454
 City County State Zip

Customer Billing Contact : _____
 () - () -
 Phone (ext) Fax
233 EAST CHESTNUT ST
 Customer Billing Address (if different)
OLNEY RICHLAND IL 62450
 City County State Zip

EQUIPMENT DESCRIPTION ("Equipment")

Quantity	Equipment Description: Make, Model, & Serial Number	Quantity	Equipment Description: Make, Model, & Serial Number
1	[CORE]RICOH COPIER AF2035		
1	[CORE]RICOH CABINET FAC25		

Check if Additional Equipment Schedule attached

PAYMENT SCHEDULE

Minimum Term (mos.) <u>48</u>	Cost Per Image <u>\$0.02942</u>	Cost of Additional Images <u>.017</u> B&W: <u>\$9.04238</u>	Guaranteed Minimum Monthly Images B&W: <u>11000</u>	Advance Payment of _____ (tax Included) <input type="checkbox"/> Apply to 1st Payment <input type="checkbox"/> Other _____	Meter Reading/Billing For Additional Images <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other _____
Minimum Payment Without Sales, Use and Property Tax <u>\$323.63</u>	Payment Due : <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly				

ADDITIONAL PROVISIONS (list here, if any):

Supplies not included

Sales Tax Exempt Yes (Attach Exemption Certificate) Customer Billing Reference Number (P.O.#, etc.) IKON
 Addendum Attached Yes (Check if yes and indicate total number of pages : _____)

TERMS AND CONDITION

- You agree to use the Equipment listed above and pay the sums described above. **THIS AGREEMENT IS UNCONDITIONAL AND NON-CANCELABLE.** You agree to use this Equipment for the Minimum Term indicated above. You agree that the Equipment will be used solely for business purposes and not for personal, family, or household purposes and the "Customer Location" is a business address. IOS's acceptance of this Agreement, when given, will be indicated by its signature below.
- Location of Equipment: You will keep the Equipment at the customer location specified above. You must obtain our written permission, which will not be unreasonably withheld, to move the Equipment. With reasonable notice, you will allow us or our designee to inspect the Equipment. (You further agree that the additional terms and conditions on the reverse side of this Agreement are incorporated by reference into this Agreement.)

AUTHORIZED SIGNER FOR CUSTOMER

THE PERSON SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER REPRESENTS HE/SHE HAS THE AUTHORITY TO DO SO.

 (Authorized Signer Signature) (Authorized Signer Printed Name) (Authorized Signer Title)

PERSONAL GUARANTY In consideration of IOS Capital's entering into the above Agreement, I unconditionally guarantee that the customer will make all payments and pay all other charges required under such Agreement when they are due, and that the Customer will perform all the other obligations under the Agreement fully and promptly. I also agree that IOS Capital may modify the Agreement or make other arrangements with the Customer and I will still be responsible for those payments and other obligations under the Agreement. I agree that IOS Capital need not notify me of any default under the Agreement and may proceed directly against me without first proceeding against the Customer or the Equipment, in which event, I will pay all amounts due under the terms of the Agreement. In addition, I will reimburse IOS Capital for any costs or reasonable attorney fees incurred in enforcing its rights. This continuing guaranty is a guaranty of payment and not of collection. I CONSENT TO THE VENUE AND NON-EXCLUSIVE JURISDICTION OF ANY COURT LOCATED IN EACH OF THE STATE OF GEORGIA AND THE STATE WHERE MY PRINCIPAL PLACE OF BUSINESS OR RESIDENCE IS LOCATED TO RESOLVE ANY CONFLICT UNDER THIS GUARANTY.

 Guarantor Signature Home Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: () _____ S.S.N.: _____
 (Printed Name of Guarantor, Do Not Include Title)

DELIVERY AND ACCEPTANCE With respect to Image Management Plus Agreement Number 1292676 between IOS Capital, Inc. and **ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT 529**, as customer ("you"), you hereby certify that each item of Equipment described therein has been delivered, installed and accepted and you agree that each such item of Equipment is in good condition and satisfactory for all purpose of the such Agreement.

 Authorized Signer Printed Name Title
 08/13/2003 11:34 AM Image Management Plus Agreement with Cost of Additional Images 5.01

Agenda Item #8J

ICN Cisco Contract

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2003
RE: Illinois Century Network (ICN) Cisco Contract

Illinois Eastern recently contracted with Clifton Gunderson LLP to perform an Internet and Internal Network Vulnerability Assessment to identify possible system security risks.

One of the recommendations of the report was to replace/upgrade our current firewall system. After reviewing the firewall products available on the market, it is recommended to purchase a Cisco PIX 525 firewall and Cisco intrusion detection software. The estimated cost of this project, including applicable discounts, is \$30,000.

The Illinois Century Network (ICN) and the Illinois Board of Higher Education (IBHE) have contracted with SBC DataComm Inc. for Cisco equipment and services. This contract extends 42.5% discounts off of list Cisco pricing to all ICN constituents; including IECC.

I recommend approval of the purchase of the firewall and intrusion detection software from SBC DataComm Inc. to take advantage of the discounts afforded by the state contract.

TLB/rs

Agenda Item #8K

Perkins Enhancement Grant

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 19, 2003

RE: Curriculum, Advising, and Program Planning (CAPP) Software Customization – Perkins Enhancement Grant

In March, 2003, IECC was awarded a \$60,000 (\$15,000 for each college) Career and Technical Education Perkins Postsecondary Enhancement Grant from the Illinois Community College Board. These funds are to be used for implementation of a degree/certificate audit system developed by SCT called the Curriculum, Advisement, and Program Planning (CAPP) module. This audit system is expected to increase student retention and program completion rates.

The funds will be expended and the grant completed by September 30, 2003, with a final progress and implementation report to be filed with the Illinois Community College Board by September 30, 2003.

An agreement was negotiated with SCT to modify the CAPP software to provide an automated analysis of student transcripts against all programs offered by IECC. This analysis would identify students that may have completed a program or only need a few courses to complete a program and, as a result, increase overall completion rates.

The total cost of the audit program is \$71,800 with only \$60,000 being provided by the ICCB grant. Technology Plan software upgrade funds will be utilized to pay the remaining \$11,800.

I recommend contracting with SCT to provide this software modification.

TLB/rs

Agenda Item #8L

Accountability and Program Review

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2003
RE: Accountability and Program Review

IECC's Accountability/Program Review Report has been compiled and prepared for submission to the Illinois Community College Board by Kathy Pampe. The report contains the following sections:

Part A: Forms A-1	Instructional Programs: Occupational
Part A: Forms A-2	Communications
Part A: Forms A-3	Developmental Studies Adult Basic and Adult Secondary Education English as a Second Language
Part A: Forms A-4	Baccalaureate Programs Outside Agencies Scholarship
Part C:	Occupational Program Review – 2002 Follow-up Study Analysis

The document has been sent to you by a separate e-mail because of its length.

Mr. Chairman, I recommend approval of the Accountability and Program Review Report.

TLB/rs

Agenda Item #8M

FY2003 Results Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2003
RE: FY2003 Results Report

The 2003 Results Report describes how IECC's institutional priorities are aligned with and support the six goals of higher education introduced in *The Illinois Commitment*, which include:

- Economic Growth
- Teaching and Learning
- Affordability
- Access and Diversity
- High Expectations and Quality
- Productivity and Accountability

Because of the length of the 2003 Results Report, it has been sent to you in a separate e-mail.

I recommend approval of the FY2003 Results Report.

TLB/rs

Agenda Item #9

Bid Committee Report

Bid Committee Report

August 19, 2003

Frontier Community College

1. New Toilet – Workforce Development Center

TO: Board of Trustees

FROM: Roger Browning

Re: New Toilet – Workforce Development Center

DATE: August 12, 2003

Bid Committee recommends rejecting all bids received due to the fact the bids were over the budgeted amount.

DIVISION I - GENERAL WORK

BIDDER	BID SECURITY	BASE BID	ALT. BID NO. 1 (Rough-in soil, waste & vent piping) ADD	ALT. BID NO. 2 (Provide toilet partitions) ADD
Kieffer Bros. Construction Co., Inc. Mt. Carmel, IL	BB 5%	\$49,300.00	\$3,600.00	\$2,700.00
K. Wohltman Construction, Inc. Effingham, IL	BB 5%	\$52,400.00	\$5,760.00	\$2,447.00

PROJECT SCOPE:

Work includes but is not limited to: Construction of a new toilet in the Workforce Development Center, Frontier Community College, to consist of selective demolition, new general construction, and associated plumbing, heating and electrical work.

Source of Funds: Local

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

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT July 31, 2003

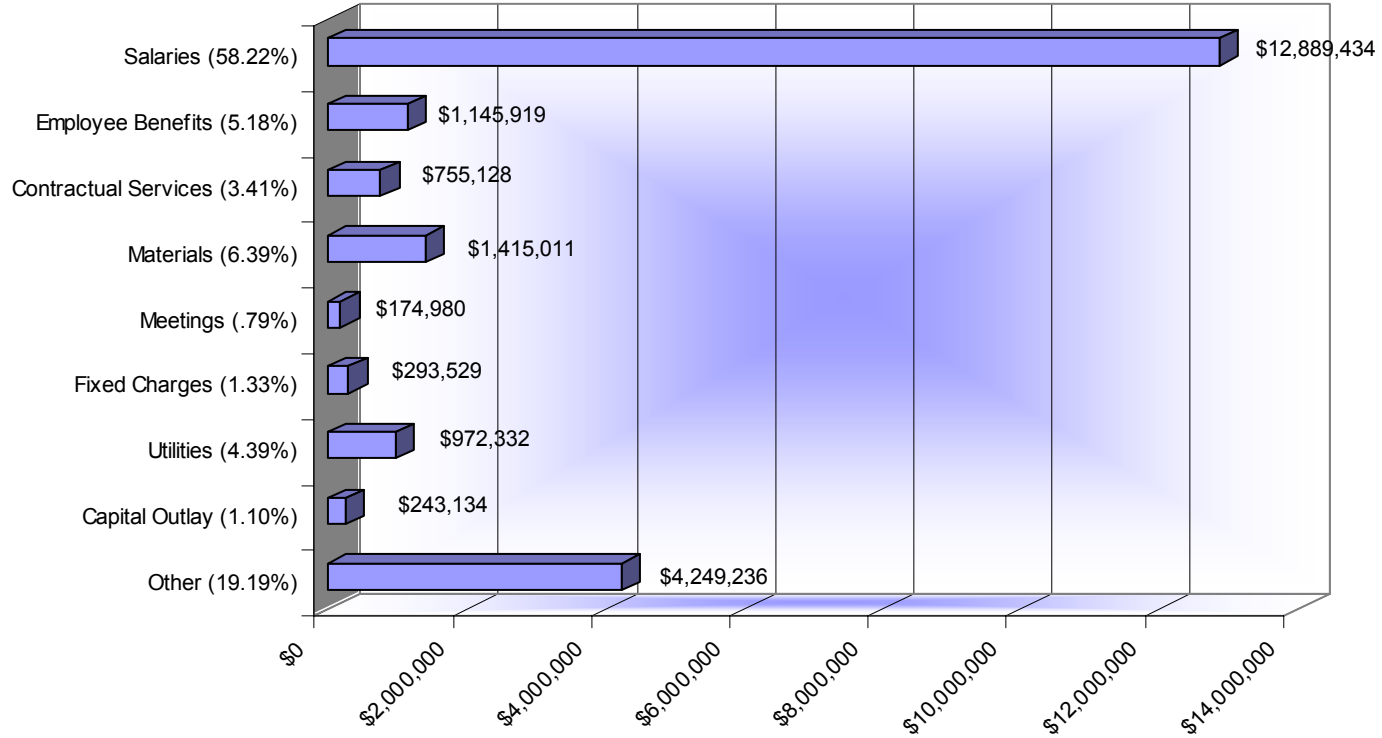
FUND	BALANCE
Educational	\$4,167,461.51
Operations & Maintenance	\$133,733.32
Operations & Maintenance (Restricted)	\$256,722.73
Bond & Interest	\$86,715.32
Auxiliary	\$236,431.67
Restricted Purposes	(\$30,326.94)
Working Cash	\$1,530,541.82
Trust & Agency	\$58,167.48
Audit	\$42,023.13
Liability, Protection & Settlement	(\$65,959.60)
TOTAL ALL FUNDS	\$6,415,510.44
Respectfully submitted,	
Marilyn Grove, Treasurer	

LIST OF INVESTMENTS

July 2003

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
05/07/03	08/07/03	2.00	Old National Bank in Mt. Carmel (CD)	1,000,000	1,005,000	5,000
Operations & Maintenance						
Operations & Maintenance Fund (Rest)						
06/30/03	08/30/03	0.99	Fairfield National Bank (CD)	1,500,000	1,502,475	2,475
06/30/03	10/30/03	1.00	Fairfield National Bank (CD)	1,500,000	1,505,000	5,000
Bond & Interest						
Auxiliary Fund						
06/30/03	11/30/03	1.01	Fairfield National Bank (CD)	300,000	301,263	1,263
Restricted Purposes						
Working Cash Fund						
11/18/02	11/18/03	1.80	Trust Bank (CD)	675,000	687,150	12,150
Trust & Agency Fund						
06/30/03	01/30/04	1.02	Fairfield National Bank (CD)	250,000	251,488	1,488
Liability & Protection Fund						
06/30/03	01/30/04	1.02	Fairfield National Bank (CD)	650,000	653,868	3,868
Total				5,875,000		

Illinois Eastern Community Colleges FY2003 Operating Funds



Illinois Eastern Community Colleges Dist. #529
As of July 31, 2003 - \$22,138,703

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

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 15, 2003
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.2 and 400.7, will be mailed under separate cover.

mk

Attachments

INDEX

- 400.1. Employment of Personnel**
- 400.2. Authorization to hire Lawrence Correctional Center employees for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.**
- 400.3. Authorization to hire Grant Staff prior to September Board Meeting**
- 400.4. FY03-04 Special Assignments**
- 400.5. FY03-04 Educational Level Changes**
- 400.6. Reductions-In-Force and Adoption of Resolution**
- 400.7. Resignations**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Ruby Houldson, Nursing Instructor
2. Hollie Kelly, Nursing Instructor
3. Carrie Mallard, Life Science Instructor
4. Mark Pettigrew, Machine Shop Technology Instructor
5. Shasta Schackmann, Business/Information Tech Instructor

400.2. Authorization to hire Lawrence Correctional Center employees for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

A. Professional/Non-Faculty

1. Mike Kowalis, Youthful Offender Counselor

400.3. Authorization to hire Grant Staff prior to September Board Meeting

400.4. FY03-04 Special Assignments

A. Olney Central College

<u>Academic – Nursing</u>		<u>Recommended</u>
1.	Kathy Ketterman Dept Head, Nursing/OCC	\$ 2,500 + 12 hrs release time

<u>Extra-Curricular</u>		<u>Recommended</u>
1.	Ryan Roark Computer Technician	\$ 3,000

B. Lincoln Trail College

<u>Extra-Curricular</u>		<u>Recommended</u>
1.	Mary Jane Beckett Director, LSC	40% release time

C. District Office

<u>Extra-Curricular</u>		<u>Recommended</u>
1. Lisa Benson	Faculty Advisor, SLO	\$ 3,000

400.5. FY03-04 Educational Level Changes

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Richard Poskin	M+12	M+24	\$1,000
Mary McCarthy	M+12	M+24	\$1,000

400.6. Reductions-in-Force and Adoption of Resolution

A. Professional/Non-Faculty

1. Janet Herman, Coordinator of Literacy Development (GR), Frontier Community College.

B. Classified

1. Lyndal Hefley, Literacy Development Center Technician (GR), Frontier Community College.
2. Rebecca Sharp, Library Assistant, Wabash Valley College

400.7. Resignations

A. Classified

1. Marla Bayler, College Academic Advisor (GR), District Office, effective August 29, 2003.
2. Aaron Dauby, Computer Technician, Olney Central College, effective August 6, 2003.
3. Rob Long, Academic Support Specialist (GR), District Office, effective September 16, 2003.

Agenda Item #15

Agenda Item #15
Collective Bargaining

Agenda Item #16

Agenda Item #16

Litigation

Agenda Item #17

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

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

ENVIRONMENTAL BARRIER PROJECTS & MISCELLANEOUS:	Estimated Budget										
Misc. ADA Improvements All campuses & DO	\$505,000										
Exit Door Modifications OCC	\$126,000										
Phase IV											
Environmental Barriers FCC, LTC & WVC	\$366,300										
Exit Modifications WVC	\$61,700										
Roof Replacements OCC & WVC	\$128,400										
7/31/2003			Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

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

	Estimated Budget										
Door & Hardware Accessibility WVC & FCC	\$149,200										
Storm Drain - Applied Arts Building WVC	\$72,600										
Bleacher Replacement LTC	\$181,500										
Door Replacements LTC & WVC	\$33,900										
Gymnasium Floor Replacement LTC	\$525,100										
HVAC Unit Replacements OCC	\$447,700										
Interior Lighting Upgrade WVC	\$201,300										
Air Quality - Paint Booth Installation WVC	\$0	PROJECT CANCELLED									
Roof Replacements/Repair District-wide	\$727,000										
Sanitary Sewer Replacement FCC	\$56,900										
Stairway/Lobby Glazing OCC	\$144,000										
Exterior Wall & Fascia Renovations LTC	\$542,100										
Site Lighting LTC & WVC	\$261,400										
Roof Replacement, Main Hall WVC	\$131,800										
Exterior/Interior Wall Repair WVC	\$86,400										
Data Center Acoustics & HVAC Upgrade DO	\$39,325										
GRAND TOTAL	\$3,600,225		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted